# CMS 327: eCalendar Lab Quick Steps
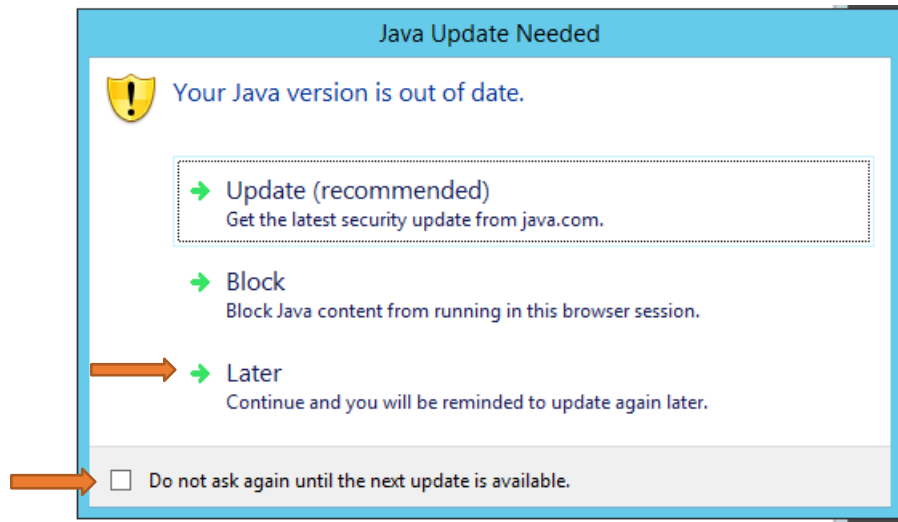
The following instructions are a step-by-step guide to help eCalendar reviewers complete their yearly eCalendar topic review. Please contact ecalendarsupport.es@mcgill.ca *with any issues or questions.*

1. To begin reviewing and editing your eCalendar files/topics, connect to the PRD1 eCalendar remote server by following these steps:

   a. In Windows, open the **Remote Desktop Connection** app by searching for it in the search bar or by browsing to it in the Start Menu (button at the lower-left corner of your screen).
   b. In the "Remote Desktop Connection" window that appears, type **prd1.campus.mcgill.ca** in the "Computer" field.
   c. Click **Connect**.
   d. In the "Windows Security" window that appears, enter your standard McGill username (*firstname.lastname@mcgill.ca*) and password. Click **OK**.
   e. When the Remote Desktop Screen appears, click **OK.**
   f. If you're asked to run an application/software, click **Run**. If you're asked if you trust a site/application, click **Yes**.
   g. You'll then see the PRD1 server desktop. Double-click the Webtop icon on the right-hand side.
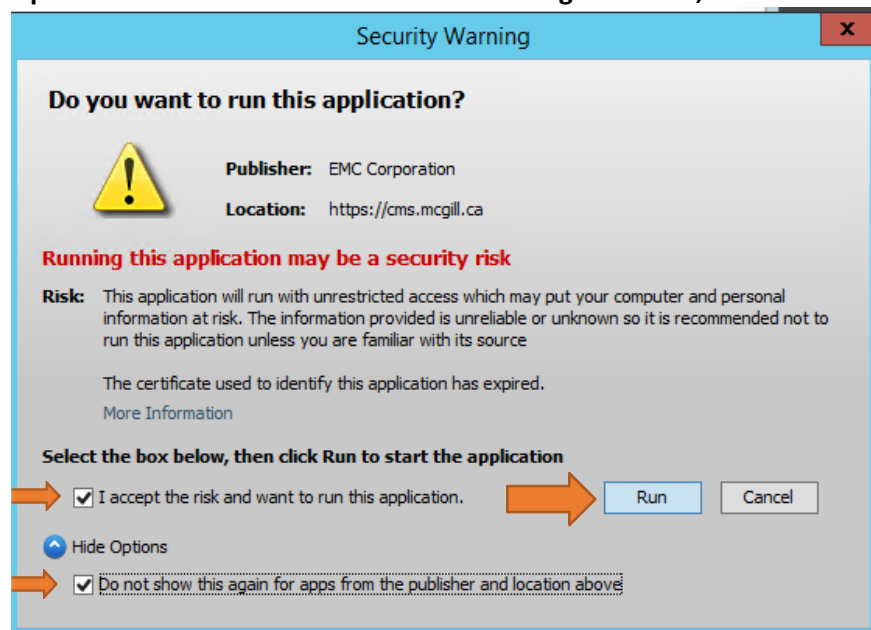   h. You may see some pop-ups at some point. See below for notes on how to respond:

