

## 2.7.16 Online Calendar

The online calendar menu allows you to link the layout box to your Google/Gmail, Microsoft, or iCalendar-based calendar and show upcoming items in your schedule. To display your calendar/schedule in a layout item/box, click the calendar button ( ) in the bar to the left of the content menu, and the clock menu will appear. Follow the instructions below to configure the display settings for the calendar.

The screenshot shows a configuration window for an online calendar. It has a top section for account selection and a bottom section for display settings. A 'Color Schematic Diagram' is shown on the left, and a detailed 'Header' and 'Item Format' configuration panel is overlaid on the right. Numbered callouts (1-6) highlight specific elements: 1 points to the account type radio buttons, 2 points to the 'Items to show' dropdown, 3 points to the 'Description' and 'Location' checkboxes, 4 points to the 'Theme' dropdown, 5 points to the 'Header' configuration panel, and 6 points to the 'Save' button.

**Account Selection:**

- ☒ Google account:
- ☐ Microsoft account:
- ☐ iCal Address:

**General**

- Items to show:
- ☒ Description
- ☒ Location
- Theme:
- Channel ID: Page 1-1

**Color Schematic Diagram**

Header
Item 01
Item 02

**Header Configuration (Callout 5):**

- Text Color:
- Background Color:
- Background Image:  ... X

**Item Format Configuration (Callout 5):**

- Text Color:
- Background Color:
- Background Image:  ... X

**Buttons (Callout 6):** Save, Cancel, Go Back

1. Select the type of account for your calendar. The options include Google, Microsoft, or iCal accounts.
2. In the **Items to show** field, set the number of upcoming calendar/schedule events to show in the layout box.
3. Check the Description and/or Location boxes to include

more detailed information regarding each event.

4. In the **Theme** field, select from several preset styles or select **Custom** to customize the appearance of the calendar in the layout box.
5. If you select **Custom** in the **Theme** field, you will be able to configure the following settings in the **Header** and **Item Format** boxes:
6. **Text Color** –Choose from either several preset colors or select a custom color for the text shown in both the calendar's header or schedule items.
7. **Background Color** –Choose a transparent background, or a preset or custom color for the header and schedule item's background.
8. (OPTIONAL) **Background Image** –Click the more button ( ) to add a background image in the header or schedule item and then upload the image you want to use.

Click **Save** to finish configuring the calendar.