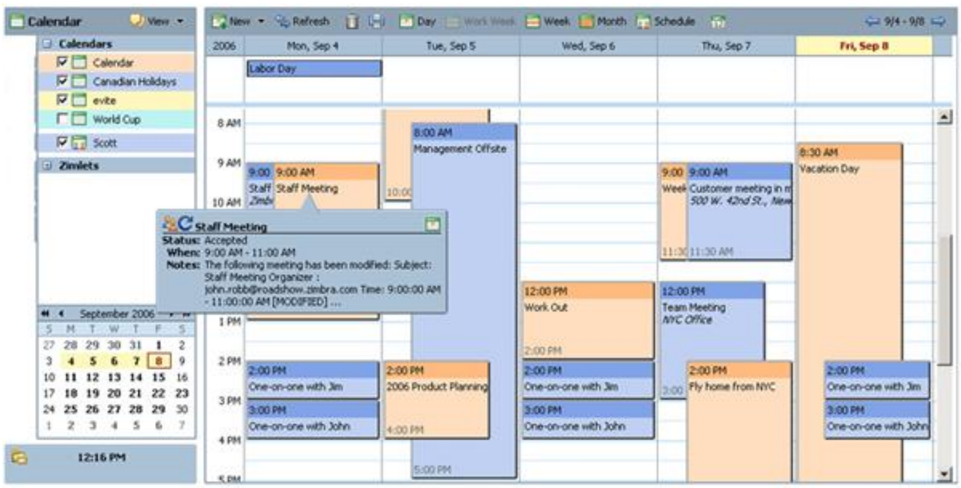
The College of New Jersey

Zimbra™ Collaboration Suite User Guide Part 6

Managing Your Calendar

In **Calendar**, you can create different business and personal calendars, schedule appointments and meetings, set up recurring activities, set your free/ busy option to show your schedule, and share your calendars with others.

To open the **Calendar** view, select the **Calendar** tab. The **Work Week** view is the default and is displayed when **Calendar** is opened the first time.



5-Day Work Week View of Multiple Calendars

Creating calendars

One calendar is created for you, and you can create additional calendars to keep track of different types of functions. For example, you can create a calendar for work, for personal, and for company activities. You can also create calendars and synchronize the activities to your Web Client Calendar from calendars you keep on other websites.

Personal calendars can be maintained separate from your business calendar. You do not need to share your schedules on these calendars. You can select the option to not show your schedule in the free/ busy report. When you do this, others cannot view your schedule to select available times to schedule a meeting.

When you select a color for your calendar, activities are displayed with this color as the background. If you have multiple calendars, the color code makes it easy to identify activities for a specific calendar.

To create a calendar:

1. In the Calendar application, right-click on **Calendars** and select **New Calendar**.
2. In the **Create New Calendar** dialog, type the name of the calendar and select a color to display the **Calendar** activities.

3. If you do not want to include this calendar in the free/ busy reporting, check **Exclude this calendar when reporting free/ busy times**.
4. Click **OK**. The new calendar displays in the **Calendar** list.

To create a calendar and synchronize appointments from a remote calendar:

> Unlike other calendar options, the option to synchronize appointments from a remote calendar is only available when you create your new calendar. Before following these instructions, be sure to have the URL to your iCal remote calendar.

1. On the toolbar, click 

and select **New Calendar**, or select the **Calendar** tab and in the Overview pane right-click and select **New Calendar**. Select a color to display the **Calendar** activities.
2. If you do not want to include this calendar in the free/ busy reporting, check the box for **Exclude this calendar when reporting free/ busy times**.
3. Check the box for **Synchronize appointments from remote calendar**. Enter a valid iCal file URL for the remote calendar.
4. Click **OK**.

Printing a calendar

You can print individual calendars in any of the views. The meetings are displayed per day. If you print a view that includes more than one calendar, all the schedules are combined, but the printed calendar does not specify the individual calendar names for the activities.

