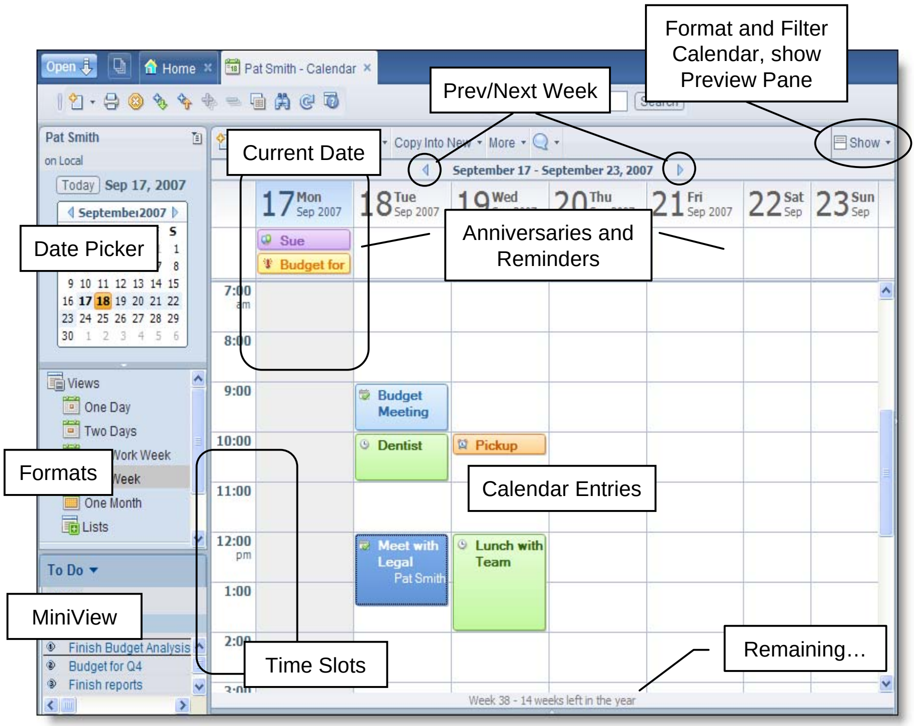
Quick Guide to Calendar

Calendar Interface

Click the button on the left side of the Calendar block on the Home Page or Open then **Calendar** to open your Calendar. Here are some of the features of the Calendar interface:



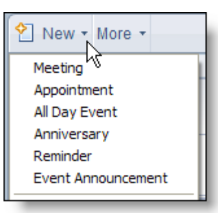
Use the Formats Navigator to change the Calendar scale (Day, Week, Month,etc.).

Use the Date Picker or **Ctrl+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.

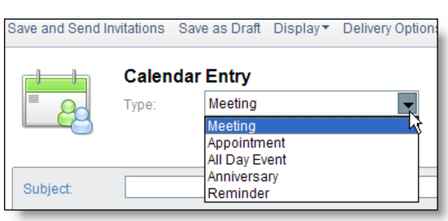
Create New Calendar Entry

Click the New action button to create a new Calendar Entry (Meeting).



Click the arrow on the New action button to select another Calendar Entry type.

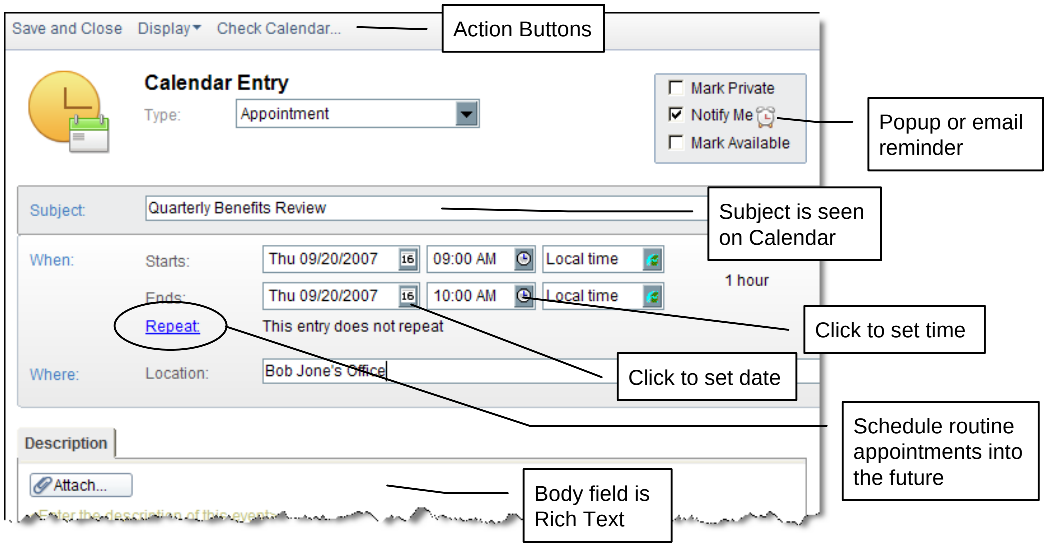
Or double-click an open time slot on the day you want to create a Calendar Entry at that time.



