



# Getting Started with Calendaring

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## Introduction

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This document is a brief introduction to the Calendar feature of MyUH.

## Overview

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To access your calendar:

1. Login to MyUH at <http://myuh.hawaii.edu>
2. Click on the **Calendar** icon.



**Calendar**

3. Your calendar will now be displayed.

By default, the calendar will open into the Day view, and display the current day's events.

The screenshot displays the MyUH calendar application in a web browser. The browser's address bar shows the URL: <http://lum70.its.hawaii.edu:6788/uwc/calclient/DayView?date=20090505T014531Z&calid=teresa&caltype=calid&viewctx=day&category=All>. The page title is "Calendar Day View - Communications Express".

The interface features a blue header with the MyUH logo and the text "Welcome Teresa Sakata". Below the header, there are navigation tabs: "Calendar" (selected), "Address Book", and "Options". A dropdown menu shows the "Current Calendar" as "Teresa Sakata".

Below the tabs, there are links for "Day", "Week", "Month", "Year", "Events", "Invitations", and "Tasks". A search bar is labeled "Search for Events:" with a "Search" button. Below the search bar, there is a "Jump to:" section with dropdown menus for "May", "4", "2009", and a "Go" button. A "Type:" dropdown is set to "All" with a "Go" button.

The main content area is divided into two sections. On the left is a calendar grid for "May 2009" with the 4th highlighted. On the right is a detailed hourly view for "Monday, May 4, 2009" showing time slots from 7:00 am to 4:30 pm. A sidebar on the left contains a "Tasks" section with "Complete" and "Delete" buttons, and messages: "Overdue Tasks: No overdue tasks for today" and "Due: No Tasks due for the selected date".

The status bar at the bottom of the browser window shows "Done".

The following is a brief description of the above window.

### Calendar tab

Click on this tab to view your calendar(s) in different ways. The figure shown is the "Day" view (one day at a time). You can also view your calendar, one week at a time, one month at a time, or one year at a time by clicking on the appropriate links (week, month, year). Note that the year view will not display the events on your calendar, just show you a calendar of the entire year.

### Events

You can click on **Events** to view your calendar as a list of events. You can view events by day, week, or month by changing the "Show" option. (You will see the "Show" option after you've clicked on Events.)

### Invitations

You can click on **Invitations** to see a list of meeting invitations that you have received, but not taken any action (accept/decline) on yet. You can view invitations by day, week, month, or all by changing the "Show" option. (You will see the "Show" option after you've clicked on Invitations.)

## Tasks

You can click on **Tasks** to see your list of Tasks. You can view tasks by day, week, or month by changing the "Show" option. (You will see the "Show" option after you've clicked on Tasks.) You can use the "Add Task" box at the bottom of the window to quickly add a new task.

## New event icon

Click on this icon to create a new event or meeting on your calendar. You can also click on the "plus" icon (pictured below) anywhere you see it in your calendar, to create a new meeting or event.



You can also add a new event by typing in the "Add Event" box that's at the bottom of the day, week, month, year, and events views.

## New task icon

Click on this icon to create a new task. You can also add a new task by typing in the "Add Task" box that's at the bottom of the Tasks window.

## Check Availability

You can use this to check if another person is busy or not; for example, if you wish to invite them to a meeting.

## Search for Calendar

Click on this icon to search for another person's calendar. After you've clicked on the icon, the "Search for Calendar" window will appear. Type the person's UH username in the box, and click **Search**. Any results found will be listed in the window. Check the box next to the calendar you wish to view, then click on **View Calendar(s)**.

## Printable

Click on this icon to get a printable view of your calendar. This will change depending on what view (day, week, month) you are in before clicking on this icon.

## Import/export icon

Click on this icon to import or export data in iCal or XML format. XML is a specific format for displaying a web page, while iCal is a format for calendar data (usually used with PDAs).

## Search for Events

You can use this feature to search your calendar for a specific event or task. Type a search string into the "Search for Events" box, then click on **Search**. Note: the results will not be in chronological order.

## Jump to

Use these drop down boxes to quickly jump to another day. Select the month, day, and year you wish to jump to, then click on **Go**. Click on **Today** to return to the current day.

## Tasks box

This box on the left side of the window will display any tasks you have due that day, as well as any overdue tasks. The "Due" section changes depending on what view you are in. For example, if you change to the month view, it will change to display all tasks you have due for the month.

