

Instructions for Using the OLLI-CSUF Calendar

- 1. Access the OLLI calendars** by going to the OLLI website, <http://oli.fullerton.edu> and select the CALENDAR tab at the top of the home page.
 - This will open a page that has a list of all the calendars categorized by the topical organization of the OLLI Blue Book catalogue. If you want to see all the events, select the “Everything” calendar but it will be difficult to view since OLLI has such a rich array of events each day. Select a calendar of interest.
 - You may want to create a bookmark for the calendar webpage on your computer and mobile device so you don’t need to type in the URL of the OLLI website.
- 2. Navigating a calendar of interest (see Figures 1 and 2 below):**
 - Note that the other calendars are listed at the bottom of the page below the calendar.
 - At the top of the calendar there are tabs on the right that allow you to select the views of the calendar: WEEK, MONTH, and AGENDA.
 - AGENDA view will LIST events instead of displaying them in a calendar format. This view is suggested for calendars that have only a few events or once you have narrowed the time period of interest. See Figure 2.
 - At the upper left of the calendar are arrows that allow you to go forward and backward for the WEEK or MONTH view that you had selected.
 - If you click the small arrow to the right of the dates on the top bar, you will display a mini calendar to give you an overview of the month you are viewing.
 - If you are viewing a WEEK or a MONTH when you click on an event, it will open up a box that gives you WHEN, WHERE, and a DESCRIPTION of the class or event. Long descriptions will be truncated in this view but not in the AGENDA view.
- 3. Adding an event to your personal calendar:**
 - Select an event you would like to add to your personal calendar. Scroll to the bottom of the opened box that describes the event’s details. If you click on “copy to my calendar” that event will be added to your personal calendar. This is how you can incorporate the OLLI classes, activities, and events that are of interest to you into your own personal calendar. Note: Descriptions will be truncated to 1045 characters when you import the calendar into your personal calendar.
 - For classes that meet repeatedly, you will need to set up how that class repeats, either every week or every two weeks. This function may differ depending on your device’s calendar program. Be aware that after the spring or winter recesses, OLLI classes that meet on alternate weeks may need to be re-set, so check the dates of the class you are interested in on the days after the spring or winter recess and add the class to your calendar.
- 4. Everyday use:** If you need a quick check while you are at OLLI about a particular class or what else is occurring on the day you are there, this calendar will be handy to find all the events occurring on a particular day using your smart phone or tablet. Use the AGENDA view to see a list. If you select the event title it will open the description in a more readable form. To close the selection, just click on the event title again.

Figure 1: Month View

OLLI Calendar - Open to the Public - See more calendar options below.



Other OLLI Calendars

- [Everything](#)
- [The Arts](#)
- [Languages](#)
- [Econ, Humanities and Soc. Sci.](#)
- [Healthy Living](#)
- [Science and Technology](#)
- [Special Interest Groups](#)
- [Socials and Events](#)
- [Transitions in Retirement](#)
- [Open to the Public](#)
- [Day and Overnight Trips](#)
- [Committee Meetings](#)

CSUF Calendars

- [OLLI in the CSUF calendar](#)
- [CSUF main calendar](#)

Figure 2 Agenda View

Text Size: [A](#) [A](#) [A](#)

OLLI Calendar - Open to the Public - See more calendar options below.

Today [←](#) [→](#) **Saturday, August 8** [Print](#) [Week](#) [Month](#) [Agenda](#)

Saturday, August 8
9:00am [Fall Open House \(Open to the Public\)](#)

Tuesday, September 8
12:00pm [Great American Songbook](#)

Wednesday, September 9
9:00am [Medical Series at the Elks Club](#)

Thursday, September 10
12:30pm [Eclectics II \(Open to the Public\)](#)

Saturday, September 12
9:30am [Transitions in Retirement Essentials \(Open to the Public\)](#)
12:30pm [Jazz at Florentine's \(Open to the Public\) NEW LOCATION](#)

Tuesday, September 15
10:00am [Eclectics I \(Open to the Public\)](#)
2:15pm [Musical Performances](#)

Wednesday, September 16
7:00pm [Medical Series at Morningside](#)

Saturday, September 19
9:30am [Transitions in Retirement Essentials \(Open to the Public\)](#)

Tuesday, September 22
12:00pm [Great American Songbook](#)

Wednesday, September 23
9:00am [Medical Series at the Elks Club](#)

Thursday, September 24

Events shown in time zone: Pacific Time [Google Calendar](#)

Other OLLI Calendars

Everything	The Arts	Languages	Econ, Humanities and Soc. Sci.
Healthy Living	Science and Technology	Special Interest Groups	Socials and Events
Transitions in Retirement	Open to the Public	Day and Overnight Trips	Committee Meetings

CSUF Calendars

OLLI in the CSUF calendar	CSUF main calendar
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