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 - Appointment

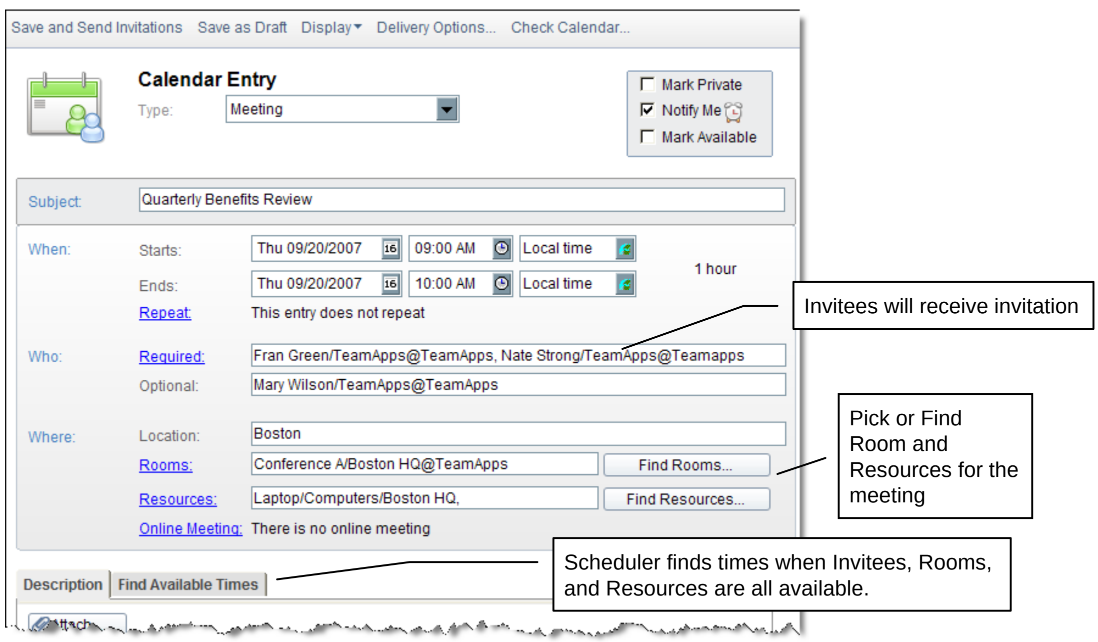
A Calendar Entry contains all the information about an appointment.



Click Save and Close to add the entry to your Calendar.

Calendar Entry - Meeting

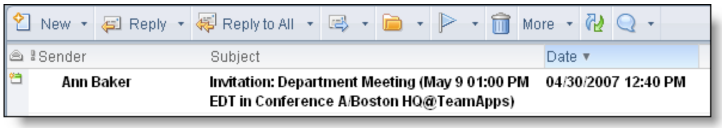
What makes a meeting different from an appointment? Meetings invite other people and reserve a meeting room and resources (projectors, computers, lunch).



Click Save and Send Invitations to add the entry to your Calendar, send invitations to the Invitees via email, and reserve the rooms and resources your requested.

Receive an Invitation

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

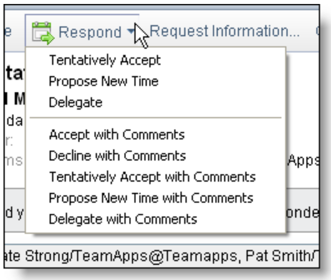


Open the invitation to see the meeting details and respond to the invitation.

Click the Accept action button to accept invitation and add the meeting to your Calendar.