### **Current Calendar drop down menu**

Under the "Current Calendar" drop down menu will be a list of all the calendars you are able to view. There is also a "Manage Calendars" option in this drop down menu. You would select this option to do things such as edit your calendar's permissions, create new calendars, and subscribe to other calendars.

### **Address Book tab**

Click on this tab to view or edit your Address Book. This is the same address book as the portal's email client.

### **Options tab**

Click on this tab to change your global calendar settings such as the start/end time of your work day, whether you want to be emailed reminders, and other options.

### **Navigating through your calendar**

Clicking on the yellow triangles will take you back or forth depending on what view you are in. If you are in the weekly view, it will take you back and forth one week. In the "Day" view shown, it will take you back and forth one day. You can also use the small month calendar to the left to navigate around; click on the day of the month you want to view, or click on the yellow triangles to go back and forth by months.

Click on **Help** for on-line calendar help. There is extensive on-line help available. Please refer to this on-line help for any questions not answered by this document.

## **Setting Global Calendar Options**

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This is where you can change various options for your calendar.

1. Click on the **Options** tab.
2. To access the Global options, click on **Global**

#### *Default Email Client and Language*

Do not change these options as it may lead to unexpected behavior.

#### *Date Format*

If you want to change the format of your dates from the default "month, day, year" select a different format from the popup menu.

#### *Time Format*

Select either 12 hour clock or 24 hour clock as you prefer.

#### *Time Zone*

This is the global time zone setting. All calendars you create will be displayed in this time zone unless you change the individual calendar's time zone. By default, it is set to Pacific/Honolulu.

To access the Calendar options, click on **Calendar**

#### *Default Calendar view*

You can use this option to set the view the calendar will open to. The choices are day, week, month, or year.

### *Default type*

The default category assigned to new events or tasks.

### *Default event status filter*

These boxes apply to meeting invitation status. For example, if you wish to only see meetings you've accepted on your calendar, uncheck all the other boxes.

### *Calendar Daily Time Scale*

- a. Select the start and end times of your day.
- b. Select how you want to split your days. If you split your days on the half hour, your day and week views will show times in that increment (7am, 7:30am, 8am, etc)

Note: The start and end times of your day can only be on the hour. Setting a start time of 7:45am is not possible.

### *Calendar Work Week and Weekend*

In this section, you can choose what day you want to be on the leftmost column in all of your views. You may want to change this to Monday if that is the first day of your work week; then Saturday and Sunday will be grouped together on the right. This option will be most obvious in the week and month views.

You can also choose your weekend days. The default is Saturday and Sunday, but if your weekend days are Sunday and Monday, you could check those boxes.

If you wish, you can check the box for "Do not display weekend days in the Calendar Week and Month views" if you do not wish to see those days displayed in your weekly or monthly views.

### *Reminders*

You can setup your calendar so that by default, you are reminded about all meetings, events, and tasks. You can also disable the global reminder option, and set a reminder event-by-event. To setup a global reminder:

- a. Check the box next to **Send an email reminder message for all events and tasks**
- b. In the "Email Address" box, type the email address you want the reminder sent to. If you want the reminder sent to more than one email address, type in each address separated by commas.
- c. In the "Send Reminder" box, type the amount of minutes, hours, or days before each event that you wish to be reminded.

### *Event Notifications*

You may want to be emailed anytime someone else schedules something on your calendar. For example, if you get invited to a meeting or if you have a secretary and that person edits your calendar. To enable this feature, check the box next to **Send notification whenever somebody invites me to an event**. In the box below, type the email address (only one is allowed for this option) that you want the message sent to.

3. If you've made any changes to the above options, be sure to click on the **Save** button or you will lose all your changes.


## Creating a new event

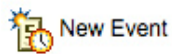
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An event is time you need to reserve on your calendar, either for an activity that you need to do yourself, or a meeting.

You can quickly add a new event by typing in the "Add Event" box that's at the bottom of the day, week, month, year, and events views. This will only fill in the Title, Date, and Start Time of the event. By default, an event added this way will be 1 hour long. Click on **Add Event** to finish adding the event to your calendar. You can later edit the event if you want to add more details. (See the section, *Editing an event*.)

You can follow the instructions in this section to add an event with all its details up front.

1. You can create a new event by clicking on the  icon closest to the day or time of the event, or by clicking on **New Event**.