      Pop-up 1 : Set up Internet Explorer 11 – **CHOOSE "Don't use recommended settings"** and click OK.
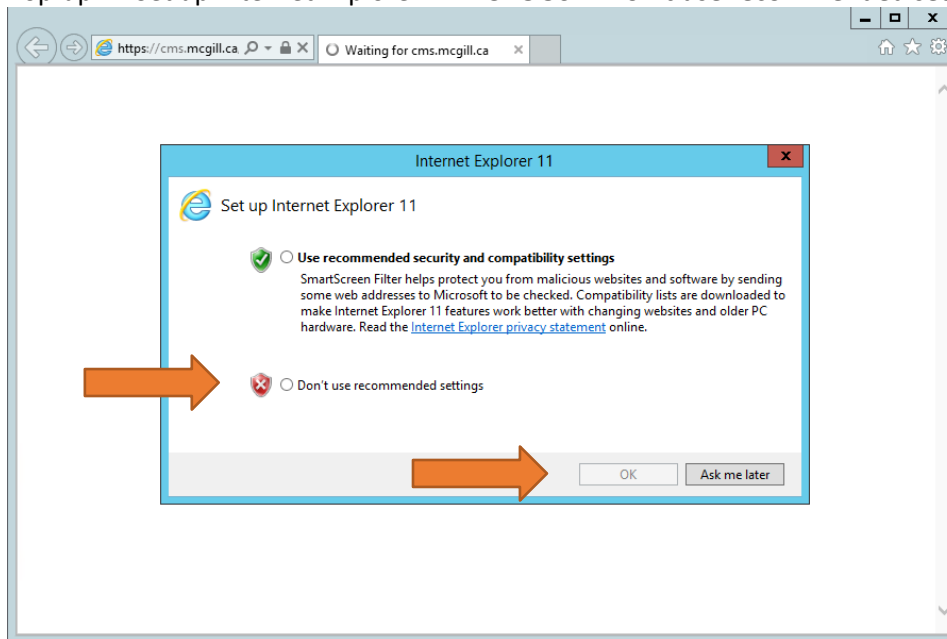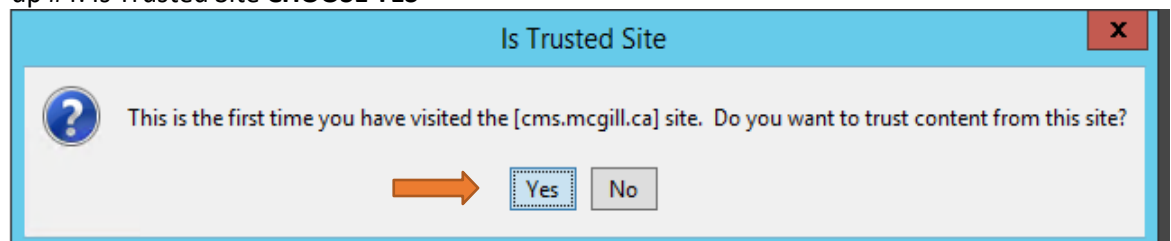

      Pop-up # 2 : Your Java version is out of date **CHOOSE : LATER and click the box at the bottom that says "Do not ask again…".**

Java Update Needed

Your Java version is out of date.

→ Update (recommended)
Get the latest security update from java.com.

→ Block
Block Java content from running in this browser session.

→ Later
Continue and you will be reminded to update again later.

☐ Do not ask again until the next update is available.

Pop-up #3: Do you want to run this application? **Select the box that says "I accept…", Click "Hide Options" arrow to reveal "Do not show this again…" box, and choose RUN**

Security Warning [X]

Do you want to run this application?

Publisher: EMC Corporation

Location: https://cms.mcgill.ca

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source

The certificate used to identify this application has expired.

More Information

Select the box below, then click Run to start the application

☑ I accept the risk and want to run this application.   [Run] [Cancel]

🔵 Hide Options

☑ Do not show this again for apps from the publisher and location above

Pop-up #4: Is Trusted Site **CHOOSE YES**

Is Trusted Site [X]

This is the first time you have visited the [cms.mcgill.ca] site. Do you want to trust content from this site?

