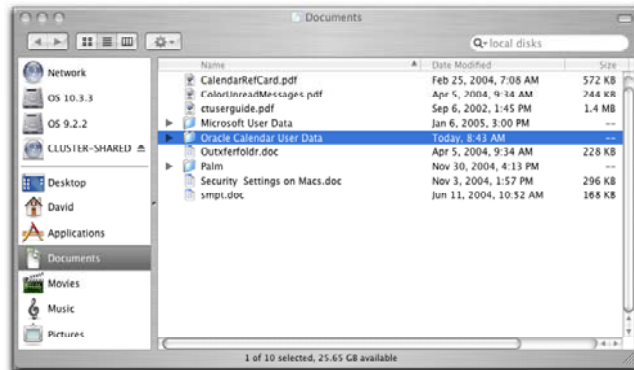


# Macintosh-Oracle Calendar, Changing the Off-line Password

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If you receive an offline agenda password prompt and do not know the offline password, then follow the instructions below. They show how to delete the old password files stored on your computer.

- 1) Go into your the hard drive and click the **Home** folder
- 2) Go to the **Documents** folder. Not the **My Documents** folder
- 3) Drag the **Oracle Calendar User Data** folder into the **Trash**
- 4) Close the window.
- 5) Empty **Trash** by going to **Main Menu > Finder > Empty Trash**.



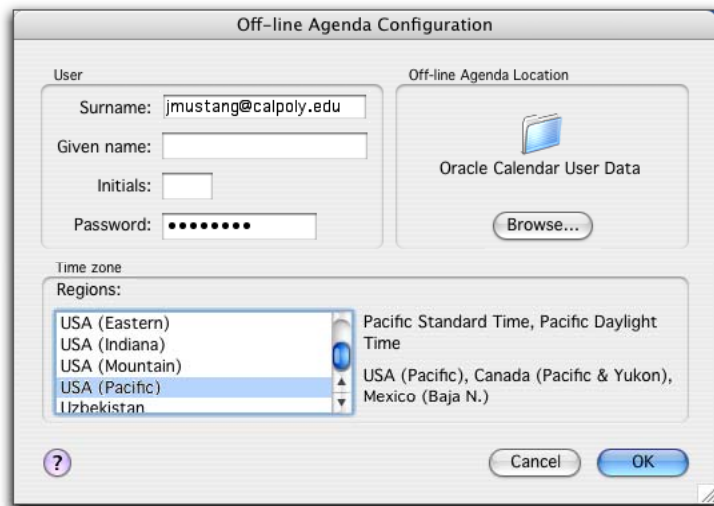
- 6) Start **Oracle Calendar**



- 7) **Connect to:** Choose **Off-line**
- 8) **User Name:** Enter your Cal Poly Username i.e. *jmustang@calpoly.edu*
- 9) **Password:** Enter your Cal Poly Password
- 10) Click **Sign-in**



- 11) In the **Off-line Agenda Configuration** next to **Surname:** Enter your full Cal Poly Username
- 12) **Given name:** Leave blank
- 13) **Initials:** Leave blank
- 14) **Password:** Enter your Cal Poly Password
- 15) **Regions:** Choose **USA (Pacific)**
- 16) Click **OK**



- 17) The **Verify password** box appears. Re-enter your Cal Poly Password
- 18) Click **OK**
- 19) After you have successfully logged into **Oracle Calendar Off-line Agenda**, Quit **Oracle Calendar**



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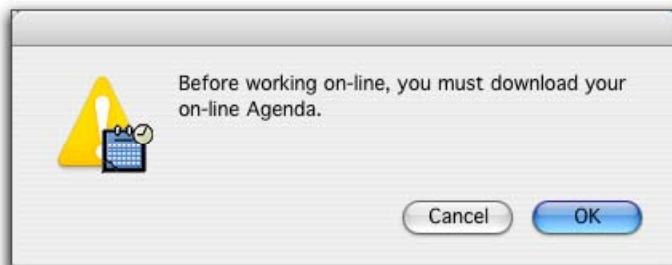
20) Log in to **Oracle Calendar**



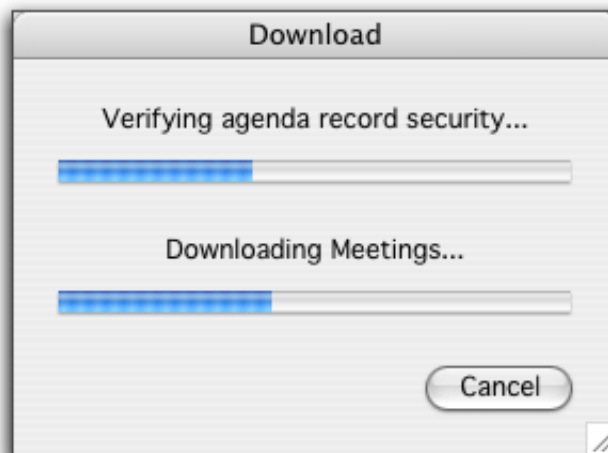
- 21) **Connect to:** Choose **Oracle Calendar**
- 22) **User Name:** Your full Cal Poly Username
- 23) **Password:** Your Cal Poly Password
- 24) Click **Sign-In**



- 25) The warning, **Before working on-line, you must download your on-line Agenda.** appears
- 26) Click **OK**



- 27) The **Download** dialogue appears. Your offline agenda will download.
- 28) When this process is complete, your online and offline agendas and passwords will be synced.



If you need additional assistance contact the Service Desk at 756-7000.