



My Schedule is a timetable tool for courses, appointments, events and holidays.

Find it in the main menu.

Create a 'My Schedule' appointment

Click directly on a calendar time slot to create an appointment

1. Add a Description.
2. Choose an Event Type. 'Block room' will block the room from being scheduled by other users.
3. Set a Date & time (and repeat if required).
4. Choose people or groups to add to the appointment via the [people picker](#).
5. Check 'send email' to notify users you've added them to the appointment.
6. select a room if appropriate.

GOOD TO KNOW

1. Appointments can be set by Administrators for other users.
2. Teachers can also access key features from their schedules. Clicking on the period block brings up an additional window. They can [create assignments](#) from here, Create events, and take attendance for the course.
3. Staff and Teachers can set appointments for themselves, within their calendar.
4. Teachers can set appointments for their classes.

Links to related knowledge base guides

My Schedule Timetable configuration People Picker

If this guide is printed out, you can find these articles by searching for the above titles at support.msm.io

