The application "My Calendar" offers you an overview of your courses, exam dates and personal appointments, as well as a selection of other dates that you can add to your calendar.

1. After logging in to heiCO, click on the application "My Calendar" on your personal start page (see fig. 1).

2. In your personal calendar, you initially see the current calendar week, but you can jump to another date or timetable using the drop-down menu, the arrow keys and the calendar menu (see fig. 2). You can also view your appointments in a list. Click on an appointment if you want to see more detailed information about it.

3. You can create your own appointments via the "New Personal Appointment" button (see fig. 3 A).

4. Via "Export" (see fig. 3 B) you can download appointments within a certain time frame and in a specific file format.

5. You can also integrate your calendar into other devices/calendar programmes via "Publish" (see fig. 3 C).
6. If you click on "New Personal Appointment" (see fig. 3 A), a new window appears in which you can create a personal appointment. Enter a subject, select the desired options as well as date and time and click on "Save and Close" (see fig. 4) to create the appointment.

7. If you click on "Export" (see fig. 3 B), a new window appears that allows you to export appointments within a certain time frame to other file formats. Select the desired options and then click on "Download" (see fig. 5).

8. If you click on "Publish" (see fig. 3 C), a new window appears in which you can integrate your calendar into other devices, e.g. smartphones, and calendar programmes such as Microsoft Outlook or Google Calendar. Click on "Generate new address" (see fig. 6) and copy the created address into the desired programme or device.
9. Via “Print” (see fig. 7 A) you can print out your calendar.

10. View conflicting appointments by clicking on “Scheduling Conflicts” (see fig. 7 B).

11. Click on “Settings” (see fig. 7 C) to change the design of your personal calendar.

12. If you click on “Settings”, various basic settings and colour settings are available. Under the general settings you can change the view and view type of the calendar (see fig. 8).

13. Under “Calendar View” you will find further settings you can use to design your calendar (see fig. 9). In addition to the week display, the status and the course title, you can also change the settings for the time display and the timetable view. The settings for participation status and appointments for bookmarked course groups are particularly useful for planning your studies and timetable.
14. Under "Colour settings" you can personalise the colours in which the various calendar events are displayed. Click on the respective drop-down menu to change the colour of an event (see fig. 10).

15. Under "Status (Date Type)" you have similar options. Click on the respective drop-down menu to change the border colour of the status or date type of an event (see fig. 11).

16. Save your new settings by clicking on "Save and Close".