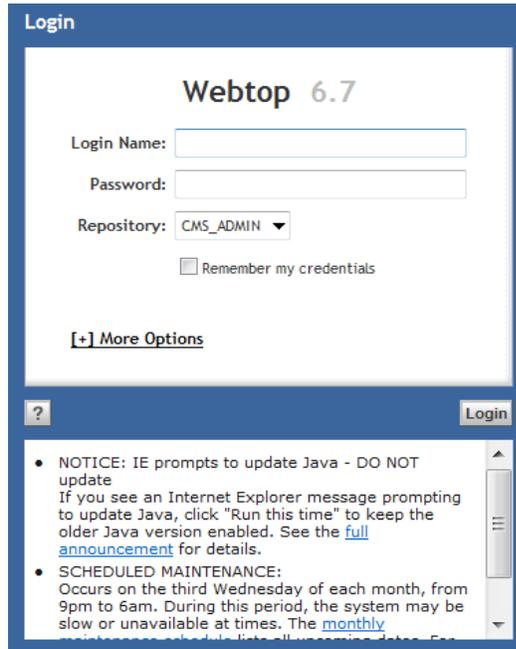


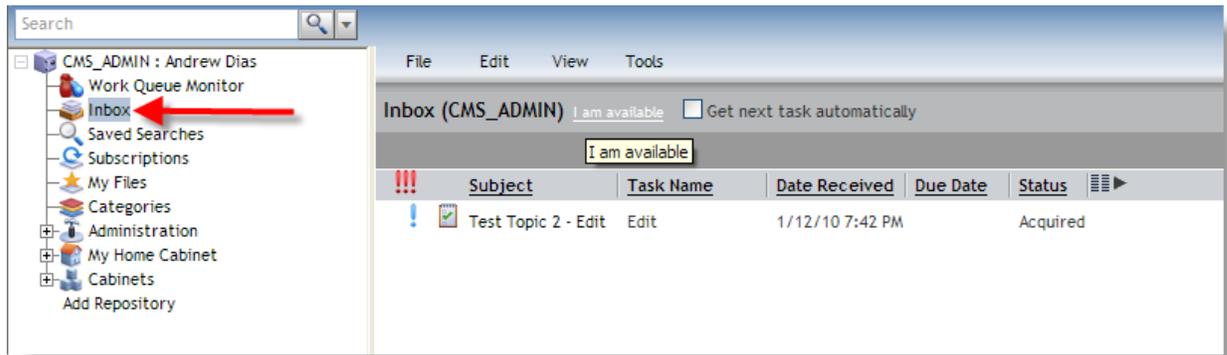
CMS 327: eCalendar Lab Quick Steps

If you encounter error messages when following the instructions below, please log out of Webtop and follow the **Remote Desktop instructions in the [Appendix](#) below.*

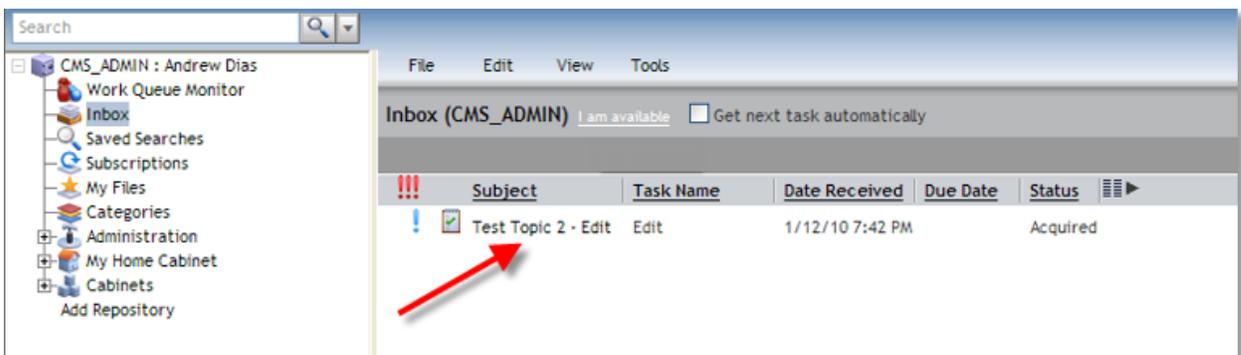
1. Using Internet Explorer, log into <https://cms.mcgill.ca/webtop> with your standard McGill username (*firstname.lastname@mcgill.ca*) and password.



