

Online Group Calendar User's Guide

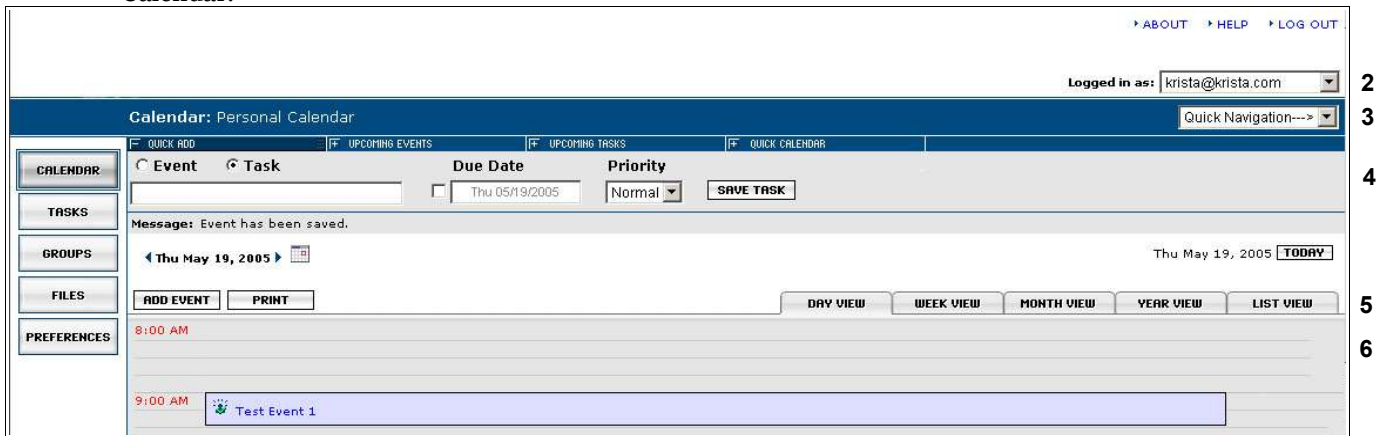
Online Group Calendar allows you to schedule events, tasks, and resources for yourself and groups. It also allows you to create and manage groups and resources, attach files to events, invite attendees to events, and set preferences for your calendar.

In this User's Guide, you will learn how to create and work with groups; schedule events, resources, and tasks; view your personal and group calendars; and print calendars and lists. For additional assistance with completing tasks, see Online Group Calendar's online Help.

Using the Online Group Calendar Window

When you log on to Online Group Calendar, you see the calendar view. You can navigate to other views, schedule events and tasks, add groups, and so on.

The Online Group Calendar is divided into different areas that change based on the task you are completing. Use the following image and table to learn about the Online Group Calendar.



Area	Description
1	Navigation bar. Use the buttons to navigate to calendars; your list of groups, tasks, or files; or preferences.
2	Logged in as list. If you have access to another user's calendar, you can access the user's calendar by selecting the user's e-mail address from the list.
3	Quick Navigation list. Select the calendar you want to view.
4	Quick Add area. You can quickly schedule an event or task using the buttons, fields, and lists in this area.
5	Tabs. From a calendar view or a group's detail view, you can access different calendars or properties by clicking the tabs.
6	Details. Calendars and information display in this area. Click a tab to access a calendar view, or click a button on the navigation bar to view calendars, tasks, groups, files, or preferences.

Scheduling Events

You can schedule events to display on your personal calendar, and, if you are a member of any groups, you can schedule events to display on group calendars so that everyone in a group can view them. If you have access to another user's calendar, you can schedule events for that user.

To schedule events for a group, the group must have a calendar associated with it, and you

must either be the owner or administrator of the group, or the calendar must be editable by group members. You schedule group events by selecting the group calendar you want to schedule an event for. If you accept an invitation to a group event, the event displays on your personal calendar as well as the group calendar.

