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Basic Topics

Logging in

➢ Type the following address in your web browser and press Enter: calendar.emu.edu

➢ The Web Calendar uses your EMU username and password. This is the same login information that is used for Webmail and Novell.

Tip: Use the Tab key to move between the User ID and Password fields. Press Enter or click ‘Sign in’ when finished.

Having trouble logging in? If you have tried, unsuccessfully, to log in at least three times, your account may be locked out. Please contact the Help Desk at x4357.

About EMU Web Calendar

The Web Calendar is available from any Internet-connected computer, both on and off campus. Your session is encrypted to help keep your password and other personal information secure.
### Daily View

**Tuesday, 12 August 2003**

<table>
<thead>
<tr>
<th>30 min.</th>
<th>Tuesday</th>
<th>Daily Notes &amp; Day Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 a.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 a.m. (+)</td>
<td>Dentist appointment</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>10:30 a.m. - 11:30 a.m.</td>
<td>Ana's birthday</td>
</tr>
<tr>
<td>12:00 p.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 p.m. (+)</td>
<td></td>
<td>Tasks</td>
</tr>
<tr>
<td>2:00 p.m. NetSys</td>
<td>2:00 p.m. - 3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 p.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 p.m. (+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 p.m. (+)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Main Toolbar (A)

The toolbar below the EMU logo controls basic operations. From the left, the first four buttons change the view in Area C. The next four (with plus signs in their icons) are for creating new items. The last two allow viewing and working with other calendars, individual or group.

Administration Toolbar (B)

This toolbar, under the mini-calendar on the right side of the screen provides access to preferences, access rights for others and to log out of Web Calendar.

Content Area (C)

Information is viewed and entered in this area. That includes the day, week and month calendar views, task views and the forms that are used to create new entries.

Navigating the Calendar Screen

- Click the desired calendar view (day, week, month) or task view.
- In the calendar views, use the navigator buttons (circled in the image) to get to a date other than today. The **single arrow** advances or reverses one unit (day, week or month, depending on the selected view). The **double arrow** advances or reverses the next largest unit. For example, in the week view, the double arrow jumps by a month. Clicking the small calendar number pops up a date picker that looks similar to the mini calendar in the upper right of the screen.
- Alternatively, click the desired data on the mini calendar in the upper right of the screen to navigate to a particular date.
- To open an item, click on its title.
Creating Calendar & Task Items

About Calendar Items
Four basic types of calendar items can be created. A Meeting has beginning and end times. This is the most common item type. Both the Daily Note and Day Event are untimed, and are essentially the same in the information they contain. They are represented by different icons to help differentiate all-day events, such as vacation, from reminders such as a birthday or anniversary. Tasks are also untimed and will remain in the list until they are marked completed.

Meeting

- Click the Meeting button on the main toolbar and the following form will appear in the content area:
Enter a title for your meeting and choose the appropriate date and time range. You may either enter the information directly, or click the date and clock icons to make your choice graphically. (The date picker is shown, opposite.)

All other fields are optional. If you are done, click Create. For additional and advanced options, refer to the Advanced Topics section that begins on page 10.
Task

- Click the button on the main toolbar and the following form will appear in the content area:

```
New Task
```

- Enter a title for your task.
- All other fields are optional.
- As with other calendar items, you may enter date and time information directly, or click on the date and clock icons to make your choice graphically. (Those icons are circled on the image above.)
- When you are done, click Create. Otherwise, click Cancel to return to the previous screen.

Day Event & Daily Note

- Click the button on the main toolbar to create a new Day Event. Or, click the adjacent button to create a new Daily Note. These forms are substantially similar to the Meeting form, except that they lack a time field. They function identically except for their icon representation in the calendar views. Refer to the Meeting sections of this document on pages 4 and 14.
**Setting Preferences**

A number of aspects of web calendar’s behavior can be adjusted to your preferences.

