



St. Michael's Episcopal Church welcomes you

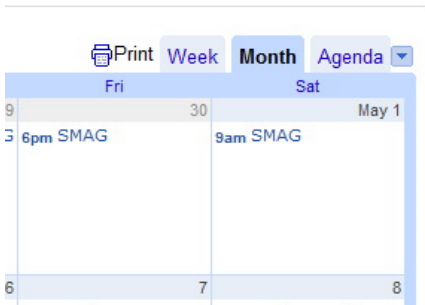
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Our Church Calendar has changed:

To assure accuracy, timeliness, and utilize technologies available to us, we have changed the church online and print calendars. When you visit the monthly online calendar, you will see a new look. In the upper right corner of the calendar, note the words Print, Week, Month, and Agenda. Click on any one of these words will provide you with a different look of the calendar.



The Default View: When the calendar opens the view is Month. Run your mouse pointer over an event and click on it and a new, small window opens that will provide you with additional information like start and end times, location, and other useful information as it is available. One can now look at the calendar when planning an event or meeting to check availability. You still need to call or email Melissa to reserve the space which will be added to the calendar.

Agenda View: You may find this view a bit easier to read as it provides all of the information of an event along one line. Because of this, the Agenda View only displays about 5 to 7 days at one time so you will have to scroll to see future dates. Try it and see

what you think. Just click on the word Agenda at the top right.

For those who use the large paper calendar that hangs in the church office: A printed copy of the online calendar hangs on a bulletin board where the old calendar hung. This can be taken down for use in meetings etc., please return it to the bulletin board when you are done. Should you be meeting off site and need access to the calendar, the new online calendar is up to date as current as the information we have out through several months so accessing it online will provide you with the same information as the printed copy on the church wall.

Here is a key to the abbreviations used on the calendar for rooms and spaces:

CH Church **PH** Parish Hall **SL** School Library

FC Friendship Center **CR** Conference Room **LL** Language Library

K Kitchen **JH** Johnstone Hall **EYC-** EYC Room

OS Offsite (although we try to list these if we have the information)

We believe this change will help keep the calendar of our busy activity schedule at St. Michael's a bit more accurate, timely and user friendly.

Thank you,

The St. Michael's Communications Team