
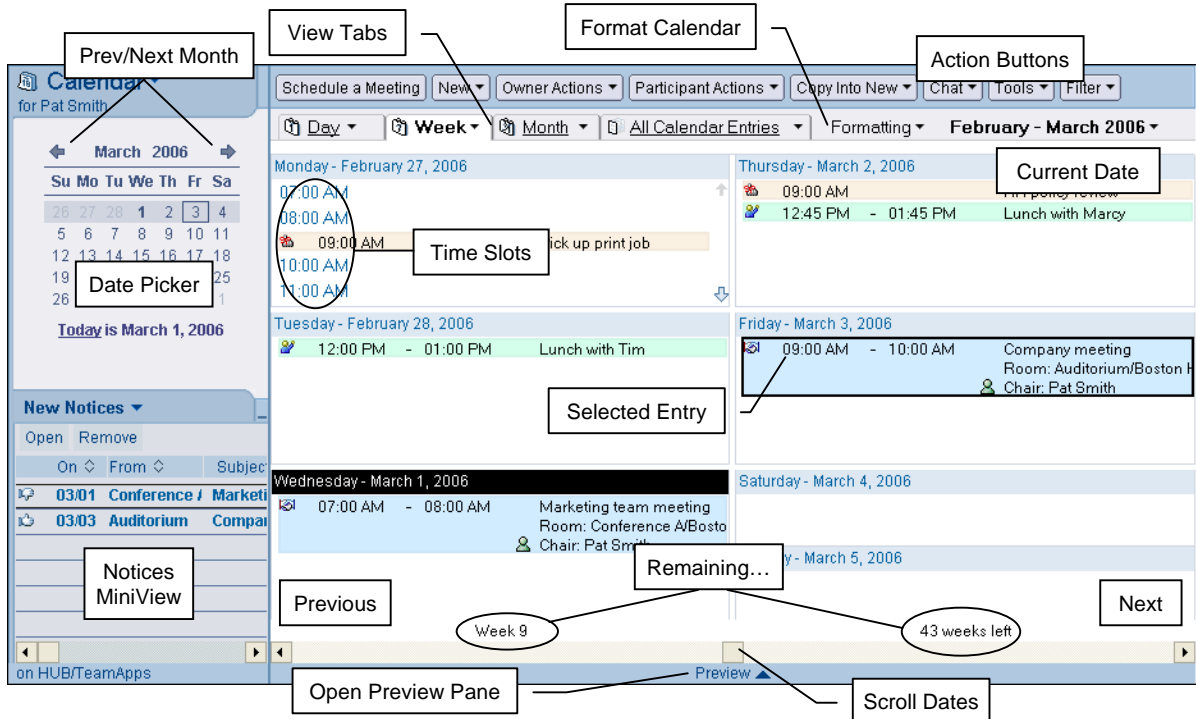


Quick Guide to Calendar

Calendar Window

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



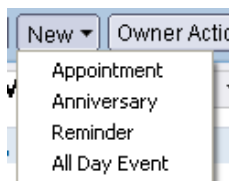
Use the View Tabs to change the Calendar scale (Day, Week, Month).

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 a Calendar Entry, drag and drop it to another time slot. Drag its border to change its duration. Double-click to open it for editing.

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 to 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 before you save it. Click the triangle next to "Meeting" and pick a different type. The Calendar Entry fields change to reflect the new entry type.



Calendar Entry

A Calendar Entry contains all the information about an appointment.

Save and Close

Action Button(s)

Calendar Entry
Appointment

Subject: Quarterly Benefits Review

Where: Location

When: Starts: Fri 03/03/2006 09:00 AM, Ends: Fri 03/03/2006 10:00 AM, 1 hour

Click to set time

Click to set date

Category: []

Description: [Click to append attachment\(s\)](#)

Jim Wilson needs to review his benefits

Body field is Rich Text

Schedule routine appointments into the future

Notify me

Mark Private

Pencil In

Click **Save and Close** to add the entry 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).

Save and Send Invitations

Save as Draft

Find Room or Resource

Delivery Options...