2. Click on the *Inbox* to view your topics.

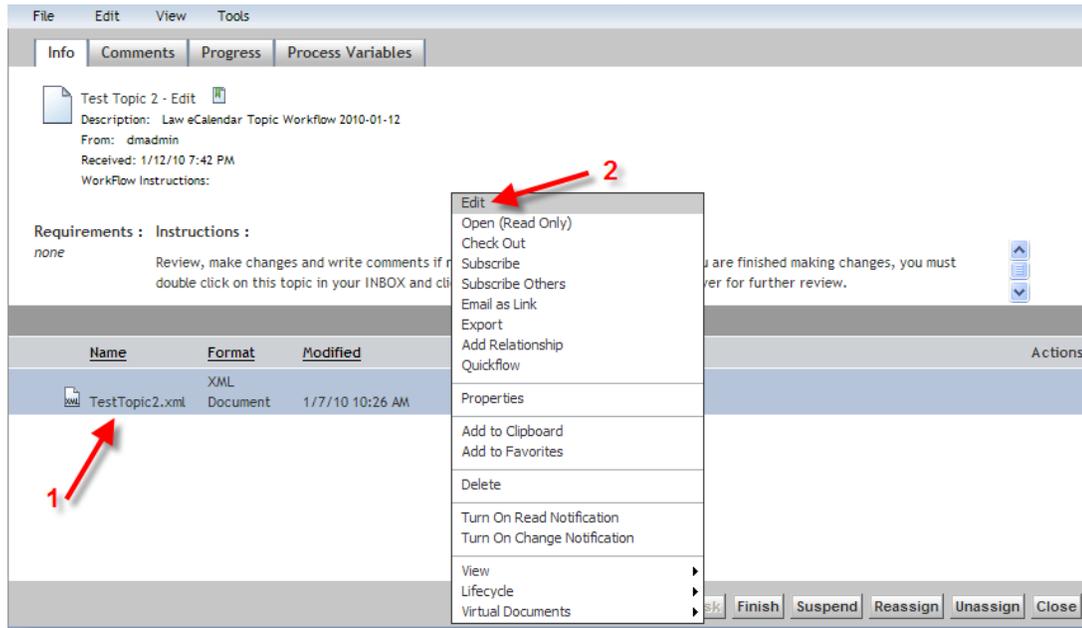


3. Double-click on an Inbox item to see the task details.



4. In the task details screen (1) **Right-click on the filename** and (2) click **Edit**.

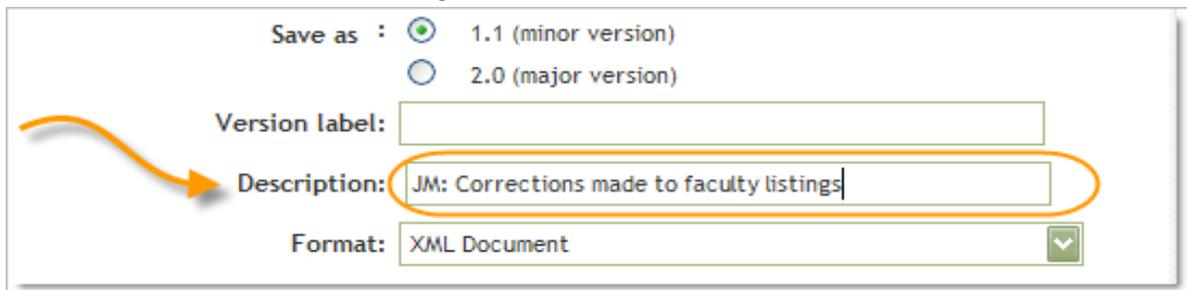
Note: If you double-click on the file, it will be open in read-only mode and will *not* be editable.