2. The first section contains the Event Details. In the "Title" box, type a title for the event, such as **Planning Committee meeting**.
3. If you have different calendars (such as one for personal and one for work events) you may click on the **Calendar** pop-up menu and choose the calendar to put the event on. You can only put the event on one calendar.
4. Set the Start day and time by selecting what you want from the appropriate pop-up menu. If you wish, you may click on the  icon to "jump to" a specific date.
5. Set the End day and time by selecting what you want from the appropriate pop-up menu. If you wish, you may click on the  icon to "jump to" a specific date.
6. If this will be an all-day event (e.g. a vacation day) check the box for **All day event**. This will create a "banner" at the top of your calendar.
7. By default, the "Show as busy" box will be checked. This means that when others check your availability, it will show that you are busy for this time slot. If this event is flexible and you do not want to be shown as busy, uncheck the "Show as busy" box.
8. Under the "Type" option, select the type of event you are creating. The default is Business.
9. Under the "Privacy" pop-up menu, select the level of privacy you want for this event. If you select **Public Event**, then everyone with Read access to your calendar can see the date, time, title, and other information about this event. If you select **Show Time and Date Only**, then everyone with Read access to your calendar can only see the time and date of the event. All other information about the event, including the title, will not be seen. If you select **Private Event**, then nobody but you can see the event on your calendar. (When selecting this option, the "Show as busy" box will automatically be unchecked.) It will be completely invisible to others; you will appear to be free during that block of time.
10. In the "Location" box, type the location for the activity or meeting. In the "Notes" box, you can type notes about the event, or an agenda for a meeting.

11. If this is a recurring event, select the way you want it to recur under the **Frequency** option. You have a choice of Daily, Weekly, Monthly, or Yearly. See the section, *Setting the Repeat Option* for more information on how to setup a repeating event.

12. If this event is a meeting, type the **UH Username** of the person you wish to invite in the "Invitee" box, then click on the **Add** button. Their name will then appear in the "Invitee List" box.

You can click on the **Add from Address book** button if you wish to search your Address Book for your invitees. (This is the same Address Book as the one in your portal email client.) A search window will appear. Type the name or part of the name of the person you wish to invite, and click on **Search**. You will get a list of results. Check the box(es) next to the person(s) you wish to invite, then click on the **Add Invitees** button. Their name will then appear in the "Invitee List" box.

After you've added everyone to your Invitee List, you can click on the **Check Availability** button, and it will show you if the people on the list are free or busy at the time you've scheduled the meeting.

13. If you wish to have a reminder for this event emailed to you, make sure the box for **Send an Email Reminder** is checked. In the appropriate boxes, type the email address where you wish to receive the reminder, as well as the date and time of when you want to be reminded.

14. Click on **Save**. The event/meeting will now appear on your calendar. If you invited other people, they will see your invitation under their "Invitations" link the next time they open or refresh their calendar.

You can also click on **Save and Add Another** if you have more events or meetings to enter on your calendar.

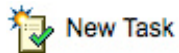
## Creating a new task



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You can quickly add a new task by clicking on Tasks, then typing in the "Add Task" box that's at the bottom of the window. This will only fill in the Title, Due Date, and Due Time of the task. Click on **Add Task** to finish adding the task. You can later edit the task if you want to add more details. (See the section, *Editing a task*.)

You can follow the instructions in this section to add an event with all its details up front.

1. To begin creating a new task, click on the **New Task** icon.



2. The first section contains the Task Details. In the "Title" box, type a name for the task; for example, **Write calendar document**
3. If you have different calendars (such as one for personal and one for work events) you may click on the **Calendar** drop-down menu and choose the calendar to put the task on. You can only put the task on one calendar.
4. Set a Start Date for the task by selecting what you want from the appropriate drop-down menu. If you wish, you may click on the  icon to "jump to" a specific date.
5. Set a Due Date for the task by selecting what you want from the appropriate drop-down menu. If you wish, you may click on the  icon to "jump to" a specific date. If there is no due date, check the **No Due Date** box.
6. You can set the time the task is due by selecting what you want from the appropriate drop-down menu. If there is no set time, check the **No Due Time** box.
7. Under the "Type" option, select the type of task you are creating. The default is Business.
8. You can set a priority for your task under the "Priority" option. The default is Normal.
9. The "Status" box shows how much of the task is completed. You can select the appropriate value from the drop-down menu.
10. Under the "Privacy" drop-down menu, select the level of privacy you want for this task. If you select **Public Task**, then everyone with Read access to your calendar can see the date, time, title, and other information about this task. If you select **Time and Date Only**, then everyone with Read access to your calendar can only see the time and date of the task. All other information about the event, including the title, will not be seen. If you select **Private Task**, then nobody but you can see the task on your calendar.
11. If applicable, fill in the "Location" and "Notes" boxes.
12. The next section contains the Recurrence options. If this is a repeating task, select the way you want it to recur under the **Frequency** option. You have a choice of Daily, Weekly, Monthly, or Yearly. See the section, *Setting the Repeat Option* for more information on how to setup a repeating task.