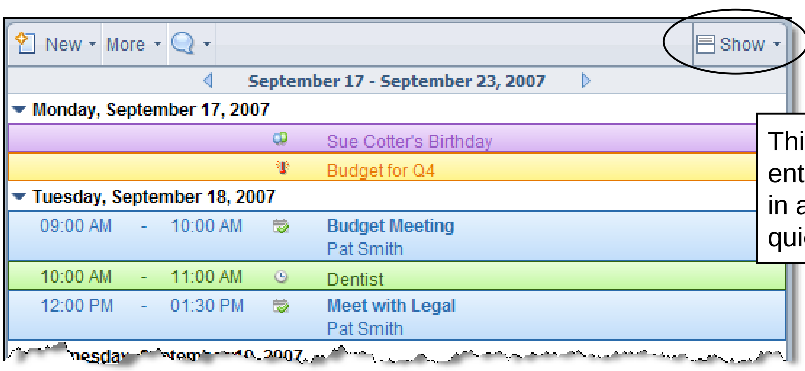
Click Decline if you can't attend.

Click the Respond action button for other options:



Summary View

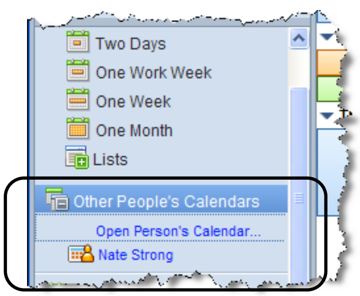
Click the Show button then **Summary** to open a summary of Calendar Entries:



This view lists all the entries for the time period in a condensed format for quick reference.

View Other People's Calendars

Scroll down in the Formats Navigator to find **Other People's Calendars**.

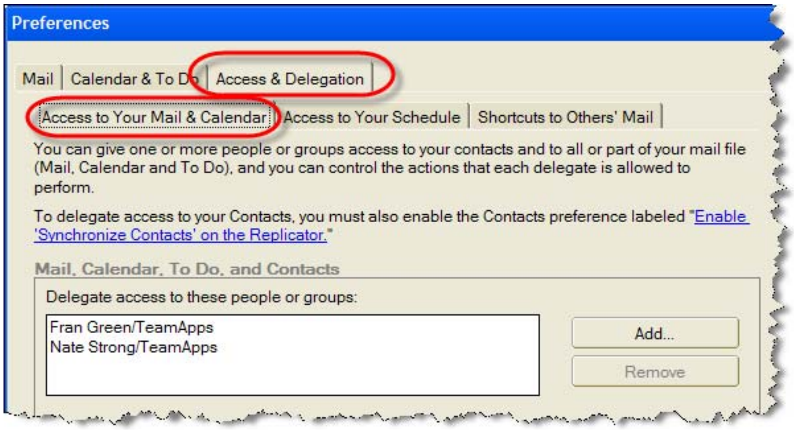


If you have been given permission, you can open another person's Calendar.

Click More then **Preferences** to create a permanent link to someone's Calendar (as seen here for Nate Strong).

Control Who Can Read Your Calendar

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



Click the Add... button to give permission to 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 permission the person/group has access to in your Calendar (and Mail).

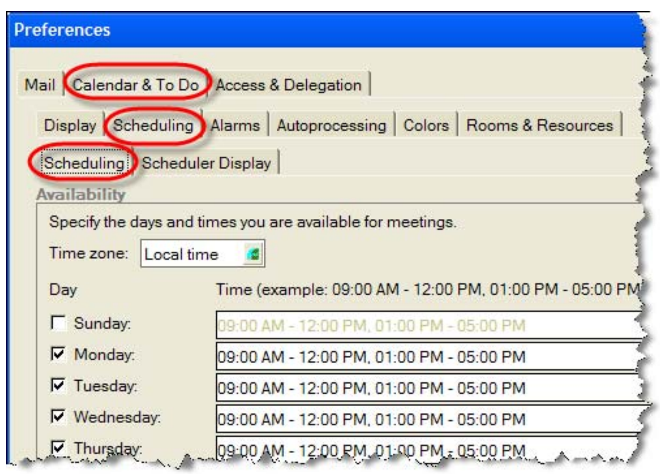
Define Your Availability

You must define your availability schedule so the system and other people know when you are free to be scheduled for meetings.

To define your availability schedule, click More then **Preferences**.

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

Select the days and times you are available for meetings.



Set Other Calendar Preferences

Other preferences you can set include 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.