Most of the fields on the Add Event dialog box are optional; if desired, you can leave them blank. To review tasks for using the optional fields, read through the sub-sections within "Working with Events."

To Schedule an Event

1. From the **Quick Navigation** list, select the calendar you want to use for scheduling the event.
2. Click **ADD EVENT**.
The Add Event dialog box displays.
3. On the **DETAILS** tab, from the **Start Time** calendar and list, select the month, day, year, and time the event begins.
4. From the **End Time** calendar and list, select the month, day, year, and time that the event ends.
5. From the **Time Zone** list, select the time zone where the event will take place.
6. Click **SAVE AND CLOSE**.

Working with Events

There are several options you can set when you schedule an event. For example, you can make an event recurring and specify how frequent the event occurs, such as a weekly status meeting. You can also invite people to attend an event, add attachments, and set an alarm to remind you of the event before it occurs.

Inviting Users to Events

You can invite users to events by sending them an invitation to attend the event. Invitations are sent to users in an e-mail message, and users have the option of accepting, accepting as tentative, or declining invitations. Responses, including the attendee's event status, are sent in an e-mail message to the organizer.

NOTE: You can invite any user to an event, including users who do not have an Online Group Calendar account. For a user who does not have an Online Group Calendar account, "Not a calendar user" displays by the user's name.

To Invite Users to an Event

1. While scheduling the event, click the **ATTENDEES + RESOURCES** tab.
2. To add a user by e-mail address, select **By Email Address**, and then type the user's e-mail address.

- or -

To add a user who is a member of a specific group, select **From Group**, select the group, and then, from the **Select Person** list, select the user.

3. Specify event attendance as **Optional** or **Required**.
4. Click **ADD**.

When you save and close the event, users are invited to attend the event.

Scheduling Resources

If you have access to a resource, you can reserve the resource for the time you need it. You create resources and specify the resource's properties, such as whether the resource is available to all users, while working with groups, in the group's **RESOURCES** tab.

Resources may include conference rooms, projectors, and other equipment.

Checking for User Availability

To schedule an event when you know all attendees are available, you can check for their next available time slot. You check for a user's available time after you add the user to the event.

Each user's schedule displays in the calendar to the right of the user's name. If the user is available, the calendar is empty; if the user is busy, a gray bar indicates the time period for which the user has a scheduled event.

NOTE: If you scheduled a resource, when you check the availability of users, the availability of the resource is checked at the same time.

To Check for the Availability of Other Users

1. While scheduling the event, click the **ATTENDEES + RESOURCES** tab.
2. Do one of the following:
 - To locate the next available hour for all attendees and resources, click the **+ Hour** button.
 - To locate an earlier hour, click the **– Hour** button.
 - To locate the next available time on the following day, click the **+ Day** button.
 - To locate an earlier available time on the previous day than the one selected, click the **– Day** button.
3. Click **SAVE AND CLOSE**.

Scheduling Recurring Events

If you have an event that recurs, such as a weekly meeting, you can schedule it as a recurring event and specify the frequency with which it occurs.

To Schedule a Recurring Event

1. While scheduling the event, click the **RECURRENCE** tab.
2. In the **Recurrence Pattern** box, do one of the following:
 - To schedule a daily event, select **Daily**, and then specify whether you want the event to occur every specific number of days, such as every three days, or every weekday.
 - To schedule a weekly event, select **Weekly**, and then specify whether you want the event to occur every specific number of weeks, such as every fourth week, and which day of the week to schedule the event.
 - To schedule a monthly event, select **Monthly**, and then specify whether you want the event to occur on a specific date every month, such as the 10th of every month, or whether you want it to occur on a specific day, such as the third Thursday of every month.
 - To schedule a yearly event, select **Yearly**, and then specify whether you want the event to occur on a specific date every year, such as every May 19th, or a specific day, such as the second Tuesday of November every year.
3. In the **Range of Recurrence** box, specify when the recurrence ends.
4. Click **SAVE AND CLOSE**.

