

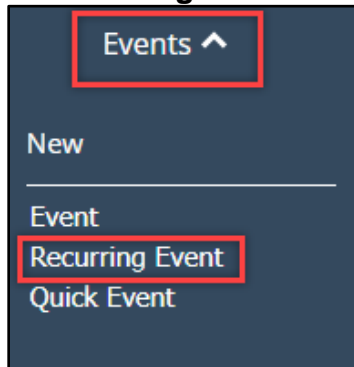
Creating Unscheduled Event in IQ

Market: Federal/State/Local, House, Senate

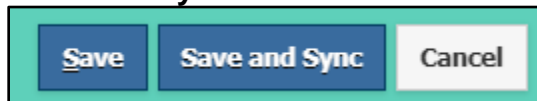
Purpose: These instructions teach users how to create unscheduled events using their IQ calendar. These events can be synchronized with Outlook.

Creating an Unscheduled Event

1. From the **Big Menu** select **Events**. Under **New**, select **Recurring Event**.



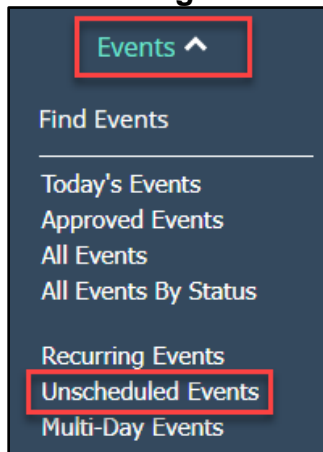
2. Leave the date and time fields blank. Complete the rest of the fields as needed.
3. Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.
Save and Sync: To save this Event in both IQ and Outlook.



Adding the date and time to an Unscheduled Event

After confirming the date and time:

1. From the **Big Menu** select **Events**. Under **Find**, select **Unscheduled Events**.



1. From the Repeat down down menu select how often the even repeats.
2. From the Repeat Every drop-down menu, select the frequency of the event.
3. In the Frequency field, check the days of the week the event will occur on.

Repeat Type:	Weekly	Repeat Every:	2	week(s)			
Frequency:	<input type="checkbox"/> U	<input checked="" type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> H	<input type="checkbox"/> F	<input type="checkbox"/> S

4. Select the **Start Date** defaults to today's date. Change the **Start Date** to the date of your Event.
5. Select the **Start Time** from the drop-down menu.
6. Select the **End Date** from the calendar.
7. Select the **End Time** from the drop-down menu.

Start:	1/25/2022	8:00 AM	EASTERN	+
End:	1/25/2022	9:00 AM	EASTERN	+

8. Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.
Save and Sync: To save this Event in both IQ and Outlook.

Save	Save and Sync	Cancel
-------------	----------------------	---------------