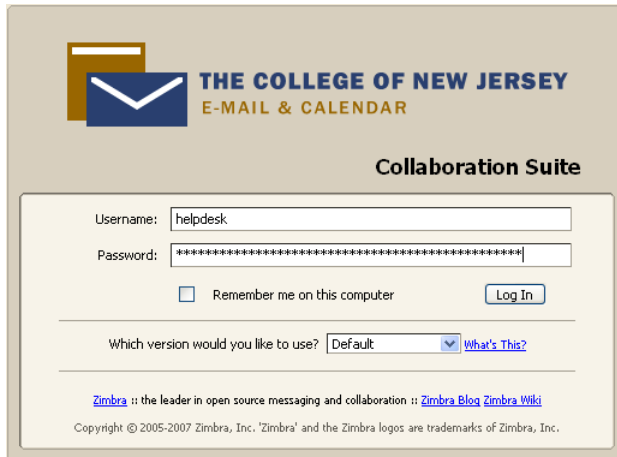


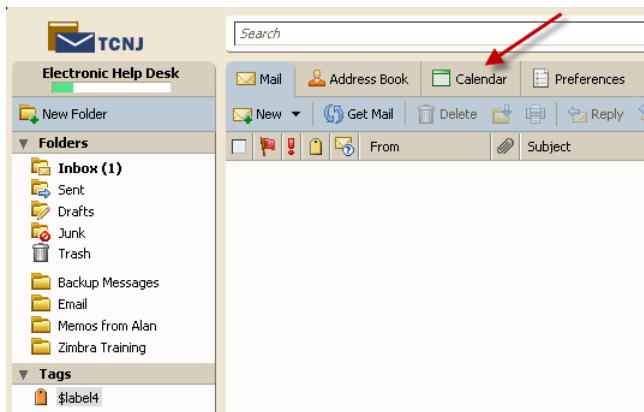
Setting Up Shared Departmental Calendar

Departments can now set up a shared calendar which will allow subscribers to stay up to date with events, meetings, and announcements for that department. A department account must be used to create calendar (i.e. helpdesk@tcnj.edu). If you don't already have an account for your department, contact the Help Desk at x2660 to have one created.

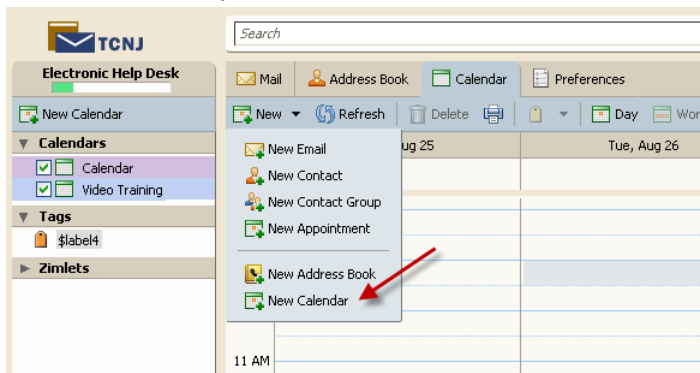
1. Log in to department email account.



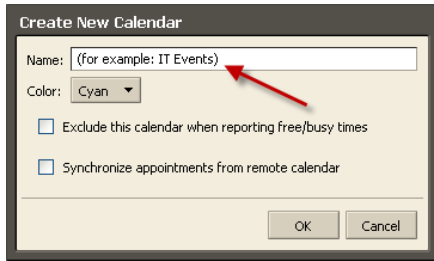
2. Select the **Calendar** tab.



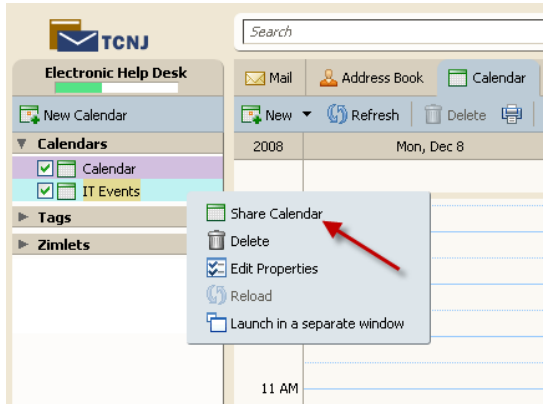
3. From the New drop down menu, select **New Calendar**