Setting Alarm Reminders for Events

You can set an alarm to remind attendees of scheduled events. You can specify which recipients will receive the reminder and the amount of time before the event that the reminder will be sent.

Alarm reminders display in a pop-up window when you are logged on to Online Group Calendar, and reminders are also sent to attendees in an e-mail message prior to the event.

Attaching Files to Events

You can attach files to events so that users can view the files associated with an event, such as a meeting agenda.

Editing or Deleting Events

You can edit or delete events by locating and clicking the event on your calendar.

If you edit a recurring event, when you save and close the event, a dialog box displays asking you to edit the selected occurrence of the event or all events in the recurrence. If you change the time of the event, the status of users who accepted the invitation changes to Not Responded, and a new invitation is sent to them. If other details of the event change, you have the option of sending an update to attendees.

Granting Calendar Access to Other Users

You can grant other users access to your calendar, allowing them to schedule events for you. Likewise, other users can grant you access to their calendars, allowing you to schedule events for them.

To Grant Calendar Access to Another User

1. On the navigation bar, click **PREFERENCES**.
2. Click the **ACCOUNT DELEGATIONS** tab.
3. In the **Grant admin control** field, type the e-mail address of the user you want to grant control of your calendar to, and then click **SAVE**.

Creating Groups

Before you can schedule and manage group events, you must create the group. You create groups so you can organize people and information that are related. For example, you can create a group to help you organize information for a specific project.

Once you create the group, you can:

- Add the members that you want to belong to the group.
- Set up a calendar for the group.
- Add resources that the group can use, such as a conference room or projector.
- Attach files related to the group.

To Create a Group

1. On the navigation bar, click **GROUPS**.
2. Click **ADD GROUP**.
3. In the **Add Group** dialog box, type the name of the group, and then click **Save**.
The group is created. Use the tabs to manage group members, calendars, resources, and files.

To Access the Details of an Existing Group

- On the navigation bar, click **GROUPS**, and then click the name of the group whose details you want to access.

Adding Members to Groups

You can add members to a group and specify whether the member should have administrative access to the group. Administrative access allows members to add, edit, and delete groups even if settings on a group prohibit editing. For example, if a group calendar is not editable by group members, any member who has administrative access can still edit it.

You add members from the group's Members tab.

To Add a Member Using the Member's E-mail Address

1. Access the group you want to add a member to, and then click **MEMBERS**.
2. Select **By Email Address**.
3. In the **Enter Email Address** field, type the member's e-mail address.
4. To give the member administrative access to the group, select **Admin**.
5. Click **ADD**.

To Add Members from Your Domain Name

1. Access the group you want to add a member to, and then click **MEMBERS**.
2. Select **By Domain**.
3. In the **Domain** field, type the name of your domain, and then click **ADD**.

To Add Members from Another Group

1. Access the group you want to add a member to, and then click **MEMBERS**.
2. Select **From Other Groups**.
3. From the **Select Group** list, select the name of the group the member belongs to.
4. From the **Select a member** list, select to add all members or select the name of a specific member.
5. To give the member administrative access to the group, select **Admin**.
6. Click **ADD**.

The user is added to the group.

Adding Calendars to Groups

You can add a calendar to a group so that group members can view and schedule events specific to that group. If you accept the invitation to a group event, the event displays on your personal calendar as well as the group calendar.

When you add a calendar, you also specify whether group members can add or edit events on the calendar or edit the calendar properties. Members who have administrative access to the group can add, edit, and delete group calendars, regardless of whether they are editable by group members.

You add calendars from the group's Calendars tab.

To Add a Calendar to a Group

1. Access the group you want to add a calendar to, and then click **CALENDARS**.
2. In the **Add a Calendar** field, type the name of the calendar.
3. To allow group members to edit the calendar, select **Group Editable**.
4. Click **ADD**.

