

# Calendar Help

Created 4/20/09

## What is the Calendar Section?

- The Calendar section is where users can post or view scheduled meetings, appointments, etc.
- This section is automatically included in every workspace and is accessible to all workspace members.

## What You Can Do With the Calendar

You can access the calendar and perform different functions from the:

- Team Home section, or
- Calendar section.

With the Calendar You Can...	Team Home Section	Calendar Section
Look at entries by the day, week, month, quarter, or year		✓
Display the previous, current or next day, week, month, quarter, or year		✓
View information about an event	✓	✓
View the date, time, and location of an event	✓	✓
Look at the calendar in table view or list view		✓
Search the calendar		✓
Add an event		✓

### NOTES:

- The calendar that displays on the Team Home page is for the current month.
- The small arrow next to the word *Calendar*, takes you to the Calendar section, not to the following month.
- The small arrows next to the name of the month take you to the next or previous month.
- The *Show current month* link displays the current month.

Arrows to other months Small arrow to the Calendar section Link to current month

The screenshot shows a workspace interface with a navigation bar at the top containing 'Team Home', 'Workspaces Help', 'Task List', 'Shared Files', 'Projects', 'News', 'Members', 'Links', 'Discussion Group', 'Discussion Forum', 'Calendar', and 'What's New'. The main content area is divided into sections: 'Links', 'News', and 'Projects'. The 'Calendar' section is expanded, showing a monthly view for April 2009. The calendar grid displays dates from 1 to 19. Two events are visible: 'test image' on Wednesday, April 1st (03:00 PM - 03:30 PM) and 'Test meeting' on Wednesday, April 1st (05:30 PM - 06:00 PM). Navigation elements include a 'Month' dropdown set to 'April 2009', a small arrow to the right of the month name, and a '>> Show current month' link. Three arrows from the text above point to these elements: one to the 'Calendar' link in the navigation bar, one to the small arrow next to the month name, and one to the 'Show current month' link.

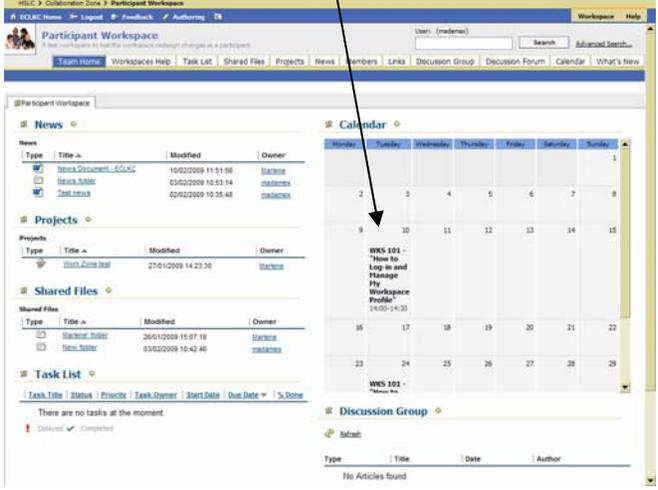
**To Access the Calendar Section**

To access the Calendar section from the Team Home section:

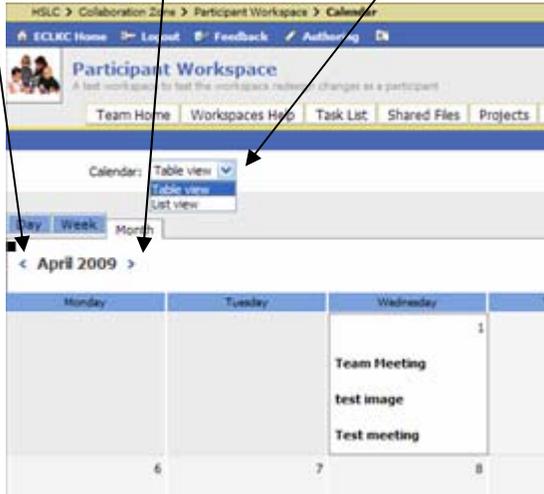
- Select the Calendar tab at the top, or
- Select the right arrow next to the Calendar section title in the Team Home section.

**To View an Event**

You can view an event on the calendar in the Team Home section or in the Calendar section. Refer to the table below.

To...	Do This...
View an event in the Team Home section	<ul style="list-style-type: none"> <li>• Select an event in the calendar.           <p style="text-align: center;">Select an event</p>  </li> <li>• When you view an event (from the Team Home section or from the Calendar section) that someone else added, the <i>View Event</i> window displays. The <i>View Event</i> window has six tabs:           <ul style="list-style-type: none"> <li>○ General</li> <li>○ Recurrence</li> <li>○ Access</li> <li>○ Attachment</li> <li>○ Image</li> <li>○ Reminder</li> </ul> </li> </ul>

