

Sign-in to CorporateTime / Oracle Calendar

Windows Client

1. Start program by going to Start > All Programs > Oracle Calendar 9.0.4 > oracle Calendar 9.0.4

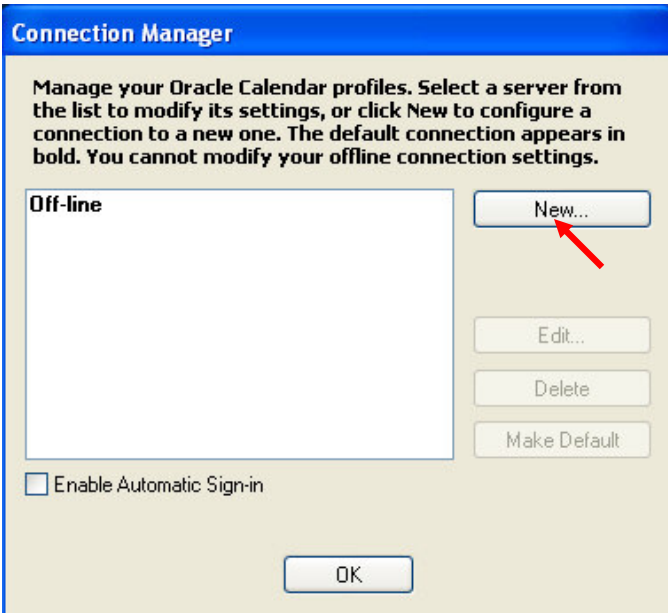
OR

Start > All Programs > CorporateTime > CorporateTime 6.0

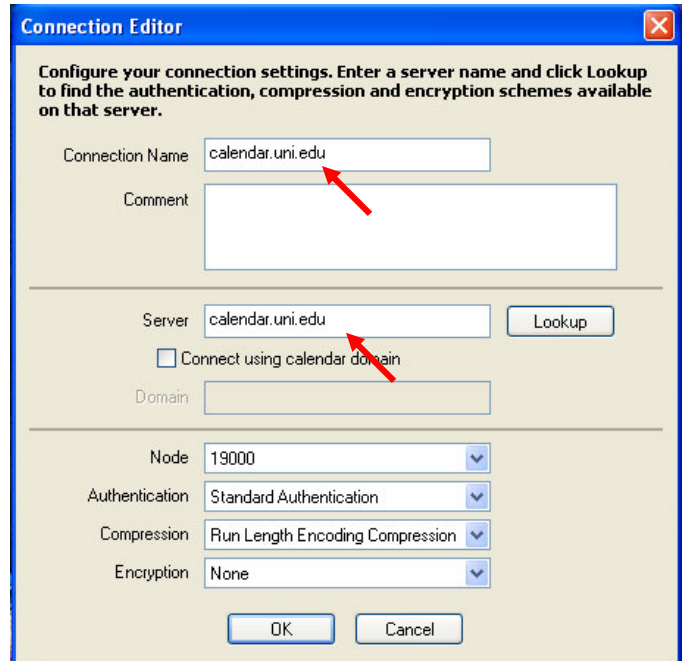
2. First time signing in the screen will look as below



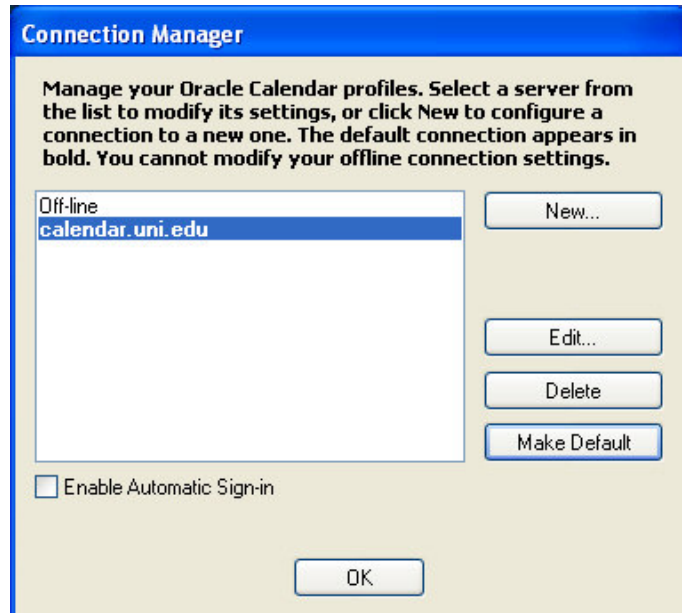
3. Before signing in you MUST setup the calendar to look at the calendar server. Start with clicking on the "Other" button pointed out above. This will take you to the screen below.



4. Click on "New" button to create a new calendar server connection



5. For Connection Name type in calendar.uni.edu
Server name is calendar.uni.edu
Click on "LOOKUP", grayed out data area will fill in as above
Click on "OK"



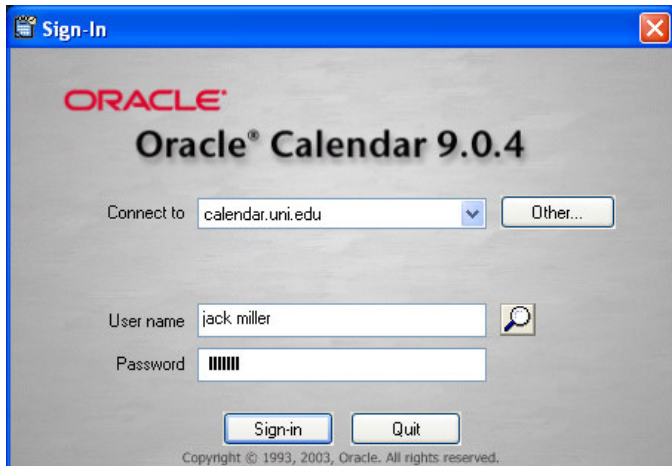
6. Click once on calendar.uni.edu, then click on "Make Default" button
This will make the calendar server the default for signing into your calendar account. Then click on the "OK" button to return to the Sign-on screen.

For questions, please contact the Help Desk at 3-5555

Questions about this document, please contact Jack Miller, Jack.Miller@uni.edu

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7. The "sign-in screen will now look as above. Type in your user name, that has been supplied to you and the password. Remember the **password** is in **LOWER CASE ONLY**. Then click on "Sign-in" button
8. For follow on sign-ins the software remembers the last successful sign-in and will fill-in both the Connect to and User name fields. You will still have to fill-in your password.

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