To print a calendar, select the calendar and display the Calendar view to print—**Daily**, **Weekly**, or **Monthly**. Click  on the toolbar. Your printer dialog appears and the Calendar view to be printed displays.

Deleting calendars

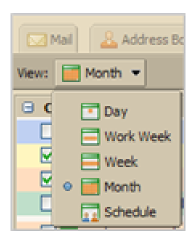
You can delete any calendar in your **Calendar** list, except your original calendar.

To delete a calendar, in the **Calendar** list right-click on the calendar. Select **Delete**. The calendar is immediately deleted. There is no undo.

> Meetings that were created from this calendar are not automatically deleted from invited attendee's calendars.

Customize your Calendar view

When you are in the Calendar view, you can set up how you want to view your calendars, whether by day, work week (5 days), 7-day week, or month. You can even set which day of the week is the first day in your work week.



You can change your view at any time from the **Calendar** toolbar.

Changing the Calendar view from the toolbar only changes the view for that session. You can set your default initial Calendar view from the **Options>Calendar** tab. The views are as follows:

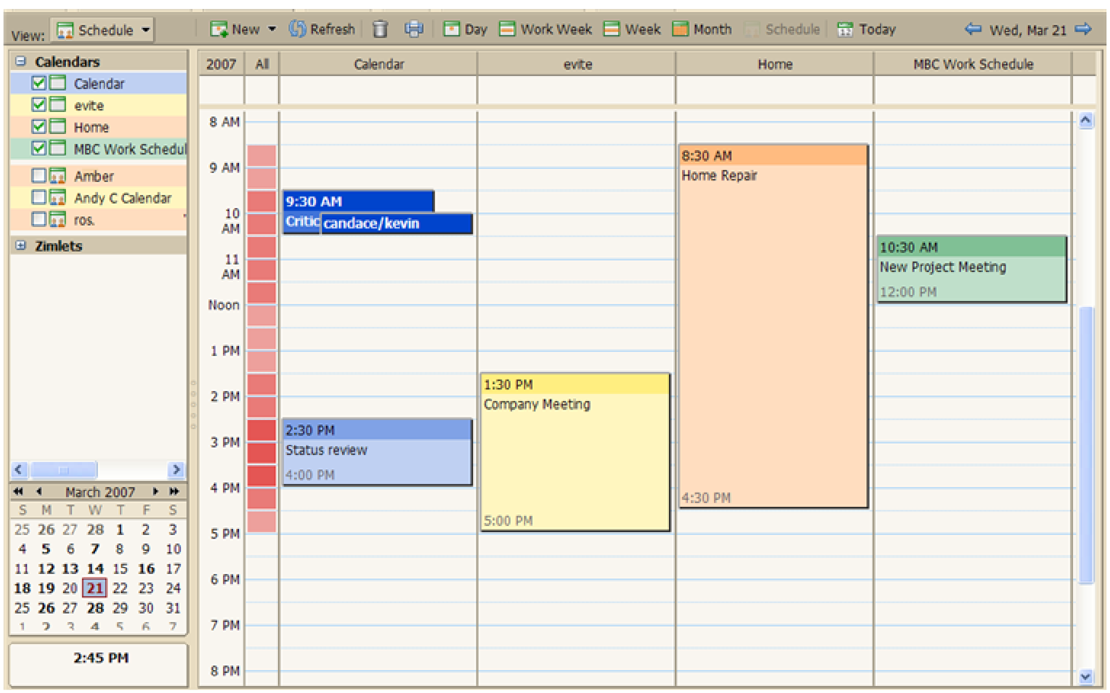
- **Day** view is one day's activities
- **Work Week** view displays Monday through Friday activities
- **Week** view displays seven days of activities
- **Month** view displays a month's activities
- **Schedule** view is used when you have more than one calendar. Each calendar is displayed in a separate column

You can also set the day that displays as the first day of the week, so if your work week starts on Wednesday, you can view calendars that start the week with Wednesday.