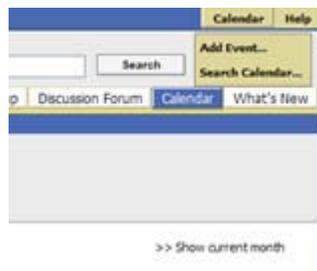
	<div data-bbox="792 176 1432 537"> </div> <ul style="list-style-type: none"> <li>• When you view an event (from the Team Home section or from the Calendar section) that you added, the <i>Modify Event</i> window displays. The <i>Modify Event</i> window has six tabs: <ul style="list-style-type: none"> <li>○ General</li> <li>○ Recurrence</li> <li>○ Access</li> <li>○ Attachment</li> <li>○ Image</li> <li>○ Reminder</li> </ul> </li> </ul> <div data-bbox="792 915 1474 1457"> </div>
View details about an event in the Team Home section	Select the event from the calendar (each event is a link).
View an event in the Calendar section	<ul style="list-style-type: none"> <li>• From the drop-down Calendar list located below the name of the workspace, select Table view or List view.</li> <li>• To display the list of events for a day, week, month, quarter, or year, select the respective tab.</li> </ul>

	<p>Next month      Previous month      Table or List view</p> 
View details about an event in the Calendar section	Select the event from the table in the Table view, or from the Summary column in the List new (each event is a link).

**To Search for an Event**

To search for an event, do the following:

- Go to the Calendar section.
- From the Options toolbar, select *Calendar* → *Search Calendar*.



- In the *Search for Calendar Events* pop-up window, enter the beginning and ending time period in which you are searching for events. The *Calendar* icon displays a pop-up calendar where you can specify dates.

### Search for Calendar Events

Find events starting and/or ending within the period:

From:  

To:  

Title: \*

Location: \*

Done Internet 100%

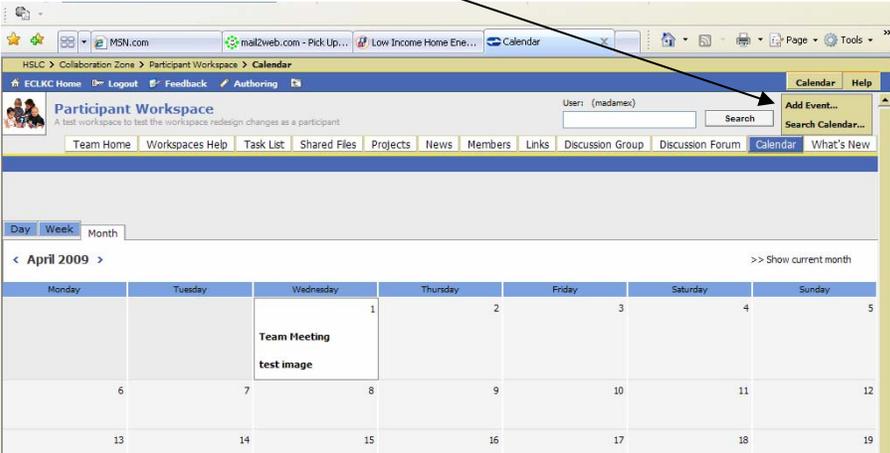
- The Title and Location boxes are optional. The asterisk indicates that the search will locate **all** titles and locations within the specified time. To limit the search, type a title or location.
- To search, select *OK*. To cancel, select *Cancel*. The *Search Results* pop-up window displays.
- You can select an event in the Summary column (each event is a link).
- To conduct a new search, select the *New search* button. To end, select the *Close* button.

### To Add an Event

To add an event to the calendar, do the following:

- Go to the Calendar section.
- From the Options toolbar, select *Calendar* → *Add Event...*
- In the *New Event* pop-up window, complete the information. The Title box is required. The *Calendar* icon displays a pop-up calendar where you can specify dates.
- To add the event, select *OK*. To cancel, select *Cancel*.

Add an event



The screenshot shows a web browser window with several tabs. The active page is titled "Participant Workspace" and contains a navigation menu with items like "Team Home", "Workspaces Help", "Task List", "Shared Files", "Projects", "News", "Members", "Links", "Discussion Group", "Discussion Forum", "Calendar", and "What's New". The "Calendar" section is active, displaying a calendar for April 2009. The calendar grid shows dates from 1 to 19. An event titled "Team Meeting" is scheduled for Wednesday, April 1st, with a "test image" below the title. In the top right corner of the calendar toolbar, there is a button labeled "Add Event..." which is highlighted by an arrow pointing from the text "Add an event" above it.