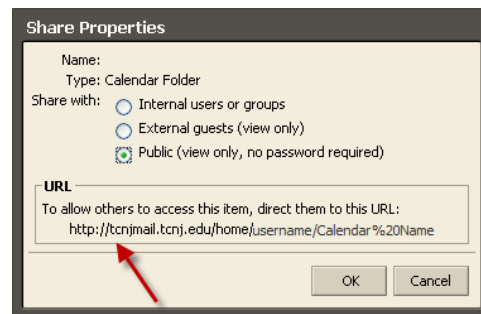
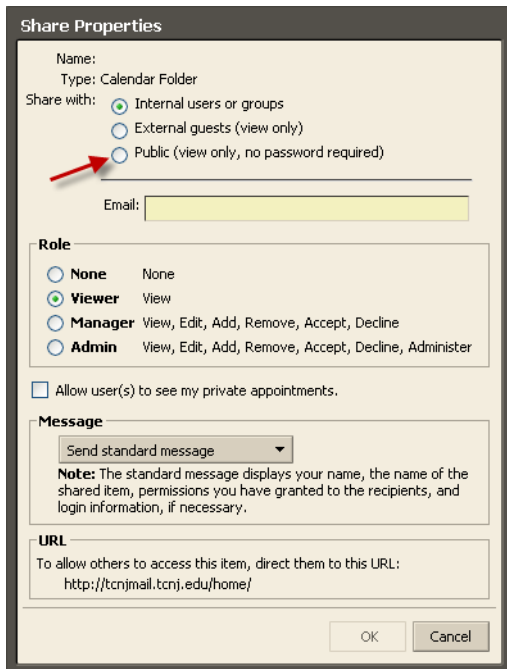
4. When the Create New Calendar dialog box comes up, **enter a name for your new calendar** (e.g. IT Events) to be shared and select **OK**



5. You should now notice a new calendar listed in the Calendar section. **Right click** on that calendar and select **Share Calendar**



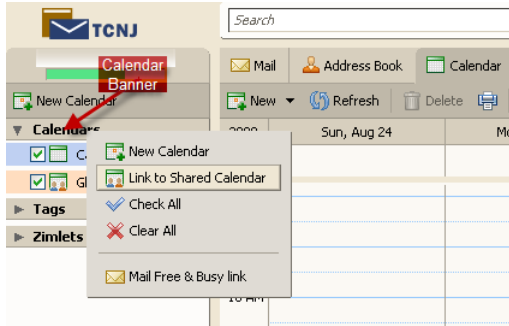
6. When the Share Properties dialog box appears, Select the **Public** option under the Share with section. The dialog box will change indicating the public option is selected. Copy the URL, you will email this to subscribers. **NOTE:** be sure to copy the link exactly as appear, spaces entered into calendar name may appear as a "%20" in URL. No change is necessary. Press **OK**.



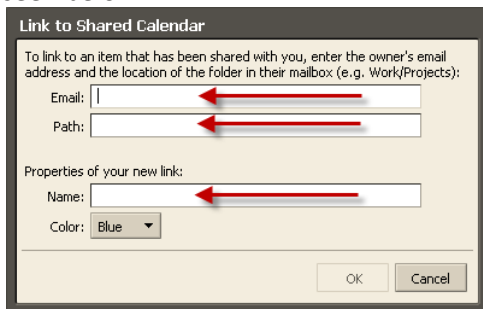
Accessing the Shared Departmental Calendar

In order for departments to make aware of Events, Meetings, and Announcements that affect individuals within the department, as well as the TCNJ Community, a shared calendar for users to access has been created. To subscribe to this calendar, please follow these steps:

1. Log into your Zimbra account at <https://tcnjmail.tcnj.edu>
2. Open up the Calendar, by clicking on the Calendar Tab.
3. Right click on the banner that says Calendars.



4. Choose Link to Shared Calendar.
5. When the Link to Shared Calendar window opens, please make sure you enter in the following information as seen below.

A screenshot of the 'Link to Shared Calendar' dialog box. The dialog has a title bar and a close button. The main content area contains instructions: 'To link to an item that has been shared with you, enter the owner's email address and the location of the folder in their mailbox (e.g. Work/Projects):'. Below this are three input fields: 'Email:', 'Path:', and 'Name:'. The 'Color:' field is a dropdown menu currently set to 'Blue'. At the bottom are 'OK' and 'Cancel' buttons. Red arrows point to the 'Email:', 'Path:', and 'Name:' input fields.

Email: Email address of department (e.g. helpdesk@tcnj.edu)
Path: **NOTE:** this will be given by the department
(<http://tcnjmail.tcnj.edu/home/username/Calendar Name>)
Name: Department's Shared Calendar (**NOTE:** will automatically change to correct settings)
Color: Choose any color you would like

6. The calendar will now be visible on your calendar list. If you choose to not view the items in the Department Calendar, simply uncheck the checkmark next to the calendar name. The calendar will still be accessible at any time by rechecking the check box.