Viewing multiple calendars

You can view your different calendar activities, displayed by the calendar color in one calendar view. If you have more than two or three calendars, viewing them this way can be confusing. The schedule view lets you see multiple calendars selected from your calendar list. The Content pane shows a time bar, a free/ busy indicator, and the calendars side-by-side. Each calendar name is displayed in the header.

All of your calendars including shared calendars are visible in your calendar list. Each calendar has a check box to the left of its name. Check the boxes for the calendars you want to view.



Schedule View - Four Calendars

The **All** column is a color-coded free/ busy indicator for the viewed calendars. White means that no activity is schedule at that time on any of the shown calendars. As more calendars have activities scheduled at the same time, the color in the **Add** columns become deeper. When the color is deep red, most calendars have activity during that time.

> Mouse-over the **All** column, to quickly see which calendars have activity scheduled within a time period.

Scheduling appointments, meetings and events

Activities you schedule are appointments, meetings, or events.

- **Appointments**. An appointment is an activity without other people. When you schedule an appointment, no email is sent to confirm the appointment. You can set recurring appointments. **QuickAdd** can be used to quickly create an appointment.
- **Meetings**. Meetings are appointments that include other people. When you create a meeting, you select attendees and send an email invitation to them. You can reschedule meetings and set up recurring meetings.
- **Events**. An event is an activity that lasts all day. Events do not display as time on the calendar, they appear as a banner at the top of the calendar schedule.

  All three types of activities can be entered in several ways. You can schedule an activity from any view except **Options**. To create an activity you can do one of the following:

- On the toolbar, click the arrow on  and select **New Appointment**. This is available in any view, except the **Options** view.
- Enter appointments directly on the calendar. In any view, except month view, select the date and a start time, double-click or drag through the time and the **QuickAdd Appointment** dialog opens.
- Right-click on either the mini-calendar or the start time in one of the calendar views. You can select to create a **New appointment** or a **New all day appointment**.

> Within an email message, certain text is interpreted as a date and triggers the ability to right-click to create an appointment. Text such as today, tomorrow, and a day of the week or an exact date are highlighted in messages. Hover the mouse over this type of text to see if you have an appointment scheduled. Click on the highlighted text to open your calendar.

Scheduling a single meeting

You can schedule an appointment for yourself, or you can schedule a meeting and invite attendees.

1. In any view except **Options**, from the toolbar click the arrow on  and select **Appointment**.
2. Enter the **Subject**. The subject is required. The subject becomes the description in the calendar.
3. Enter a location. You can enter any location. Locations that have been created as resource accounts by your system administrator can be reserved. If you know the

name of the location, enter it in the **Location** field. If you do not, go to the **Find Location** tab to search for the location. When you select it, the location appears in this field.

4. Set the meeting date and time. Enter the **Start** date or click the down arrow to display a calendar and pick a date. Select the **End** date.

   If the time zone is displayed (**Options>Calendar** allows you to chose whether the time zone is displayed or not), it reflects the time zone that you are in. You usually do not need to change this. When you schedule meetings with attendees in different time zones, the invitation is sent reflecting the meeting time in their time zone. For example, if you create a meeting with attendees in California and New York, the invitation displays Pacific Time for attendees in California and displays Eastern Time (three hours later) for attendees in New York.

5. If you have multiple calendars, use the **Calendar** drop-down menu to select which calendar is setting up the event.
6. Add resources. If you know the name of the resource, enter it in the **Resource** field. If you do not, go to the **Find Resources** tab to search for available resources.
7. Enter the names of the attendees. You can enter attendee names in any of the following ways:
   - Go to the **Find Attendees** tab. Type a name and select which list to use, either **Contacts** or **Global Address List**. Select the names and press **Add**. When complete, click **OK**.
   - In the **Attendees** field, type the email addresses, separating addresses by a semicolon (;).
   - To see the free/ busy schedules for attendees, click the **Schedule Attendees** tab. As you enter attendees' names and email addresses, if attendees' schedules are known, availability appears in horizontal bars next to the names. Return to the **Appointment** tab when the attendee's list is complete.
8. Use the **Text** field to add additional information to include in the email. To add attachments, click **Add Attachments** on the toolbar.
9. Click **Save**. An email invitation is sent to all attendees and the appointment is displayed in their calendars.

