How to view the calendar and upcoming events as a Registered User

On ComCo, you have the option to view events in a calendar view, or in a list of upcoming events. Both of these options are available on the Landing Page. When you sign into ComCo, you will be directed to your personal Landing Page.

The Calendar will by default be set to "Normal" view. When you are on the Landing Page, this means it will show events for "Alignment Nashville" and not Alignment Team Calendars. You have the option to change the view format from Month, to Day, Week, or Agenda. You can also use the arrows to change the month.

To view all your Team calendars, select **All my calendars** from the View drop-down menu.
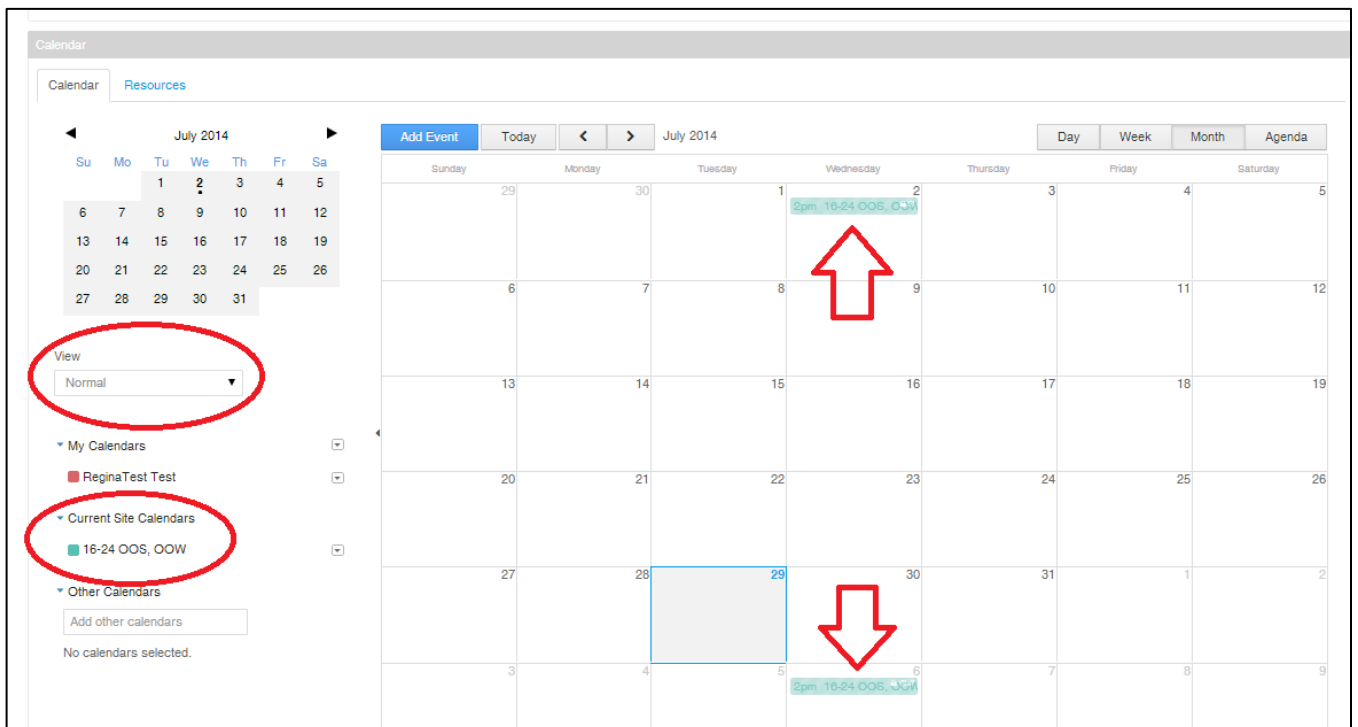

After changing the selection, calendars for all your Alignment Teams will be displayed.

You can also view calendars from your Alignment Team pages. Once on your site page, under Meeting Collaboration, choose **Events.**
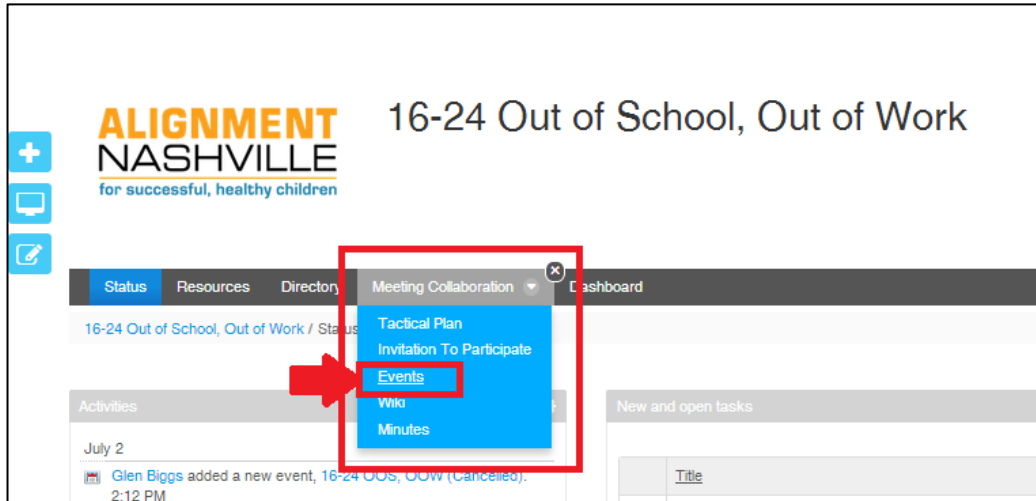
The calendar will default to **Normal** view, and display the **Current Site Calendar** – in this case, the calendar is only displaying events for 16-24 Out of School, Out of Work since this is the Team page.

When the **View** is changed to **All my calendars**, events for all Alignment Teams in which the user is a member of will be displayed.

By clicking on the event on the calendar, you can **View Details** and the **Agenda** for the meeting.

Clicking **View Details** will open an information box along with RSVP buttons. You can click the buttons to verify your attendance for meetings. Atteandance status can be changed by returning to the View Details screen and changing selection.

View Event Details

Alignment Jackson Governing Board Meeting

Start Date:
July 25, 2014, 11:30 AM
End Date:
July 25, 2014, 01:00 PM
Resources:
Alignment Jackson
Location:
Greater Jackson Chamber Partnership-Mississippi 201 S.President St. Jackson, MS. 39201

Alignment Jackson Governing Board Meeting will take place on July 25, 2014 from 11:30am-1:00 pm

| Accept | Maybe | Decline |

At the main calendar screen, click **Agenda** to view the meeting's agenda. The tasks/agenda items will be displayed for the meeting.

High School Committee / Agenda

Committee Event

Committee Name

High School Committee

Title

High School Committee Meeting

Date

07/22/2014

Time

9:00 AM - 10:30 AM

Location

JPS Professional Development Room

Tasks

Title	Owner(s)	Due Date	Status	Wiki Link
Academies of Jackson/ITP	Lakisha White Boykin	07/23/2014	New	Wiki
Review Tactical Plan	Anthony Johnson	07/22/2014	New	Wiki
Invitation to Participate	Anthony Johnson	07/22/2014	New	Wiki
Career Exploration Fair	Lakisha White Boykin	07/22/2014	New	Wiki