[Yes] [No]

2. Log into Webtop (https://cms.mcgill.ca/webtop) with your standard McGill username (*firstname.lastname@mcgill.ca*) and password.
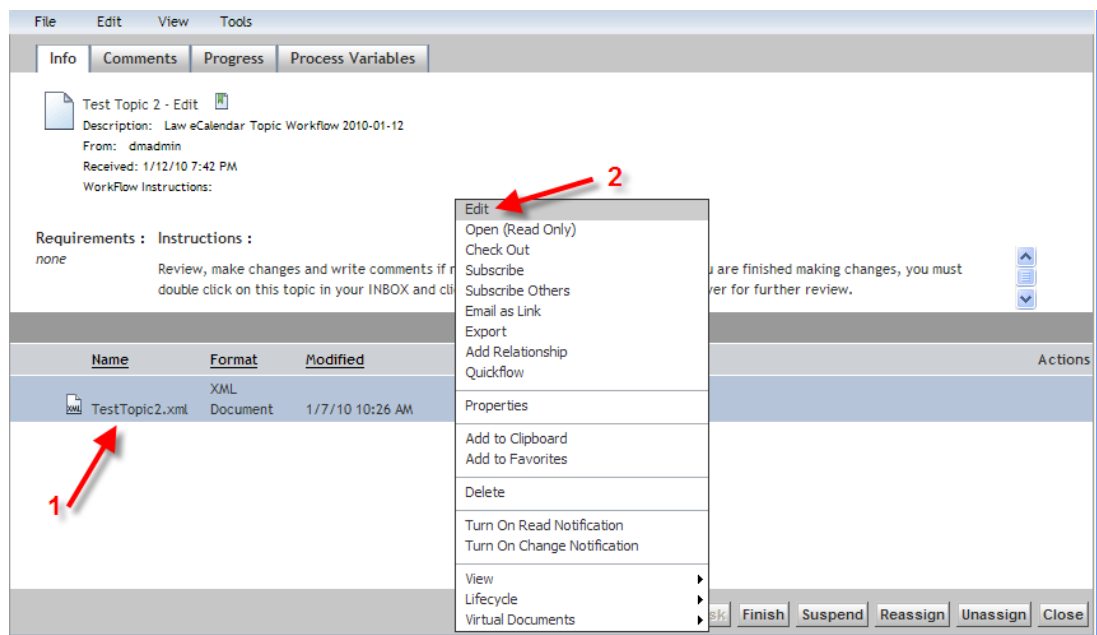
3. Click on the *Inbox* to view your topics.
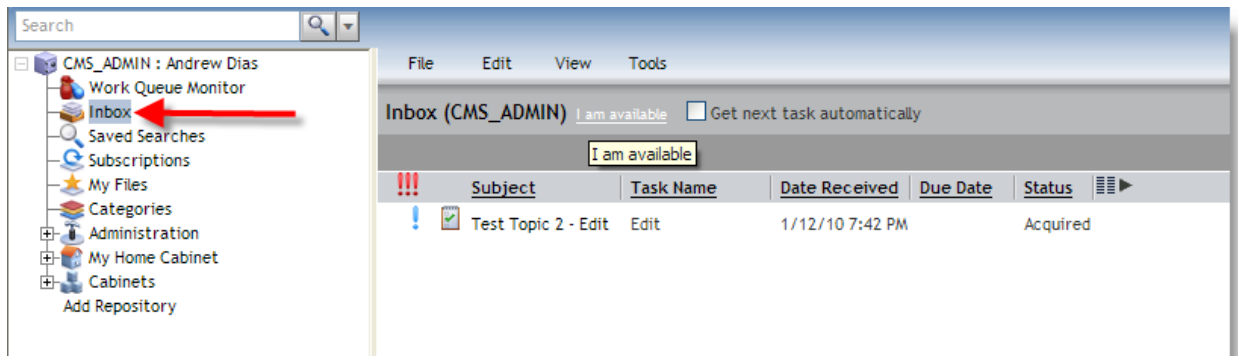
4. Double-click on an Inbox item to see the task details.
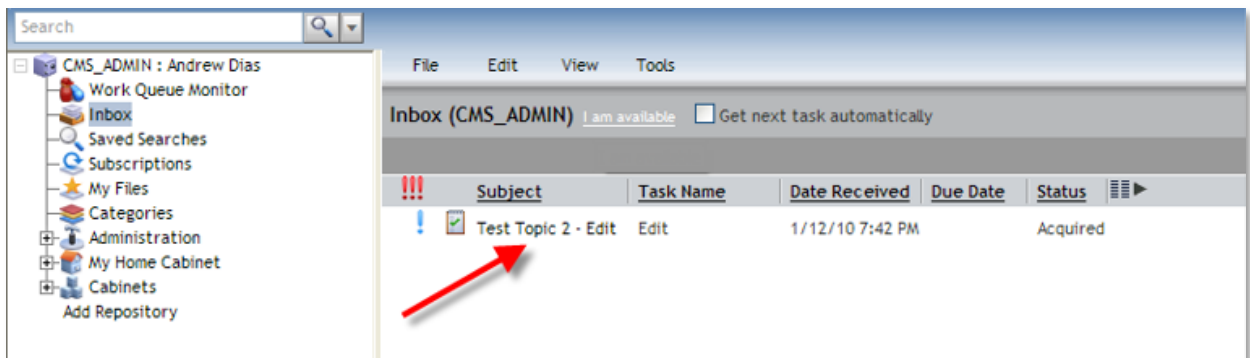
5. In the task details screen (1) **Right-click on the filename** and (2) click **Edit**.
Note: If you double-click on the file, it will be open in read-only mode and will *not* be editable.


