
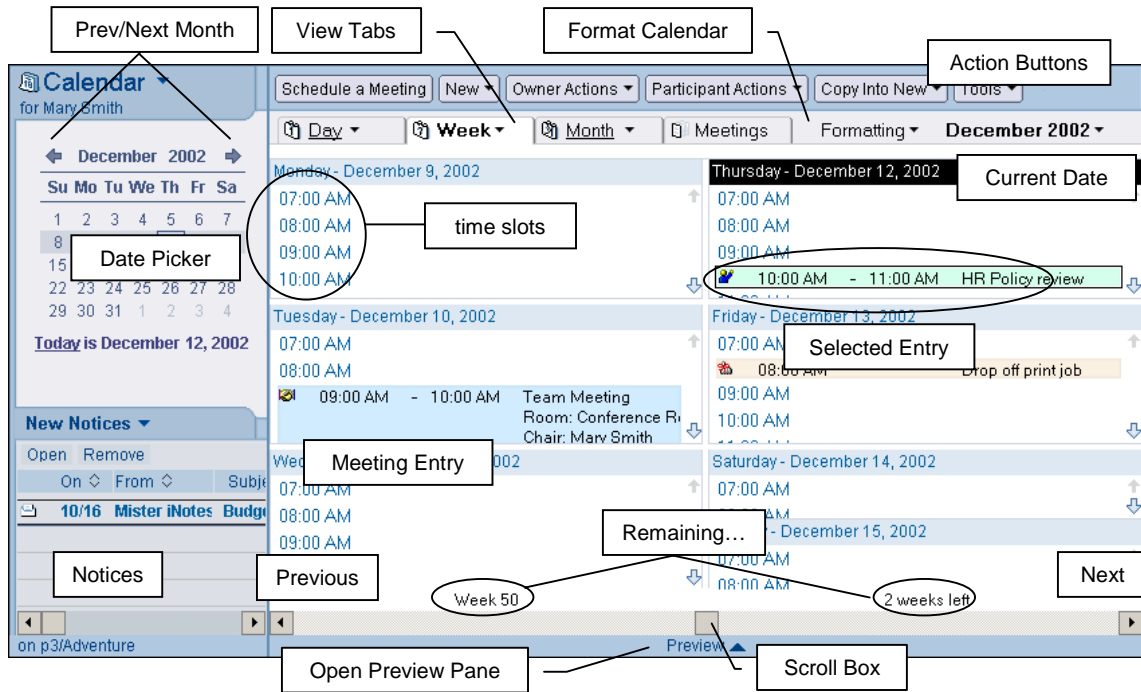


# Quick Guide for Calendar



## Calendar Window

Click the **Calendar** icon on the Welcome Page or the **Calendar** Bookmark  to open your Calendar.



Use the View Tabs to change the Calendar scale.

Use the Date Picker, scroll bar, or **Page Up/Page Down** to turn to a new day, week, or month (depending on which Calendar scale you are using).

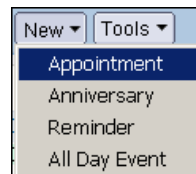
To reschedule Calendar entries, drag and drop them to a new time slot.



## Create New Calendar Entry

Click the **Schedule a Meeting** action button if you are going to invite other people to a meeting and want the Calendar entry to also appear on their Calendars (if they accept your invitation).

Click the **New** action button and select the other Calendar entry types that you can create.



Or with the time slots enabled, double-click an open time slot on the day you want to create the entry. If time slots are not enabled, the time will be set to the beginning of your workday.



Once a Calendar entry is created, you can change its type. Click the twistie to the right of the title and pick the type of entry. The Calendar entry fields change to reflect the new type.



## Calendar Entry

A Calendar entry contains all the information about an appointment.

The screenshot shows the 'Appointment' form with the following callouts:

- Action Buttons:** Save and Close
- Subject is seen on Calendar:** Quarterly Benefits Review
- Where:** Location: HR Office
- When:** Starts: Thu 11/28/2002 09:00 AM; Ends: Thu 11/28/2002 10:00 AM; 1 hour duration. Includes options for 'Specify a different time zone' and 'Repeats'.
- Click to set date:** Points to the date field in the 'When' section.
- Click to set time:** Points to the time field in the 'When' section.
- Body field is Rich Text:** Points to the description field containing 'Mary Smith needs to review her benefits.'
- Schedule routine appointments into the future:** Points to the 'Repeats' checkbox.
- Popup or email reminder:** Points to the 'Notify me' checkbox.
- Other options:** 'Mark Private' and 'Pencil In' checkboxes.

Click **Save and Close** to add the appointment to your Calendar.