Adding Resources to Groups

You can add resources to a group, such as a conference room, and allow other groups and users to access resources for scheduling.

You add resources from the group's Resources tab.

To Add a Resource to a Group

1. Access the group you want to add a resource to, and then click **RESOURCES**.
2. In the **Add a Resource** field, type the name of the resource.
3. To make the resource public so that anyone can reserve it, select **Public**.
4. In the **Description** field, type a description of the resource.
5. Click **ADD**.

Adding Files to Groups

To help you organize files associated with a group, such as a project plan, you can attach them to the group. You can attach files from your computer or your Online File Folder.

You attach files from the group's Files tab.

Editing or Deleting Groups

If you are the owner of a group or have administrative access to a group, you can edit or delete the group.

CAUTION: Deleting a group permanently deletes files and information associated with the group, such as group calendars, events, resources, and files.

Scheduling Tasks

You can schedule and track tasks that you need to complete. When you schedule a task, you specify the priority you want to associate with the task, such as high or low priority, and you specify the start date and due date for the task. If desired, you can type a description of the task.

To Schedule a Task

1. On the navigation bar, click **TASKS**.
2. Click **ADD TASK**.
The Add Task dialog box displays.
3. In the **Task** field, type a description of the task.
4. From the **Priority** list, select the priority you want to assign to the task.
5. From the **Percent Complete** list, select a percentage based on how complete the task is. For example, if you have just begun a task, you may select 10% to indicate the task is 10% complete.
6. From the **Start Date** lists, select the start date and start time for the task.
7. To set a due date for the task, select **Due Date**, and then select the date and time that the task is due.
8. In the **Description** box, type a description of the task.
9. Click **Save Task**.

Tracking and Viewing Tasks

To help you track the completion of tasks, you can update how complete the task is by assigning a percentage to it. For example, when you begin a task, you set it as being 10% complete, and as you get closer to completing the task, you specify it as being 70% or 80% complete.

You can view your tasks by clicking the Tasks button on the navigation bar.

Viewing Calendars

There are a variety of options for viewing the scheduled events on your calendar. You can view a daily, weekly, monthly, or yearly calendar, or you can view scheduled events in a list. You can also change which calendar you view, such as one of your group calendars.

TIP: To view all your scheduled events on one calendar, including group events that you accepted, view your personal calendar.

Resources also have a calendar. You can access resource calendars from the Resources tab of the group the resource is associated with.

To Change Your Calendar View

1. From the **Quick Navigation** list, select the calendar you want to view.
2. To change the view, do one of the following:
 - To view events by day, click the **DAY VIEW** tab.
 - To view events by week, click the **WEEK VIEW** tab.
 - To view events by month, click the **MONTH VIEW** tab.
 - To view events by year, click the **YEAR VIEW** tab.
 - To view a complete list of events, click the **LIST VIEW** tab.

To Access Another User's Calendar

1. From the **Logged in as** list, select the e-mail address of the person whose calendar you want to access.
2. Schedule and manage events, groups, or resources for the user.

To View a Resource Calendar

1. On the navigation bar, click **GROUPS**.
2. Click the name of the group that includes the resource.
3. Click the **RESOURCES** tab.
4. Click the **View** hyperlink for the resource you want to view.

Viewing the Quick Calendar and Upcoming Events and Tasks

Using the Quick Calendar, you can view three months at a time. You access the Quick Calendar by clicking the Quick Calendar button that is located beneath the Quick Add box on any view. The Quick Calendar allows you to select the month and year you want to view.

You can also view up to five of your upcoming events and tasks. You access the short list of upcoming events and tasks by clicking either the Upcoming Events button or Upcoming Tasks button that is located beneath the Quick Add box on any view.

Printing Calendars and Lists

You can print calendars and lists by selecting the calendar or list you want to print and then clicking Print.