

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 is divided into several sections:

- Account Selection:** Three radio buttons are present: "Google account" (selected), "Microsoft account", and "iCal Address". Each has a corresponding text input field. A green circle with the number "1" is next to the "Google account" option.
- General Settings:** A section titled "General" containing:
 - "Items to show:" with a dropdown menu set to "2". A green circle with the number "2" is next to it.
 - Two checked checkboxes: "Description" and "Location". A green circle with the number "3" is next to the "Description" checkbox.
 - "Theme:" with a dropdown menu set to "Custom". A green circle with the number "4" is next to it.
 - "Channel ID: Page 1-1" at the bottom.
- Color Schematic Diagram:** A diagram on the left shows a table with three rows: "Header" (dark green), "Item 01" (light grey), and "Item 02" (light grey).
- Header Format:** A dashed green box highlights the "Header" format settings, which include:
 - "Text Color:" with a "White" button.
 - "Background Color:" with a "Custom" button.
 - "Background Image:" with an input field and "..." and "X" buttons. A green circle with the number "5" is next to this section.
- Item Format:** A dashed green box highlights the "Item Format" settings, which include:
 - "Text Color:" with a "Custom" button.
 - "Background Color:" with a "Custom" button.
 - "Background Image:" with an input field and "..." and "X" buttons.
- Buttons:** At the bottom right, there are three buttons: "Save", "Cancel", and "Go Back". A green circle with the number "6" is next to the "Save" button.

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.