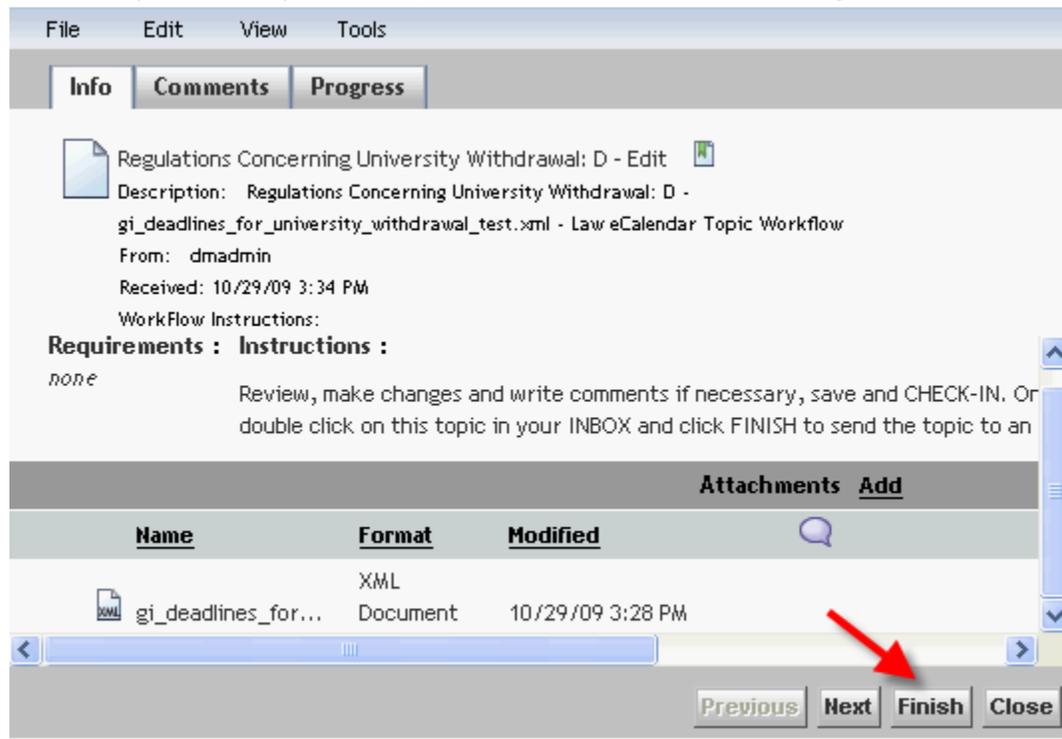
5. Review the file in *XMAX*, making any necessary updates. Track Changes should be “ON”, meaning your revisions will be visible to other reviewers before being finalized by Enrolment Services. Remember to Save often!
6. When you’re finished making changes, click (1) **File > Save** and then (2) **File > Check In**.



7. In the following “Check in” screen, add a quick note of changes made (if any) in the **Description** field for our records, and then click **OK** at the bottom right.



8. You may repeat steps 3–7 as many times as necessary. Once all revisions have been made for a topic, double-click on the task item in your *Inbox* to open the task details, and then click **Forward** or **Finish**
- Note:** Ensure that there is no **key** icon next to the filename (i.e., the file is not “locked”) *before* clicking on **Forward** or **Finish**. If you see a key icon there, the file needs to be Checked In (right-click > Check In).



Appendix

Remote Desktop Instructions – For users experiencing issues with XMAX

- A. In Windows, click the Start button on the lower left corner of your screen.
- B. Click **Remote Desktop Connection**.
If it's not there, search for **Remote** in the search bar at the bottom. **Remote Desktop Connection** should be one of the results. Click it.
- C. In the “Remote Desktop Connection” window that appears, type **rd1.campus.mcgill.ca** in the “Computer” field.
- D. Click **Connect**.
- E. In the “Windows Security” window that appears, enter your McGill email password (the same one that you use to login to Webtop) in the “Password” field.
- F. Click **OK**.
- G. The Remote Desktop Screen appears. Click **OK**.
- H. If you're asked to run an application/software, click **Run**. If you're asked if you trust a site/application, click **Yes**.
- I. Double-click the Webtop icon, login, and edit/forward your topics following [steps 1–8](#) above. Log out of Webtop when you're done.
- J. To end the Remote Desktop Connection, click the **X** button on the bar at the top of your screen, or **Log Out**.