Adding a Calendar Item to a Shared Zimbra Calendar

1. Log on to your Zimbra account.

2. Click on the 'Calendar' tab.

3. Click 'New' The appointment details box is displayed (see below).

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

5. In the 'Location' field insert you 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. Time field (Right side of page) select the time(s)/date(s) for the reservation.

8. Once you have entered all of the required information click the 'Save' button at the top of the page.

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

See also: "How to View a Shared Zimbra Calendar" and "Adding a Calendar Item to a Shared Zimbra Calendar with QuickAdd Appointment"