Help Documentation for AppCast Calendar

(https://calendars.engr.udel.edu/calendar/login.html)

Login

To login you will have to use your University Credentials (UDelNetID & Password). If you are unsure what this is see this example below.

“UDelNetID”@udel.edu, your UDelNetID is the first part of your UD email address. Your UDelNet Password is also the same as your UD email password.

After logging in to the Calendar the page will navigate you to the Homepage where you can Setup new AppCast Help Appointments, View existing approved AppCast Help Appointments and View pending AppCast Help Appointments.

Appointment Setup
In this next part we will walk through how to set up an AppCast Help Appointment, to do this first select “Add an event” on the homepage. The first step in creating this appointment will be to select the correct Calendar. You will need to select the AppCast Student Appointments Calendar.

Once you have selected the proper Calendar, you will have to fill out the appointment Title. The appointment Title should be your name.

You will not have to fill anything out for the Privacy and Event Type fields, these can stay as they are. The next thing you will have to fill out is the appointment Start and End times. You can select the day you would like to create an appointment from the drop down menu next to “Date”. Please make sure that when selecting the end date that it matches the start date.

Next you can select the time you would like to schedule your AppCast Help Appointment by selecting the drop down menu next to “Time”. Please make sure that you schedule your appointments at least 3 or more hours in advance, any appointment schedule less than 3 hours in advance will not be approved. Appointments are in 15 minute chunks of time and you are not allowed to schedule appointments back to back, please select an appointment time that is only 15 minutes. Any appointments over 15 minutes will not be approved. The hours for AppCast Help Appointments are 8:30 until 4:15, Monday through Friday. No appointments will be approved before or after that window or any that are scheduled for the weekend.
After selecting the Date and Time for your appointment you will need to add in your contact information by selecting the “Add Me” button.

![Date and Time Selection](image1)

Once your contact information has been added in you can submit the AppCast Help Appointment request. All you will need to do is select the “Save” button at the bottom of the form.

![Contact Information Entry](image2)

**Calendar View**

In this part of the AppCast Help Documentation will be working through the Calendar view. To get to this view we will select “View my calendar” on the homepage.

![Calendar View](image3)
If you are having trouble seeing events on your Calendar lets make sure that you have selected the right Calendar and the right Month. At the top of the Calendar there is a drop down menu that has all of the viewable Calendars in it.

To view Appcast Help Appointments that have been approved and the times that are still open for appointments make sure you have the AppCast Student Appointments Calendar selected.

To make sure that you have the right Month selected for your appointment there is a drop down menu right next to the Calendar drop down menu.

Now if you are on the Calendar View you have a few options if that you can do if you select the “More” drop down menu. You can set up AppCast Help Appointments and Create or Edit your email reminders.
Creating and Editing Email Reminders

After selecting the “Create and Edit your email reminders” option in the drop down menu it will pull up this screen.

This screen shows you any email reminders for appointments that have been approved and setup email reminders and edit the current ones that have been set prior.

Viewing Pending Appointments

In this section we walk through how to view any pending appointments you have. First you will have to select the “View my events pending approval” button on the homepage.
Once you have selected this you will be sent to this page.

On this page you will be able to see any appointments that you have submitted for approval. Once your appointments have been approved you will be notified via email and the appointments will no longer appear on this page but will be visible on the Calendar. Also please note that if your appointments have not been approved that we won’t be able to assist you at that time, so please do not show up for an appointment that was not approved.

If you have any further questions or need any further assistance please feel free to contact us via phone and/or submit a help request.