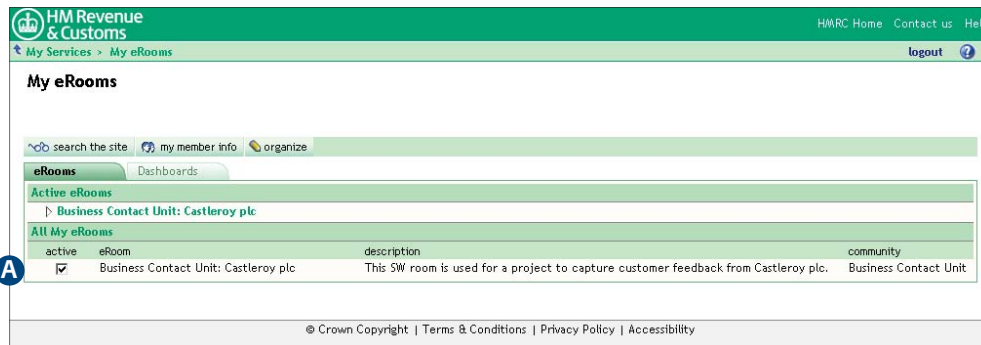


# Customer Member

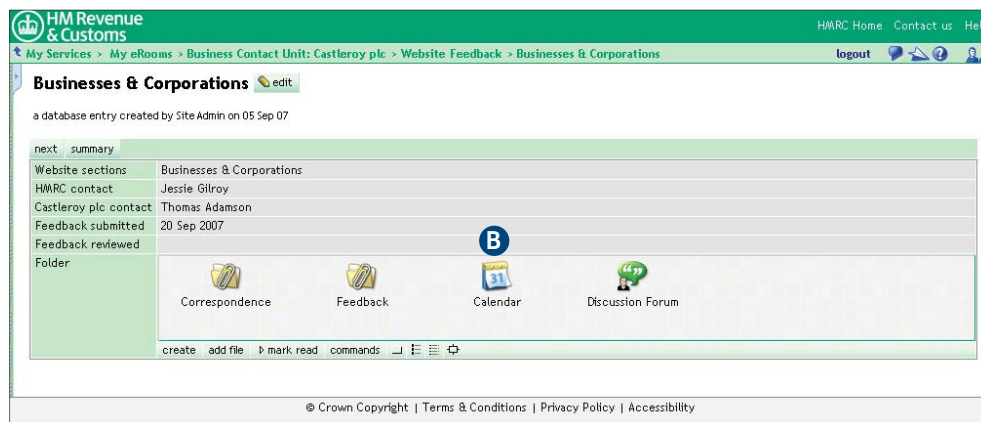
## Creating a calendar event

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



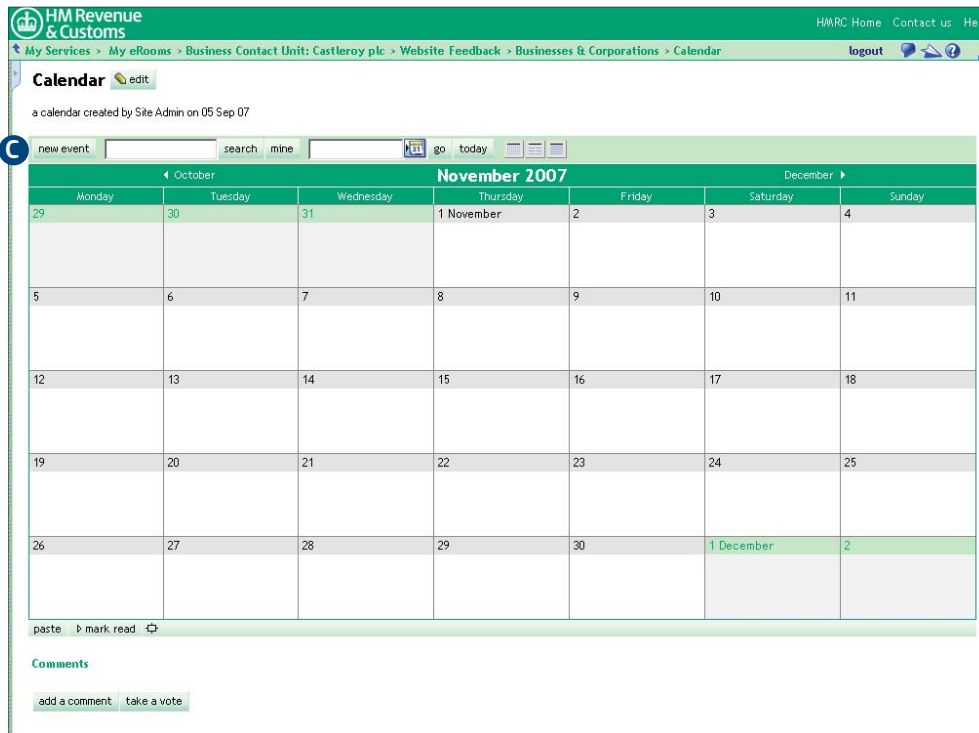
**A** available Rooms

- 2 Navigate to the **calendar** (B) where the event is to be created.