13. The last section is the Reminders section. If you wish to have a reminder for this task emailed to you, make sure the box for **Send an Email Reminder** is checked. In the appropriate boxes, type in the email address where you wish to receive the reminder, as well as the date and time of when you want to be reminded.
14. Click **Save** when you are finished creating your task.

You can also click on **Save and Add Another** if you have more tasks to enter.

## Setting the Repeat Option

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You can follow this procedure anytime you select a Frequency option when creating a new event or task.

1. When creating a new event or task, choose the desired repeat frequency under the "Frequency" option. You have a choice of repeat patterns -- Daily, Weekly, Monthly, or Yearly. If you are trying to create a birthday or anniversary event, you might want to select the yearly option. If you are marking off vacation days on your calendar, you might want to select the daily option.
2. More options will now appear. The options that appear will change depending on which repeat pattern you selected in step 1.

### Daily example

a. To setup an event that occurs every day, e.g. a vacation, select the **Daily** option.

b. In the "Every \_\_ Day(s)" box, type how many days in a row you want the event to occur. If the event occurs every other day, you would type a **2** in the box. In our example, we would type **1** since we want the event to occur every day.

You could select the "Every week day" option instead, if for example your event occurs Monday-Friday for two weeks.

c. You have several choices as to selecting the End date of the event/task. If the event will be a certain number of occurrences (say a 5 day vacation) you could type **5** in the "End After \_\_ Occurrences" box. If you know the date the event will end on, you can select "End By", then set the end date via the drop-down menus. If the event does not yet have an end date, you can select **No End Date** (selecting this option will create a maximum of 60 events).

### Weekly example

a. To setup an event that occurs every week, e.g. every Wednesday, select the **Weekly** option.

b. In the "Every \_\_ Week On" box, type how often you want the event to occur. If the event occurs every other week, you would type a "2" in the box. In our example, we would type **1** since we want the event to occur every week.

c. Check the box next to the day of the week you want the event to occur on, If the event occurs every Monday and Wednesday, you can check the boxes for Monday and Wednesday. In our example, we would check only the box next to **Wednesday**.

d. You have several choices as to selecting the End date of the event/task. If the event will be a certain number of occurrences (say a 10-week course) you could type **10** in the "End After \_\_\_ Occurrences" box. If you know the date the event will end on, you can select "End By", then set the end date via the drop-down menus. If the event does not yet have an end date, you can select **No End Date** (selecting this option will create a maximum of 60 events).

#### Monthly example

a. To setup an event that occurs every month, e.g. a monthly meeting, select the **Monthly** option.

b. In the "Day \_\_\_ of Every \_\_\_ Month" boxes, fill in the date you want the event to repeat on. For example, if you have something due on the 28th of each month, fill in Day **28** of Every **1** Month.

If instead you have a meeting every third Thursday of the month, you could use the second option, and select **Third, Thursday**, and type **1** in the box.

c. You have several choices as to selecting the End date of the event/task. If the event will be a certain number of occurrences (say 5 meetings) you could type **5** in the "End After \_\_\_ Occurrences" box. If you know the date the event will end on, you can select "End By", then set the end date via the drop-down menus. If the event does not yet have an end date, you can select **No End Date** (selecting this option will create a maximum of 60 events).