Click the button on the Administration Toolbar. The following screen will appear:

<table>
<thead>
<tr>
<th>General</th>
<th>Display</th>
<th>Colors</th>
<th>Security</th>
<th>E-mail Notification</th>
<th>Entry Defaults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time format</strong></td>
<td><strong>Time zone</strong></td>
<td><strong>Name format</strong></td>
<td><strong>Resource format</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12H</td>
<td>EST</td>
<td>John Smith</td>
<td>OU1, OU2, OU3, OU4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use separator (OU1/OU2/OU3...)</td>
<td>Name only (Conference Room)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Display org. field (OU1=, OU2=, OU3=...)</td>
<td>Name, number (Conference Room, R30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number, name (R30, Conference Room)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The preferences are divided into several categories, which are accessed by clicking on their respective headings. On the General tab, only two settings are relevant to EMU’s configuration. *The other settings either are not modifiable, or they make no difference.*

1. **Time format**: The time can be displayed in 12- or 24-hour format.
2. **Name format**: The default is *firstname lastname*, excluding the middle initial.
   Four other options are available.

Other selected settings are listed here by their category. For an exhaustive list, click the button on the administration toolbar, and locate the help category named “Setting Your Preferences”.

**Security**

**Allow Global Agenda Viewing**: Enables a link in the main calendar view called “E-mail agenda to a friend”, located below the date on the left side. The link opens a screen that allows you to e-mail a URL (web address) to the people you choose, who do not need to be at EMU. No password is necessary to view your calendar with this option enabled. This potentially allows *anyone* to see basic information about your calendar, such as *when* events are scheduled, but not what they are named or other details. It also allows events you designate “public” to appear with full details. It’s recommended to leave this option unchecked unless you have a specific reason to do so.
E-mail Notification

These options are primarily useful for those who do not regularly view their calendar, but do check their e-mail. The iCalendar and vCalendar options may be helpful if you are sending meeting invitations to recipients who do not use Oracle Calendar at EMU (including all students), but use another calendar application that can recognize those formats.

Entries sent out

Send e-mail to attendees

- When I create an Entry
- When I edit an Entry
- When I delete an Entry

Entries received

- Allow people to send me notification by e-mail of new Entries

When sending e-mail, automatically attach Entry data in

- iCalendar format
- vCalendar format

When creating or editing an Entry

- Show iCalendar & vCalendar attachment option

Entry Defaults

Setting these options to what you most frequently use can save time.

The Wireless reminder option is not available!
Other Important Information

Logging Out
Click the Log out button on the administration toolbar.

Automatic Logout
To help protect your privacy, calendar sessions are automatically logged out after 90 minutes of inactivity.

Using the Online Help
Oracle includes clear, comprehensive instructions for web calendar. It may be accessed from the administration toolbar by clicking the Help icon.

Tips on Searching for Names
Several features of web calendar require looking up a person’s name. These include opening another user’s calendar, inviting them to a meeting, or granting them access to your calendar. It’s often not necessary to type their entire name. When the person has a unique name (in our campus directory), you may simply type that name, whether it be their first or last name. Otherwise, you may type portions of the person’s first and/or last names, or include their middle initial. There should be a space between each part of the name, and capitalization is not necessary.

Examples:
- Typing “loren” returns “Loren Swartzendruber”
- Typing “john” returns all people with first name “John”, and also “Jenny John” and “Paul Johnson”
- Typing “el miller” returns “Ellen Miller” and “Elroy Miller”
- Sometimes less is more: Typing “ken nafziger” returns “Kenneth J. Nafziger” and “Kenneth L. Nafziger”. However, typing “k l na” returns only “Kenneth L. Nafziger”

Printing
Navigate to the view (day, week or month) and date ranges you would like to print. Click the “Printer-friendly format” link under the calendar owner’s name (below the administration toolbar on the right). Click the print button in your web browser (the exact instructions are browser-dependent).
Advanced Topics

Setting Access Rights
One of the key features of Oracle Calendar is the ability to share your calendar with others. Access rights can be finely controlled by person, and by the type of event.

Security and Access Overview
You may grant access to certain parts of your calendar, and also specify access in each event.

Note: By default, any other calendar user may view when you have events scheduled, but not their titles, nor any other details. This level of access is to aid others in determining when you might be available. Your Tasks, by default, are not viewable by others.

Access Rights for Default: Any unlisted person.

<table>
<thead>
<tr>
<th>Viewing</th>
<th>meetings, day events, daily notes</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Normal: View entries</td>
<td>None  View</td>
</tr>
<tr>
<td></td>
<td>Confidential: View times only</td>
<td>View times only</td>
</tr>
<tr>
<td>Personal: View times only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Access is granted by event type and access level. Events that appear on the calendar are treated as one type, with tasks the other. When creating any event or task, you have the option to set the access to normal, confidential or personal. See the section named “Setting Preferences” on page 7 to adjust the default access level when creating new items.