**B** Calendar icon

3 Select the **new event** button (C).



HM Revenue & Customs  
 My Services > My eRooms > Business Contact Unit: Castleroy plc > Website Feedback > Businesses & Corporations > Calendar

Calendar [edit](#)

a calendar created by Site Admin on 05 Sep 07

**C** new event  search mine  go today

November 2007						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1 November	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 December	2

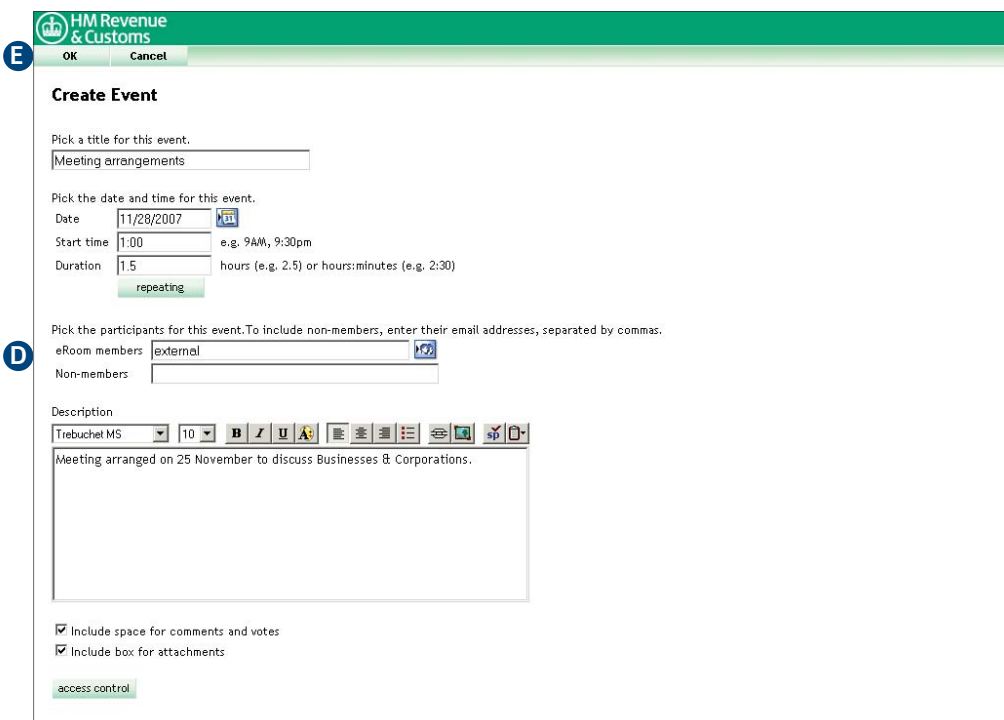
paste mark read

Comments  
[add a comment](#) [take a vote](#)

**C** new event button

4 Complete the appropriate **Create Event** fields (D).

5 Select **OK** (E).



HM Revenue & Customs  
 OK Cancel

**Create Event**

Pick a title for this event.

Pick the date and time for this event.  
 Date    
 Start time  e.g. 9AM, 9:30pm  
 Duration  hours (e.g. 2.5) or hours:minutes (e.g. 2:30)

Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.  
 eRoom members:    
 Non-members:

Description  
 Trebuchet MS 10 **B** **I** **U** **A**         
 Meeting arranged on 25 November to discuss Businesses & Corporations.

Include space for comments and votes  
 Include box for attachments

[access control](#)

**D** entry fields

**E** OK button

6 The calendar confirms you have created the event (F).

The screenshot shows the HM Revenue & Customs 'Calendar' page. At the top, there is a navigation bar with 'My Services > My eRooms > Business Contact Unit: Castleroy plc > Website Feedback > Businesses & Corporations > Calendar'. Below this, the page title is 'Calendar' with an 'edit' link. A note states 'a calendar created by Site Admin on 05 Sep 07'. There is a search bar with 'new event', 'search', 'mine', 'go', and 'today' buttons. The main content is a calendar for November 2007, with columns for days of the week and rows for dates. An event titled 'Meeting arrangements 1:00pm' is scheduled for Wednesday, November 28th, and is marked with a blue circle containing the letter 'F'. Below the calendar, there are 'paste', 'mark read', and 'Comments' sections with 'add a comment' and 'take a vote' buttons.

**F** Calendar event