

## Signing in to Oracle Calendar

1. Click **Start, Programs, Oracle Calendar, Oracle Calendar**

A **Sign-In** dialogue box will appear.



2. In the **Connect to** box select **calendar.adelaide.edu.au**
3. Click in the box next to **User name** and type your name e.g. **Terry Hall**
4. Click in the box next to **Password** and type your password.
5. Click **Sign-in**.

After a few seconds, Calendar will open your “agenda” and “in-tray” in separate windows.

The “agenda” is your diary. The “in-tray” contains e-mail messages sent to you from Calendar.