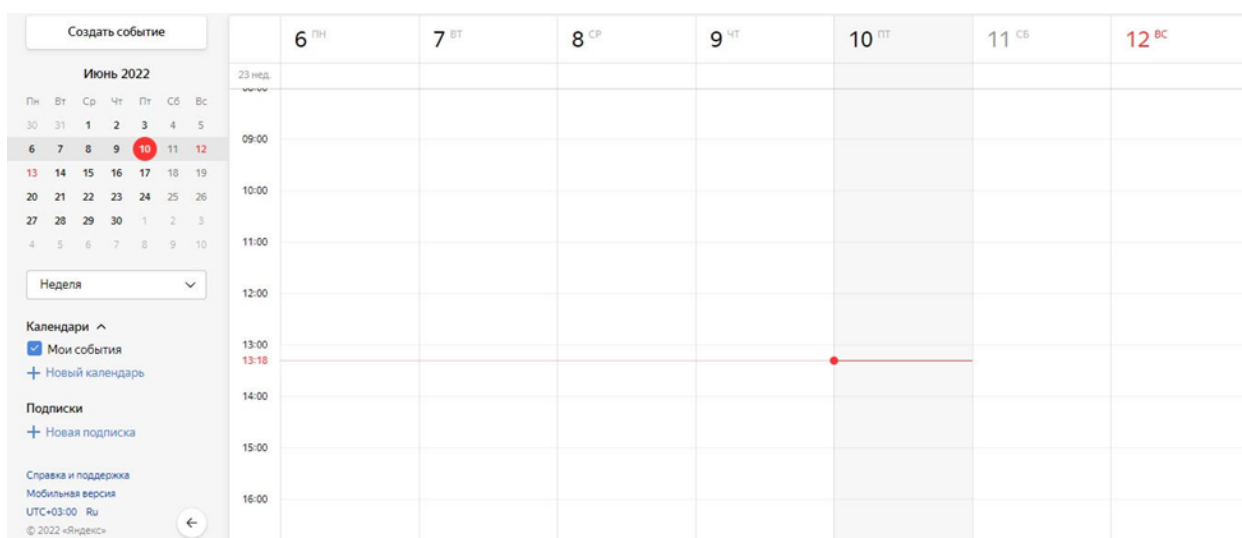


How to use "Yandex.Calendar"?

The calendar looks like this: the top horizontal line shows dates, and the vertical line shows time. The current week is automatically shown, but you can configure another view: day, month, or task schedule. The current date is highlighted in light gray. Now let's talk in more detail about service management.



How to create Yandex.Calendar . When the service is opened, markup with empty fields is launched. You can work in it or create a new calendar. Setting procedure:

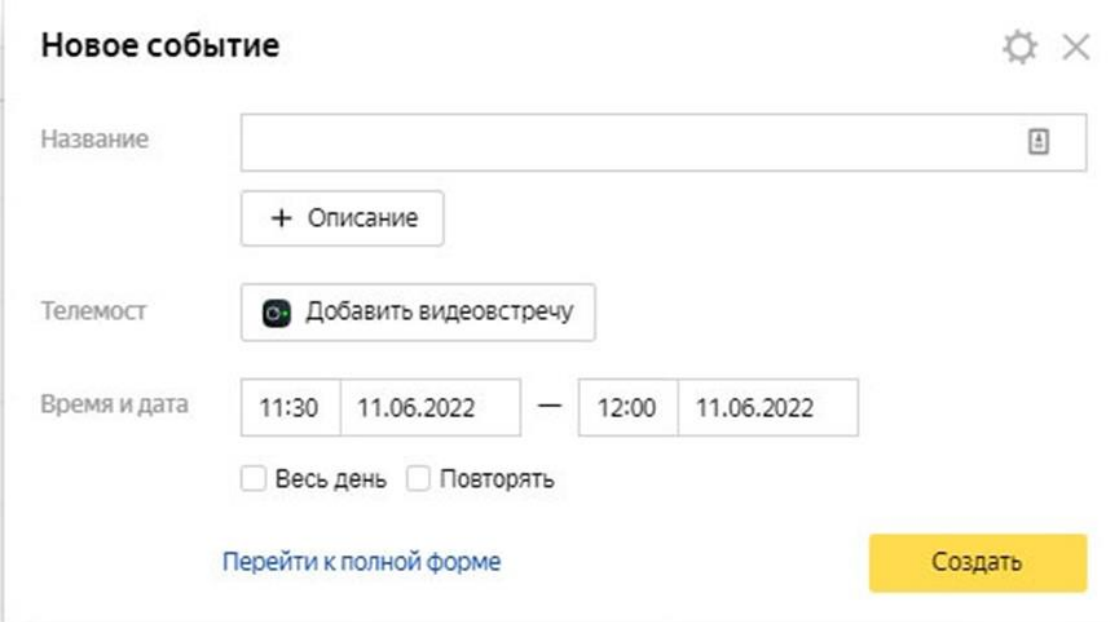
1. In the side menu on the left, find the “New Calendar” section and click on it.
2. Enter the name of the calendar in the “Name” line. Choose a color to mark your events.
3. Set up notifications - per minute, hour, day or week. Choose how they will be sent to you - by email, SMS or in the application.
4. Choose who can see events - invitees or anyone. If you check the "Events affect availability" box, you'll see if the new member you're adding has plans at a specific time.

