Using Calendars

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on your default tab (Student, Staff, Faculty). You will see a pagelet dedicated to your specific campus calendar.</td>
</tr>
<tr>
<td>2.</td>
<td>This is the Pullman Calendar pagelet. The current week’s events are displayed in the tab.</td>
</tr>
<tr>
<td>3.</td>
<td>To view more events, Click the <strong>Full Page View</strong> link.</td>
</tr>
</tbody>
</table>

Full Page View
Step | Action
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4. | The calendar opens in a weekly view. To view differently, click the "View" drop-down menu.

**Weekly View**

5. | To view an event's detail, click on the event.

* Cougar Communication...
### Step 6

From here, you can see all the event's information; including time, place, and additional information like websites. To get back to your zzusis portal home page, click one of the tabs in the top left.

**STUDENT  STAFF  MY PAGE**

### Step 7

You have now seen how to use the calendars in the zzusis portal.

**End of Procedure.**