

Adding a Calendar Item to a Shared Zimbra Calendar with QuickAdd Appointment

1. Log on to your Zimbra account.
2. Click on the 'Calendar' tab
3. Double-click on the approximate time/day in the calendar to bring up the QuickAdd Appointment details box (see below).

QuickAdd Appointment

* Subject:

Location:

Show as: Mark as:

Calendar:

Start Time: Calendar

End Time: Gilham's COW #1 'Betsy'

Repeat: Gilham's COW #2 'Buttercup'

Reminder: Gilham's COW #3 'Clarabelle'

More Details: Gilham's Staff

Imagine Kit 03

Imaging Kit 01

Imaging Kit 02

Imaging Kit 04

Imaging Kit 05

Technology Support Calendar

4. In the 'Subject' field insert Grade, Teacher, Item (EXAMPLE: 3rd Henderson COW #1).

5. In the 'Location' field insert your classroom (EXAMPLE: B101).

6. **IMPORTANT!** In the drop down 'Calendar' menu select the appropriate calendar. Using the example above select the COW #1 Betsy.

7. Enter a 'Start Time' and an 'End Time'.

8. Specify 'Repeat' or 'Reminder' preferences.

8. Click 'OK'.

Your event will now show up on the appropriate calendar. Congratulations!

See also "[Adding a Calendar Item to a Shared Zimbra Calendar](#)"