5. Click the "Create" button. The calendar will appear in the left pane of the screen.

How to add an event to the Calendar. Follow the algorithm:

- In the top left menu, click “Create Event”.
- In the window that appears, fill in the fields - title, description, terms.
- Check the box next to “All day” to have the event fill all the cells of the day, or “Repeat” if you plan to run the event more than once. This will open additional settings where you can set the frequency, which is useful for scheduling weekly meetings.

There is an easier way. In the Calendar, click on the cell with the desired date and time - you will open a form with a minimum of required fields. It will contain a name, description (optional), time and date. If the simplified form is not enough, click on the gear in the upper right corner of the window to open additional settings. Or activate the “Go to full form” button at the bottom of the card and fill it out according to the first algorithm.



The screenshot shows a form titled "Новое событие" (New Event) with the following fields and options:

- Название** (Name): A text input field with a lock icon on the right.
- Описание** (Description): A button labeled "+ Описание" (Add Description).
- Телемост** (Telepresence): A button labeled "Добавить видеовстречу" (Add Video Meeting) with a video camera icon.
- Время и дата** (Time and Date): Two input fields showing "11:30 11.06.2022" and "12:00 11.06.2022" with a minus sign between them.
- Весь день** (All day): An unchecked checkbox.
- Повторять** (Repeat): An unchecked checkbox.
- Buttons:** "Перейти к полной форме" (Go to full form) in blue text and "Создать" (Create) in a yellow button.

How to invite participants. You can invite other users when you create an event:

1. In the event window, find the “Participants” line and enter the email addresses of the invitees one by one.
2. Fill in the details below: indicate the location, date and time of notifications, status and visibility.
3. You can give participants the right to edit the meeting and invite others. To do this, check the boxes next to the appropriate options.

The service allows you to invite users even after you create a meeting. Click on the desired card, and then click on the “Edit” button. In the window that appears, find the “Participants” section, enter their email addresses or names one by one.

You can also send the link to participants manually. Select an event and find the link icon (on the right, near the cross). Click on it and the meeting address will be saved to the clipboard. Send the link by email or through any convenient messenger.

How to subscribe to the Calendar. To receive notifications about events from someone’s Calendar, in the side left menu of the panel, click on “New Subscription”. Specify the address and name of the calendar, set up notifications.

How to create a to-do list. Here's the procedure:

1. In the top right panel of your Calendar, find the square icon with a check mark. Click on it.
2. Click the "Create To Do List" button.
3. Enter a name for the list. Now you can add tasks by creating them through the “New To Do”.

Your tasks will appear in the Calendar. To mark completed tasks, check the box to the left of the task. The case will move to the “Completed” section. If you do not mark a task, the program will move it to “Overdue”.