How to Lookup an Event

On occasion, you may want to look up an event for someone or yourself. You can look up events a number of different ways. These instructions will guide you in looking up an event using the Quick Search.

### Steps

#### 1. From the Quick Search on the Home tab,
   - In the Search Events, enter your search criteria, such as 2013 History
   - Click Go

![Quick Search](image)

#### 2. When your search results appear
   - Scroll through the events to desired one

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organizations</th>
<th>Type</th>
<th>Categories</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Creation Date</th>
<th>State</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 460 50</td>
<td>History of Film</td>
<td>2013-MALLD</td>
<td>SECTION-BSPFD</td>
<td>2130, EV Studio</td>
<td>Sep 17 2013</td>
<td>Oct 10 2013</td>
<td>Tentative</td>
<td>WSS-7-T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 518 01</td>
<td>History of English Language</td>
<td>2013-MALLD</td>
<td>SECTION-BSPFD</td>
<td>2130, Smart Classroom PC</td>
<td>Sep 17 2013</td>
<td>Oct 10 2013</td>
<td>Tentative</td>
<td>MUSIC-BLDG-113</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 210 01</td>
<td>World History I</td>
<td>2013-MALLD</td>
<td>SECTION-BSPFD</td>
<td>2130, Smart Classroom MAC</td>
<td>Sep 17 2013</td>
<td>Oct 10 2013</td>
<td>Tentative</td>
<td>MUSIC-BLDG-113</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 3. If this is an event to you are monitoring,
   - Click the next the desired event

![Event](image)

#### 4. To see your starred event,
   - Click the Home tab

![Home](image)

#### 5. Your starred event appears in the Your Starred Events. You may need to refresh it to see your event.

To refresh it, click the .

#### 6. To remove a starred event,
   - Click the beside the events you want to remove

#### 7. You will see that the event no longer appears when you refresh the screen. To refresh the screen,
   - Click the