## Meeting Entry

What makes a meeting different from an appointment? Meetings invite other people and reserve a meeting room and resources (projectors, computers, lunch).

The screenshot shows the 'Meeting' form with the following callouts:

- Chair receives accept/decline memos:** Points to the 'Notify me' checkbox.
- Invitees:** Points to the 'Required (to)', 'Optional (cc)', and 'FYI (bcc)' fields.
- Pick Room and Resources for the meeting:** Points to the 'Where' section, which includes 'Location: HR Office', 'Rooms', 'Resources', and an 'Online' checkbox.
- Scheduler finds times when Invitees, Rooms, and Resources are all available:** Points to the 'Click to see Invitee, Room and Resource availability' link.
- Other options:** 'Mark Private' and 'Pencil In' checkboxes.

When you save a meeting, invitations are automatically sent to the Invitees via email and the room/resources will be reserved for you.

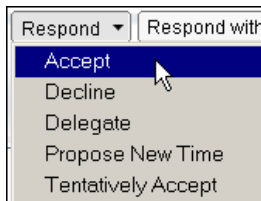


## Receive an Invitation

When you are invited to a meeting, the invitation appears in your Inbox:

Who ^	Date v	Size v	Subject
Ralph Winter	07/29/2002	840	OffSite Retreat with Board
Mary Smith	07/29/2002	2,566	Review Budget
Mary Smith	08/18/2002	19,683	Invitation: Budget Q1 2003 Brainstorming Session (Aug 19 01:30 PM EDT in Conference Room 1/Boston Headquarters)
Mary Smith	08/19/2002	802	Can you give me a hand today?

Open the invitation to see the meeting details. Click the **Respond** button to accept or decline the invitation:

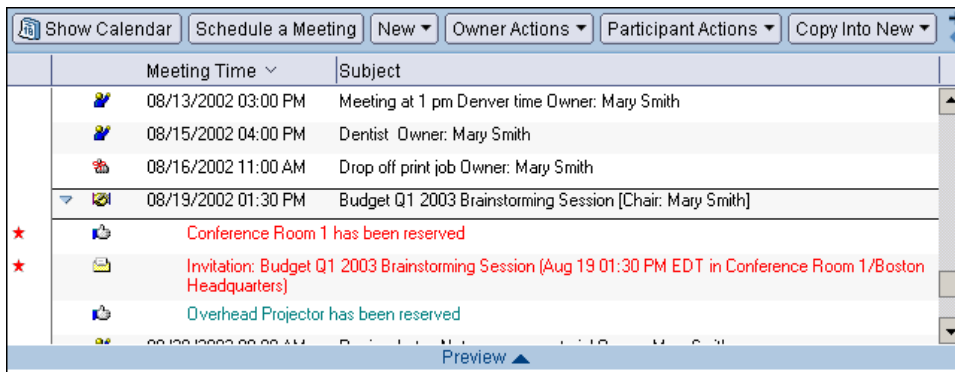


When you accept, a reply is sent to the meeting chair and the meeting is automatically added to your Calendar and your time is blocked out.



## Meetings View

Click the **Meetings** tab in the Calendar to open the *Meetings* View. The *Meetings* View isolates meeting-related correspondence.

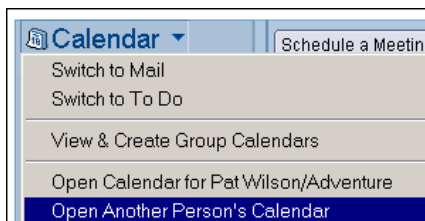


This is a good place to review the correspondence regarding a meeting. The icons represent various actions, for example, thumbs up means an invitee has accepted your invitation.



## View Others' Calendars

Click the twistie to the right of "Calendar" to open another person's Calendar:





## Define Your Availability

You must define your availability schedule so the system knows generally when you are free to be scheduled for meetings. To define your availability schedule, click the **Tools** action button and then select **Preferences**. Then click the **Calendar & To Do** and **Scheduling** tabs:



## Set Other Preferences

Click the **Tools** action button and then select **Preferences**. Then click the **Calendar & To Do** and **Basics** tabs. You can set the default Calendar entry type (for when you double-click a time slot to create a new one) and the default duration for new appointments and meetings. Click the **Colors** tab to set the colors used to display the various Calendar entry types.



## Control Who Can Read Your Calendar

By default, nobody has sufficient access to open your Calendar. To grant access to your Calendar, click the **Tools** action button and choose **Preferences**. Click the **Access & Delegation** tab and then the **Access to Your Mail & Calendar** tab.

Click **Add Person or Group** to grant access to your Calendar. You can select a user or group name (must be from the company directory), or allow access to everyone.