If you are adding an appointment to a shared calendar, you may need to refresh the screen to see the appointment.

Using QuickAdd

The **QuickAdd** dialog makes it easy to quickly create an appointment. On your calendar, you select a start time, double-click or drag through the time and the **QuickAdd Appointment** dialog opens.

QuickAdd is an option. If you would prefer to always open the **Appointment** page when you double-click or drag on a calendar, disable this feature from your **Options** page.

To create an appointment using QuickAdd:

1. On the calendar for the appointment, click the time for the appointment or click and drag from the start time to the end time for the appointment. The **QuickAdd Appointment** dialog appears.

   To create an all-day appointment, from the **Day** or **Week** view, at the top of the calendar, click and drag over one or more days.

2. Enter the subject, location, and, if this is a repeat appointment, select a repeat mode.
3. Click **OK**. The appointment displays on the calendar.

If you need to invite attendees or change repeat options, click **More Details** to open the **Appointment** page.

Creating a meeting request from messages and contacts

You can quickly create a meeting request by simply dragging and dropping a message, conversation, or contact to a date on the mini-calendar. When you drag and drop a message or conversation, the information in the message is used to populate many of the fields on the **Appointment** page.

- The **Subject** of the appointment is the subject of the message.
- The attendees are the email addresses in the **To** and **Cc** fields of the message or for conversations, the most recent message in a conversation. When you drag a contact from your **Contacts** list to the mini-calendar, the contact's first email address is added to the attendee field.
- The text of a message or the text of all messages in a conversation thread becomes the text of the invitation. Message attachments are not attached to the appointment request.

Turning messages and conversations into meeting requests

1. Click on a specific message or conversation and drag it to a date on the mini-calendar. The **Appointment** page opens.
2. Accept the information that was taken from the message or you can change any of the **Appointment** fields.
3. Set the time constraints for the meeting hours and recurrence if required.
4. Click **OK** to send the invitation.

Turning Contacts into meeting requests

1. Click on a name from your **Contact** list and drag the name to a date on the mini-calendar. The appointment page opens with the contact name in the **Attendees** field.
2. Complete the appointment information and click **OK** to send the invitation.

Viewing free/busy times

When you schedule meetings, you can view attendees, locations, and resource schedules as you set up the meeting in the **Find Attendees** tab.

The free/ busy information shows whether the attendee is busy, out of office, tentative, or free.

Scheduling resources

When you schedule your meetings, you can reserve a location or equipment for the meeting. When you want to schedule these resources, you invite them to a meeting. The resource receives the invite and if it is free, accepts the meeting.

Creating recurring appointments

Recurring appointments are appointments that repeat on some sort of schedule. You can schedule recurring meetings to repeat daily, weekly, monthly, or yearly. In addition, you can customize recurring appointments schedules.

Changing recurring appointments

If you created the recurring meeting, you can change and delete one occurrence or the series of meetings. An email is sent to attendees.

1. Double-click on the meeting to change, or right-click and select **Edit**.
2. Select whether to open only the selected date or to open the series. The **Appointment** page opens.
3. Make your changes. You can change the schedule, the attendees, add an explanation in the **Text** field, and add attachments.
4. Click **OK**. An email is sent to the attendees.

Deleting an appointment

Only the originator of an appointment can cancel the appointment.

1. Click on the appointment to delete. Right-click and select **Delete**.
2. If the appointment is a recurring series, you can delete an instance of the series or the complete series. An email is sent to the attendees and the appointment is deleted from their calendars.

Responding to a meeting invitation

When you receive an email notification for a meeting, the meeting is added to your calendar and marked **New**. You can quickly respond to the invitation either from the email Inbox or from the Calendar pane.