6. 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!

7. When you're finished making changes, click (1) **File > Save** and then (2) **File > Check In**.
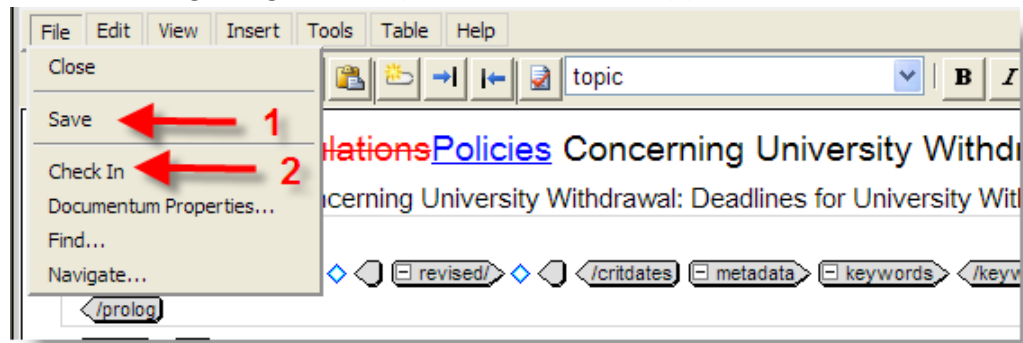
8. In the following "Check in" screen, add a quick note of changes made (if any) in the **Description** field for our records, and then click **OK** at the bottom right.

9. You may repeat steps 4–8 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).
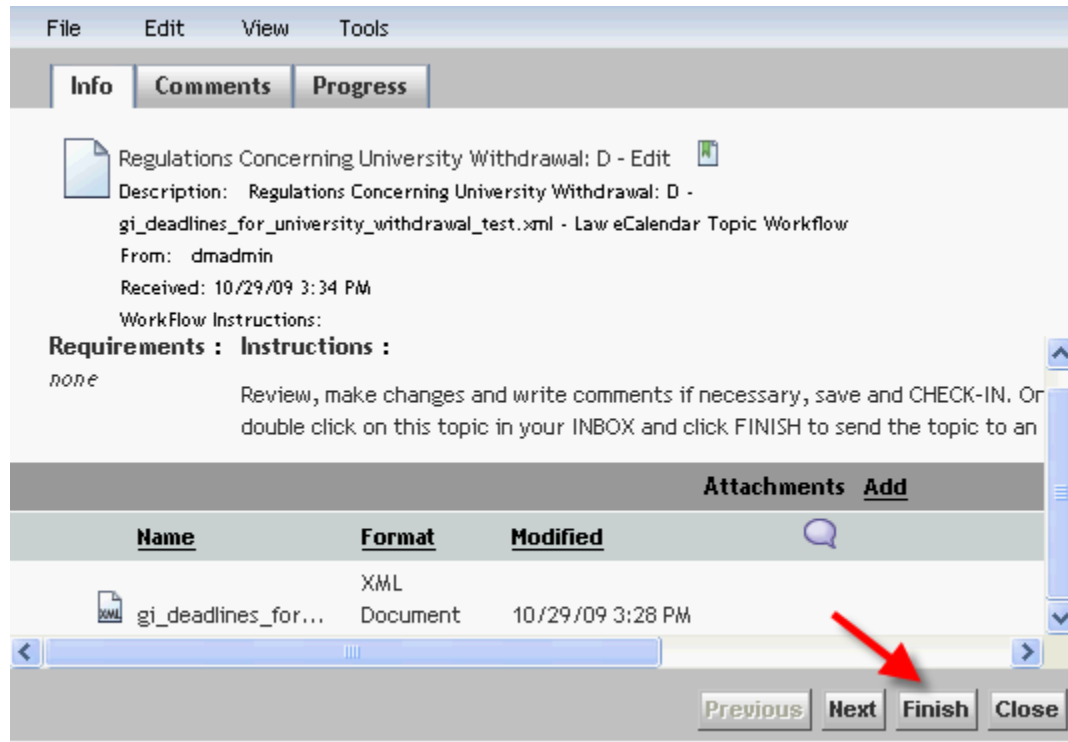
10. When your Webtop inbox is empty, you're done! You may log out of Webtop.

11. To end the Remote Desktop Connection, click the Start button on the lower left of your screen, click the arrow head to the right of the lock symbol, and click **Log Off**

Complete information available at http://www.mcgill.ca/es/ecalendar-project/training-and-support