The *New Event* window displays with the following six tabs:

- General
- Recurrence
- Access
- Attachment
- Image
- Reminder

General tab:

- Enter a title. Title is required.
- Enter starting and ending dates or select All Day Event

Asterisk (\*) indicates a required field

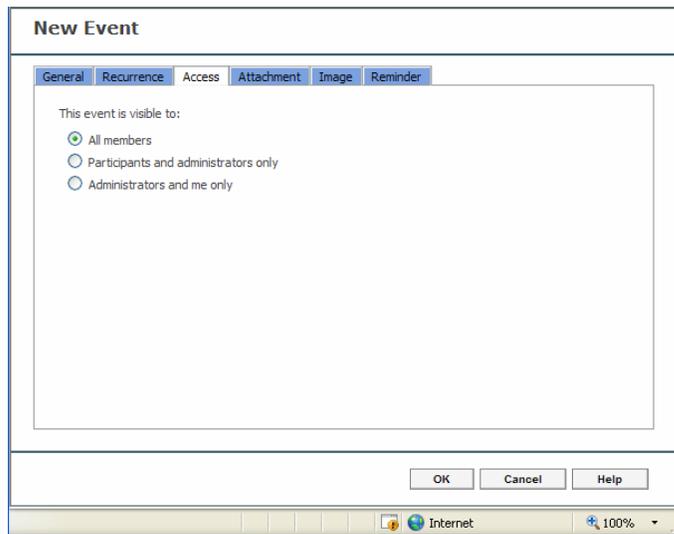
The screenshot shows the 'New Event' dialog box with the 'General' tab selected. The 'Title' field is required, indicated by an asterisk. The 'Starting' date is set to 04/01/2009 at 05:30 PM, and the 'Ending' date is 04/01/2009 at 06:00 PM. There is an 'All day event' checkbox. The 'Description' and 'Location' fields are empty. The window has 'OK', 'Cancel', and 'Help' buttons. An arrow points to the asterisk on the Title field.

Recurrence:

- The default is to one.
- To make it more than a one-time event, select the Edit button.

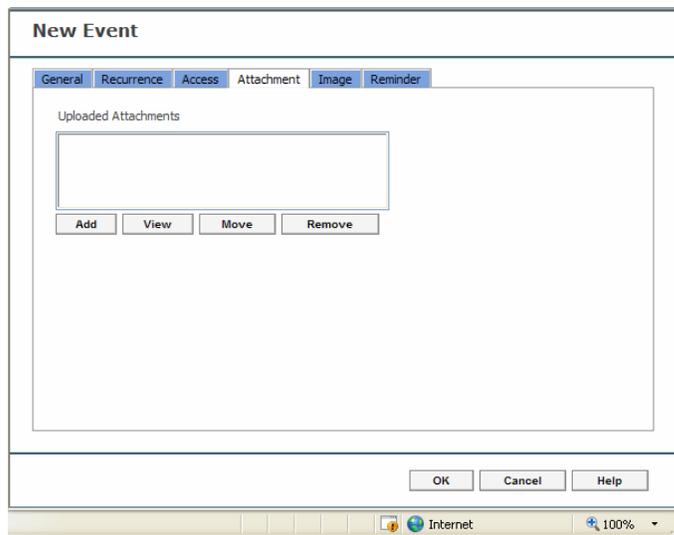
The screenshot shows the 'New Event' dialog box with the 'Recurrence' tab selected. The 'Recurrence' dropdown is set to 'Only once on 04/01/2009 05:30:00 PM'. There is an 'Edit...' button next to the dropdown. The window has 'OK', 'Cancel', and 'Help' buttons.

Access: Select to whom the event should be visible.



The screenshot shows the 'New Event' dialog box with the 'Access' tab selected. The dialog has a title bar 'New Event' and a tabbed interface with 'General', 'Recurrence', 'Access', 'Attachment', 'Image', and 'Reminder'. The 'Access' tab contains the text 'This event is visible to:' followed by three radio button options: 'All members' (selected), 'Participants and administrators only', and 'Administrators and me only'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. The window's taskbar shows 'Internet' and a zoom level of '100%'.

Attachment: Upload or remove an attachment.



The screenshot shows the 'New Event' dialog box with the 'Attachment' tab selected. The dialog has a title bar 'New Event' and a tabbed interface with 'General', 'Recurrence', 'Access', 'Attachment', 'Image', and 'Reminder'. The 'Attachment' tab contains the text 'Uploaded Attachments' above an empty rectangular box. Below the box are four buttons: 'Add', 'View', 'Move', and 'Remove'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. The window's taskbar shows 'Internet' and a zoom level of '100%'.

Image: Displays an image.

**New Event**

General Recurrence Access Attachment **Image** Reminder

Image Title:

Image:

OK Cancel Help

Reminder: A reminder of the event will be sent to the one email you specify.

**New Event**

General Recurrence Access Attachment Image **Reminder**

Remind before event: No Reminder ▾

Send reminder e-mail to:

OK Cancel Help

### To Modify or Delete an Event

**WARNING:** Once you delete an event, you cannot get it back.

You can only modify or delete events that you added originally, not those posted by other workspace members. Do the following:

- Select the event from the table in the Table view, or from the Summary column in the List new. The *Modify Event* pop-up window displays.
- To modify the event, make changes and select the *OK* button at the bottom.
- To delete the event, select the *Delete this Event* button at the bottom. The *Delete Appointment?* pop-up window displays.
- To delete the event, select *OK*. To cancel, select *Cancel*.

Delete an event

**Modify Event**

General Recurrence Access Attachment Image Reminder

Title:  \*

Starting:   at:   All day event

Ending:   at:

Description:

Location:

Export as Outlook appointment