For another person to have the ability to modify or create entries on your behalf, they must be granted Designate rights.
Designate rights follow the same basic configuration as viewing rights. The additional access level “Public” may be assigned to designate users. Events with “Public” access may be viewed by anyone – even outside EMU – when public viewing is enabled, which is not the default. For more information, see “Setting Preferences” on page 7.

Procedure

1. Click the button on the administration toolbar.

2. 
   a. To modify rights for any person not explicitly listed, highlight “Default: …” and click Edit Access Rights. – or – 
   b. To modify rights for a person who is already listed, highlight their name and click Edit Access Rights. – or – 
   c. To add a person to the list, type all or part of their name in the top field, and click Find. Confirm the returned name(s), highlight it, and click Edit Access Rights.

3. Click Customize in the area that you would like to adjust access rights. The radio buttons to make the changes are then revealed.

4. Choose the desired access rights, then click OK. If you would like to start over, click Cancel.

5. Repeat for as many people as you would like to assign rights to. Click Done to return to the main calendar page.
Opening Another Person’s Calendar

Important Privacy Information
You may only view another person’s calendar if they have granted you access to do so. If you would like to view another person’s calendar and have not been granted access, please contact that individual. Information Systems will not give you access to view or modify another person’s calendar. Those needing instructions on giving access to their calendars may reference this document or go to http://www.emu.edu/is/faqs

Overview and Procedure
When you open another person’s calendar, you may choose to open it for viewing, or as a designate where you can make changes. (You must have appropriate access in order to do either.)

1. Click the icon on the main toolbar.
2. Type all, or a portion of, the person’s name in the “Search” field and click Find.
3. 
   a. Select the name you want, then click View. – or –
   b. Click Add to Favorites if you will only view that calendar. – or –
   c. Click Add … with designate rights if you will edit the calendar.
**Accessing Favorites**
If you access other calendars on a regular basis, you can set up a list of favorites for quick access from the main calendar page. Simply click on the drop-down arrow on the main toolbar, select the name, and click **Go**.

The title of that calendar is displayed below the administration toolbar:

---

**Copying Events from Another Calendar**
You can copy entries from another person’s calendar to your own, as long as you have permission to view them. Click on the title of an entry to open it, then click “Copy” in the upper right.

**Returning to Your Calendar**
To return to your calendar, click the **Agenda** button on the main toolbar.
Creating a Meeting

About Inviting Others
When creating an event, you may check others’ availability and invite them to attend. You may then either manually choose a time that suits everyone, or have web calendar suggest options.

Procedure
1. Create a new meeting and fill in the basic information, such as the title and tentative date. Refer to page 4.
2. Click on the People & Resources Tab.
3. Type all, or a portion of, the person’s name you wish to invite and click Find.
4. The search results will appear in a box to the right. Select a name (or use Control and Shift keys to select multiple entries), then click Add selected. Alternatively, click Add all.
5. a. Use the Check conflicts button to determine whether the meeting date and time you entered on the “General” tab are free for all those you are including in the meeting. – or –
b. Click Suggest Date & Time. A new page appears, where you select the date and time ranges in which the suggestions are to be made. When complete, click List suggestions. – or –
c. Click Scheduler. A new window appears, showing a graphical representation of busy time for all attendees. If you adjust the date or time, click the Refresh button. You may also add and remove attendees from this page. Click Pick this date & time when finished.
6. To notify attendees by e-mail, refer to the next section.
7. When finished, click **Create**.

**Repeating Events and Notification**

**Creating a Repeating Event**
1. Create a new meeting and fill in the basic information, such as the title, date and time for the first occurrence. Refer to page 4.
2. Click the tab labeled “Repeating”.
3. Choose the recurrence type by clicking the “Repeat” drop-down box.
4. **Very important:** After setting recurrence options, click the **List dates** button. Otherwise no additional instances will be added to your event! If you modify the recurrence options, you must click **List dates** again.
5. Click the **Create** button when you are finished.

**Sending E-mail Notification**
1. Create a new meeting and fill in the basic information, such as the title, date and time. Refer to page 4.
2. Click the tab labeled “Notification”.
3. To **send e-mail to attendees**, if any, check the box with that title.
4. To remind **yourself** of the event by e-mail, check the **Enable e-mail reminder** box, and select how far in advance the e-mail should be sent.