Calendar Entry
Meeting

Subject: Quarterly Benefits Review

Chair: Pat Smith/TeamApps

When: Starts: Fri 03/03/2006 09:00 AM, Ends: Fri 03/03/2006 10:00 AM, 1 hour

Where: Location: HR Office

Rooms

Resources

Online

Invites: Required (to): Jim Wilson, Optional (cc): Fran Green/TeamApps, FYI (bcc):

Scheduler: [Click to see Invitees](#)

Scheduler finds times when Invitees, Rooms, and Resources are all available.

Description: [Click to append attachment\(s\)](#)

Chair receives accept/decline memos

Pick Room and Resources for the meeting

Invites will receive invitation

Notify me

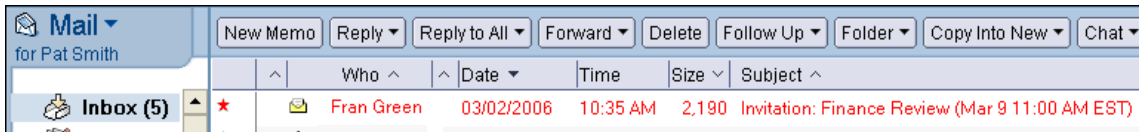
Mark Private

Pencil In

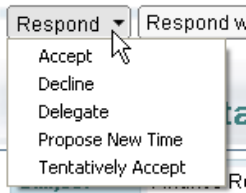
When you save a meeting, invitations are automatically sent to the Invitees via email and the room/resources will be reserved for you.

Receive an Invitation

When you are invited to a meeting, the invitation appears in your *Inbox* (and Notices MiniView)



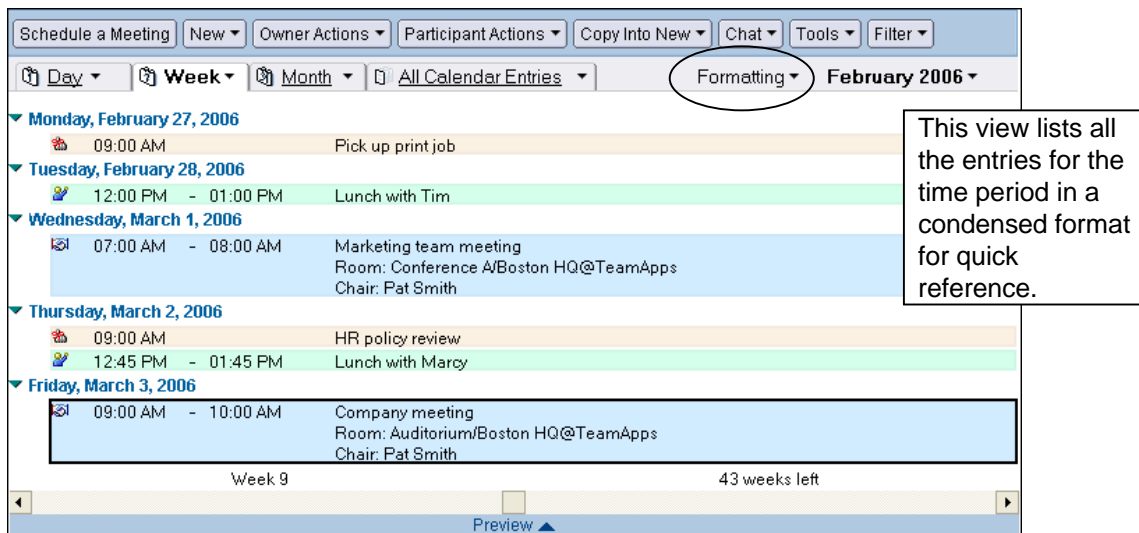
Open the invitation to see the meeting details. Click the **Respond** button to accept or decline the invitation:



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.

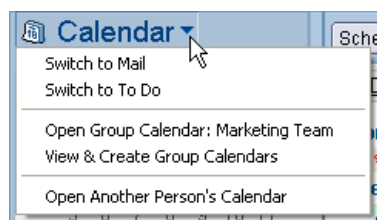
Summarize View

Click the **Formatting** twistie and choose **Summarize** to open the *Summarize* view.