1. Open the message that contains the meeting request or right-click the appointment in the Calendar list.

2. To respond to the meeting invitation, click the appropriate action. If the meeting is a recurring meeting, you have the option to select **Instance** or **Series** to respond to.
3. Click **Accept**, **Tentative**, or **Decline**. A reply is automatically sent. You can add comments before you send your response. To add comments when in Calendar view, right-click and select **Edit Reply**.

   After you make your choice, the email message is moved to the **Trash**, and **New** is removed from the calendar notice. Declined appointments display on your calendar in a faded view, as a reminder of the meeting you declined. You can delete declined appointment any time.

   To read the message or to see any attachments that may have been sent, click the meeting notice.

Sharing your Calendar with others

You can share your **Calendar** with the following type of grantees:

- **Internal users or groups**. You select the type of privileges to grant:
  - **Viewer**. The Grantee can see the activities posted to your calendar and the status of meeting requests, but cannot make any changes to your calendar.
  - **Manager**. The Grantee has full permission to create meetings, accept or decline invitations, and edit and delete activities from your calendar.

  None is an option to temporarily disable access to a grantor's shared calendar without revoking the share privileges. The Grantee still has the calendar in their calendar list but cannot view or manage activities on the grantor's shared calendar.
- **External guests**. You create a password to access the shared calendar. Guests must enter this password to view the calendar. They cannot make changes to the calendar.
- **Public**. Anyone that knows the URL to the shared calendar can view it. They cannot make any changes to the calendar.

Sharing your Calendar with Internal guests:

1. Right-click on the calendar to share and select **Share Calendar**.
2. On the **Share Properties** dialog select with whom to share.
3. When you choose **Internal**, you can choose addresses from the list that appears as you type or type addresses that are not in the list. The user or group must be a valid address in your company's mail server.
4. In the **Role** area, selected the access permissions.
5. In the **Message** area, select which type of message to send. The options are as follows:
   - **Send standard message**. The standard share notification message is sent to the email address.

- **Add a note to standard message**. You can add additional information to the standard message.

6. Click **OK**.

Sharing with External guests:

1. Right-click on the calendar to share and select **Share Calendar**.
2. On the **Share Properties** dialog select with whom to share.
3. When you choose **External** guests, enter the guest email addresses. You can enter more than one address in the **Email** field. Put a semi-colon (;) between addresses.
4. Enter the password that users must enter to view your calendar.
5. In the Message area, select which type of message to send. The URL to your calendar and the password is included in the email message.
   - **Send standard message**. The standard share notification message is sent to the email address.
   - **Add a note to standard message**. You can add additional information to the standard message.
6. Click **OK**.

Sharing with the Public:

When you choose **Public**, anyone who has the URL can view your calendar. No password is required.

Editing or revoking permission

You can revoke permissions to view or manage your calendars at any time.

1. Right-click a shared calendar. Click **Edit Properties**. Users sharing the folder are listed.
2. Click **Edit** to change permissions, or click **Revoke** to remove permissions.
3. Select whether a message describing the change should be sent.
4. Click **OK**.

Accepting access to a shared calendar

If you receive an email notice that you have been granted access to share another person's calendar, you can accept or reject the share.

When you accept to share a calendar, the shared calendar displays in your Calendar list.

To accept:

1. Click **Accept Share** in the email. The Accept Share dialog opens and describes the role granted to you.
2. Before you accept you can customize the calendar name and select a color for the calendar items to be displayed.

3. Check the **Send mail about this share**, to send a confirmation back to the Grantor. (optional)
4. Click **Yes**. The calendar is added to your Calendar list. The message is moved to your Trash folder.

Declining access to a shared calendar

When you get an invitation to share a calendar, the email message gives you the option to decline the share invitation.

When you click **Decline**, a **Decline Share** dialog displays. You can either decline and not send a message to the grantor, or you can send a reply and explain why you are declining.