#### Yearly example

a. To setup an event that occurs every year, e.g. an anniversary, select the **Yearly** option.

b. Choose the date for the event to recur on. For example, if your anniversary is on June 8, change the drop-down menus to **June** and **08**. You can use the second option to set it to something like **The Second Monday of February**.

c. You have several choices as to selecting the End date of the event/task. If the event will be a certain number of occurrences, you could type **2** or whatever the amount of occurrences are in the "End After \_\_\_ Occurrences" box. If you know the date the event will end on, you can select "End By", then set the end date via the drop-down menus. If the event does not have an end date, you can select **No End Date** (selecting this option will create a maximum of 60 events).

## Editing an event

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To edit an event, click on its title (it should be bolded). A window showing details of the event will appear. Click on the **Edit** button in the lower left corner of the window. You can now edit the event the same way you would edit a new event.

- If it is a repeating event, you will be asked if you want to change just this specific event, or all future occurrences of the event. If you want to apply the changes to just this specific event, click on the **This One Only** button. If you want to apply the changes to this and all future events, click on the **This and All** button.

Click **Save** to save any changes.

## Deleting an event

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You can delete an event in two ways. The first way is to click on the **red x** () that appears next to the title of the event you wish to delete. You will be asked if you are sure you want to delete the event. If you are, click **OK**, else click **Cancel**.

The second way would be to click on the title of the event you wish to delete (it should be bolded). In the window that appears, click on the **Delete** button in the lower left corner. You will be asked if you are sure you want to delete the event. If you are, click **OK**, else click **Cancel**.

In both cases, if you are deleting a repeating event, you will be asked if you want to delete just this specific event, or all events. If you want to delete just this specific event, click on the **This One Only** button. If you want to delete this and all events, click on the **This and All** button.

## Editing a task

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1. If necessary, click on the **Calendar** tab.
2. Click on **Tasks**.
3. The Task List window will appear with the list of your tasks. If the Task is completed, you can change its status to 100% (Completed). If you want to delete the task, check the **Delete** box next to its name. To edit a task, click on its Title (it should be bolded), then click on **Edit** in the lower left corner of the window. You can then edit it as you would a new task.
4. Be sure to click on the **Save** button to save any changes.

## Creating a new calendar

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You can create as many calendars as you want, and use them for different purposes. For example, you could have one calendar for work items, one calendar for personal items, one calendar for your child's sports events, and so on.

1. Under the "Current Calendar" drop-down menu, select **Manage Calendars...**
2. The Manage Calendars window will appear. Click on **New Calendar...**
3. In the "Calendar Name" box, type a short name (no spaces) for your new calendar. The Calendar Name is a very short description of what the calendar is for, or some way to identify this calendar. The Calendar Name for each calendar you create must be unique. This name will appear when you view calendar sets that include this calendar.

Note: your UH username will automatically be pre-pended to the short name of any calendar you create. This is to avoid people creating calendars with the exact same name.

4. In the **Display Name** box, type a name for your calendar, for example, **Personal**.

5. Change other options as you wish (see the section *Sharing your calendar* for more information on these options). When you are finished, click **Save**. Your new calendar will be created and will appear in your Manage Calendars window.
6. To view your new calendar while still in the Manage Calendars window, check the box next to its name, then click **View Calendars**. You can also view the calendar by selecting the calendar's name from the "Current Calendar" drop-down menu.

## **Subscribing to a calendar**

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If you would like to see someone else's calendar, you need to subscribe to it. The person must first share their calendar with you, or you will be unable to see any of their events.

1. Under the "Current Calendar" drop down menu, select **Manage Calendars...**
2. Click on **Subscribe...**
3. In the "Search" box, type the first or last name, or the UH Username, of the person whose calendar you want to subscribe to, then click on **Search**.
4. A list of results matching what you typed will be returned. Check the box next to the calendar you wish to subscribe to.

If you do not get the result you wanted, try again with less characters in the search string. If you still get no results, it's possible the person has not used their calendar yet, or they have disabled the "Everybody" option from accessing their calendar and not given you access.

5. Click on **Subscribe to Calendar(s)**. The person's calendar will now be listed in your Manage Calendars window.
6. To view the person's calendar, check the box next to their name, then click **View Calendars**.

You can also view a person's calendar by selecting their name from the "Current Calendar" drop-down menu. Note that if the person has not given you access to their calendar, you will be able to open their calendar and may check their availability, but no items on their calendar will be displayed.

## Sharing your calendar

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By default, everybody (all users of the portal) can view your calendar to see if you're busy or not, and can also invite you to meetings. They cannot see the actual items on your calendar; just if you are busy or not. To change these permissions, or to grant specific people different levels of access, follow these steps.

