Adding Users

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1. Click Utilities > Users

2. Click 'New'

3. Enter the following information for the user:

    a. first, middle, and last name

    b. login name (which will default to an ALL CAPS display)

    c. initials (which will default to an ALL CAPS display)

    d. a password, if desired

    e. a security level ("user" or "super user")

4. If you want another calendar (other than the user's own calendar) to be the default calendar for the user, choose the other user's name from the "Default Calendar" drop-down list.

5. Click 'Save'

6. When you're finished adding all users, click 'Done', or simply close the User Utilities window.