View Others' Calendars

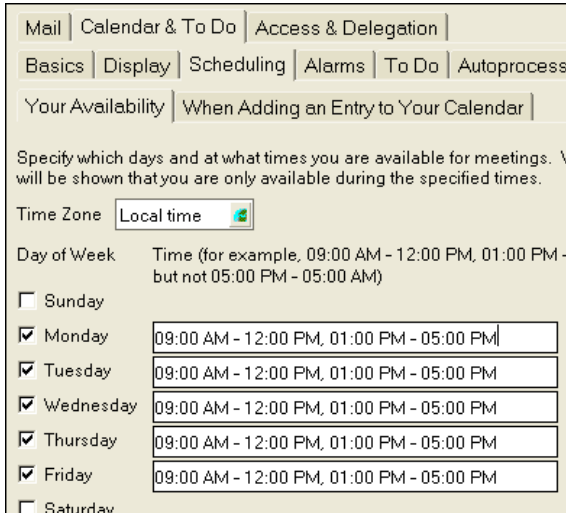
Click the twistie to the right of "Calendar" to open another person's Calendar:



From here you can also open Group Calendars, which displays multiple people's Calendars so you can see when everyone is available for a meeting.

Define Your Availability

You must define your availability schedule so the system knows generally when you are free to be scheduled for meetings.



Day of Week	Time (for example, 09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM - but not 05:00 PM - 05:00 AM)
<input type="checkbox"/> Sunday	
<input checked="" type="checkbox"/> Monday	09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM
<input checked="" type="checkbox"/> Tuesday	09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM
<input checked="" type="checkbox"/> Wednesday	09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM
<input checked="" type="checkbox"/> Thursday	09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM
<input checked="" type="checkbox"/> Friday	09:00 AM - 12:00 PM, 01:00 PM - 05:00 PM
<input type="checkbox"/> Saturday	

To define your availability schedule, click the **Tools** action button and then select **Preferences**.

Then click the **Calendar & To Do** and **Scheduling** tabs.

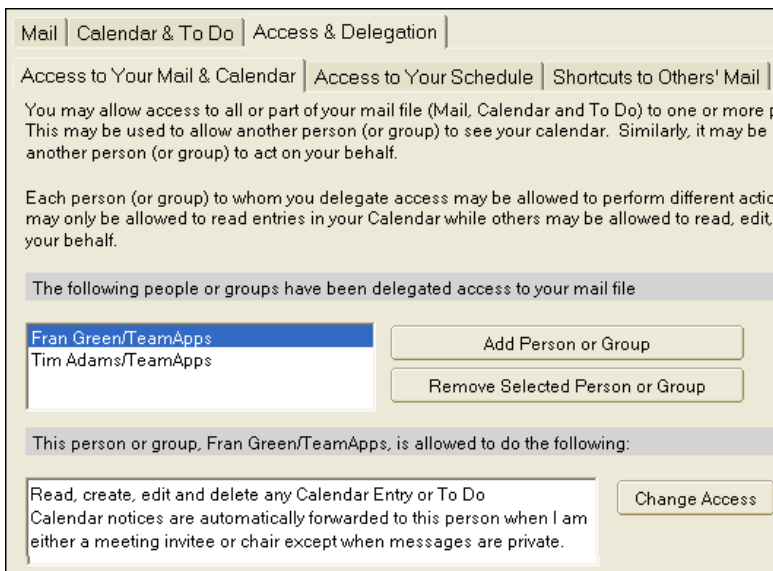
Select the days and times you are available for meetings.

Set Other Calendar 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.



The following people or groups have been delegated access to your mail file

Fran Green/TeamApps	Add Person or Group
Tim Adams/TeamApps	Remove Selected Person or Group

This person or group, Fran Green/TeamApps, is allowed to do the following:

Read, create, edit and delete any Calendar Entry or To Do Calendar notices are automatically forwarded to this person when I am either a meeting invitee or chair except when messages are private.	Change Access
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Click **Add Person or Group** to grant access to your Calendar. Select a user or group name (must be from the company directory), or allow access to everyone.

You can specify exactly what the person/group has access to in your Mail and Calendar.