1. Under the "Current Calendar" drop-down menu, select **Manage Calendars...** You will see a list of the calendars you are subscribed to, or that you have created. Note that you can only change permissions (and other options) for your calendar and the calendars you have created. To change your calendar's options, click on **Edit** to the right of your name. You can also do the same with any of the calendars you have created.
2. The "Edit Calendar" window will appear. There are three sections dealing with sharing your calendar.
3. The "Share This Calendar" section contains the global sharing options. Any checked options are currently in effect.

*Anyone can view my availability*

If this is checked, all MyUH users will be able to subscribe to your calendar and check your busy and free times.

*Anyone can read my calendar*

If this box is checked, all MyUH users can subscribe to your calendar and view your events and tasks.

*Anyone can invite me to an event*

If this box is checked, all MyUH users can invite you to meetings.

*Anyone can modify events, tasks and invitations on my calendar*

If this box is checked, all MyUH users can edit your events, tasks, and meeting invitations.

*Anyone can delete events, tasks and invitations on my calendar*

If this box is checked, all MyUH users can delete your events, tasks, and meeting invitations.

By default, the "Anyone can view my availability" and "Anyone can invite me to an event" boxes are checked. ITS recommends that you uncheck all boxes and use the "Share Calendar with Specific Users" option to share your calendar.

4. The "Share Calendar with Specific Users" section allows you to share your calendar with specific users. You can give each person a different level of access.

To give someone access, type their **UH Username** in the "Name" box, and click on **Add**. Their UH username will now appear in the Permissions List. After they have been added to your list, check the appropriate boxes for the type of access you wish to give them.

**Availability**    the person can tell if you are busy or not. If you are busy they will not be able to see why; just that the time is blocked out.

**Read**            the person can view your calendar (and all events) but not edit anything.

**Invite**          the person can invite you to meetings

Modify	the person can modify events that are on your calendar (only works if you have also given them Read access)
Delete	the person can delete events from your calendar (only works if you have also given them Read access)

To remove someone from the Permissions List, check the box next to their UH username, and click **Remove**.

To add someone from your Address Book, click on **Add from Address Book**. Type a search string in the box and click on **Search**. In the list of results, check the box next to the name of the person you wish you add, then click on **Add Addresses**.

- The "Owners" section is where you can designate someone as an owner to your calendar, and they may act on your behalf. Whomever you add in this section can do everything that you would be able to do, including replying to any meeting invitations. You may want to do this if you will be away from your calendar for an extended period of time. To add another owner, type the person's **UH Username** in the "Owner Name" box and click on the **Add** button.

To add someone from your Address Book, click on **Add from Address Book**. Type a search string in the box and click on **Search**. In the list of results, check the box next to the name of the person you wish you add, then click on **Add Addresses**.

To delete an owner, select the person's name in the Owner List box, and click on **Remove**.

- When you are done with all your modifications, click on **Save**. If you have changed a person's access level to your calendar, they may have to exit their calendar, then go back in for the changes to fully take effect.

## **Known Calendar issues**

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- Calendar groups are currently not available.
- There are no customizable print layout features, such as the ability to print out the day's schedule on 3x5 index cards.
- You can only start and end days on the hour.
- If you want to subscribe to someone's calendar, they need to have opened their calendar at least once, or your search for their calendar will return no results.
- PDA synching is currently not available. The problem is being investigated.
- When you search your calendar(s), the results are not displayed in chronological order.
- Using the Add from Address Book feature sometimes produces unexpected results.
- The busy times displayed when using the Check Availability feature are not accurate.

## Getting Help

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Click on the **Help** link (usually in the upper right hand corner of the window) for on-line calendar help. There is extensive on-line help available. Please refer to this on-line help first for any questions not answered by this document.

For additional assistance, please phone the ITS Help Desk at (808) 956-8883,  
send e-mail to [help@hawaii.edu](mailto:help@hawaii.edu), or fax (808) 956-2108.  
Neighbor islands may call the Help Desk's toll-free phone number at (800) 558-2669.

Or visit the ITS Help Desk home page at <http://www.hawaii.edu/help>

The ITS walk-in Help Desks are located in Keller 213, the 1st floor of Hamilton Library,  
and the 1st floor of Sinclair Library on the UH Mānoa Campus.

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