iCal
Manual
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iCal

iCal is a web-based calendar program. It is an event calendar that you use to schedule meetings, events, vacations, track employee availability, make room reservations or track any other type of event. You can dynamically update calendar events with the web browser interface. The following instructions show you how to navigate around iCal, change settings, add events and administer the calendar.

I. Using iCal

• Open your web browser to access your iCal. Type your iCal web address in the address window of your browser and hit Enter.

Calendar Views and Formats. You can view your calendar in Block format (traditional grid format) or by month list format. Additionally, you can view the calendar in a yearly, weekly and single day format. The Block format is the default view of the calendar.

• Click the drop-down arrow next to Display in the Footer to change the calendar to Day, Week, Month or Year view.
• Click the **Block** drop-down arrow to change the calendar format to **List** view or **Condensed** view.

**Abs**, **Slide** and **Print View** also give you alternate ways to view your calendar. **Abs** view is the default view.

**Slide** view allows you to jump ahead in weekly, monthly or yearly increments.

<table>
<thead>
<tr>
<th>Navigate:</th>
<th>&lt; Year</th>
<th>&lt; Month</th>
<th>&lt; Week</th>
<th>Today</th>
<th>Week &gt;</th>
<th>2 Wks &gt;</th>
<th>Month &gt;</th>
<th>Year &gt;</th>
</tr>
</thead>
</table>

**Slide Navigation Toolbar**

**Print** view optimizes the calendar for printing.

• Click the **Colors:** drop-down arrow to choose to print **Black and White**, **Some Colors**, **Most Colors** or **All Colors**.

• Click the **Header/Footer** drop-down arrow to choose to print the **Header and Footer**, **Header Only**, **Footer Only** or **No Header and Footer**.

**Format for Printing: chobbes**

Colors: All Colors  
Header/Footer: Header And Footer  
☑️ Show Calendar Title  
☑️ Show Event Border  

**Refresh Calendar Display**

**Close / Back to Original Display**

*Note:* You may need to enable the printing of background colors in your printer. For IE select Tools/Internet Options/Advanced from the menu.

**Format for Printing Popup Menu**

• Click **Refresh Calendar Display** to update your calendar view.

**Navigating the calendar.** Navigation tool bars provide movement to other months, to other calendars, alternate views of the calendar data, access to event edit forms and to administration screens.

• Click the month or year you wish to view in the **Navigation** toolbar.
• Click **Select** in the **Footer** to access other calendars.

• Click **This Calendar** to access the administration screen for your calendar.

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**Searching the calendar.** You can search the calendar for specific events. This is called *filtering*. The events found during a search will be the only ones displayed in your calendar.

• Click **Filter** in the **Footer** to open the search window. You can search by specific text or by categories such as meetings. You may combine these methods.

• Click **Filter** when you have entered your selections.

---

• Click **Close** to close the **Filter** window. Click **Normal** to end the filtering and return to your normal view.
II. Administering the Calendar

- Click **This Calendar** in the **Footer** to access the **Calendar Administration** page and customize your settings.

![Calendar Administration Menu]

- Enter your username and password and click **OK**.

<table>
<thead>
<tr>
<th><strong>Display Options</strong></th>
<th>Customize how your calendar appears</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Settings</strong></td>
<td>Specify the calendar's language, options and description</td>
</tr>
<tr>
<td><strong>Title, Header, Footer</strong></td>
<td>Specify the text for the title, header and footer of the calendar</td>
</tr>
<tr>
<td><strong>Month/Day Headings</strong></td>
<td>Change the titles for the days of the week and months</td>
</tr>
<tr>
<td><strong>Colors</strong></td>
<td>Change the color of text and backgrounds</td>
</tr>
<tr>
<td><strong>Fonts</strong></td>
<td>Change fonts</td>
</tr>
<tr>
<td><strong>Event Categories</strong></td>
<td>Specify and activate event categories.</td>
</tr>
<tr>
<td><strong>Add-Ins</strong></td>
<td>Specify which pre-defined events to include in the calendar</td>
</tr>
<tr>
<td><strong>Include Calendars</strong></td>
<td>Dynamically include data from other calendars.</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Specify who can edit your calendar</td>
</tr>
<tr>
<td><strong>Email Configuration</strong></td>
<td>Select for email reminders and event notification.</td>
</tr>
<tr>
<td><strong>Subscription/Outlook</strong></td>
<td>Subscribe for email notification and post events to Microsoft Outlook</td>
</tr>
<tr>
<td><strong>Delete Month Events</strong></td>
<td>Remove all events on a calendar month.</td>
</tr>
<tr>
<td><strong>Publish Calendar</strong></td>
<td>Publish static HTML calendar files for a given date range.</td>
</tr>
<tr>
<td><strong>Data Importing</strong></td>
<td>Import calendar data from text files.</td>
</tr>
<tr>
<td><strong>Data Exporting</strong></td>
<td>Export calendar data to a text files.</td>
</tr>
</tbody>
</table>
**Display Options.** You can change the width of your calendar, time format display, default display style and other options in the **Display Options** window.

- Click **Display Options** to customize your calendar display.
- Click the radio buttons to select your preferred display options.
- When you have made all of your selections click **Save**. You will be returned to the **Calendar Administration** main window.

<table>
<thead>
<tr>
<th>Display Options Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Display Options</strong></td>
</tr>
<tr>
<td><strong>Display Width:</strong></td>
</tr>
<tr>
<td>• Fill Browser Window</td>
</tr>
<tr>
<td>• Fits 640 width</td>
</tr>
<tr>
<td>• Fits 900 width</td>
</tr>
<tr>
<td>• Fits 1024 width</td>
</tr>
<tr>
<td>• Specify Pixel Width</td>
</tr>
<tr>
<td><strong>Time Display Format:</strong></td>
</tr>
<tr>
<td>• 12 Hour AM/PM</td>
</tr>
<tr>
<td>• 24 Hour</td>
</tr>
<tr>
<td><strong>First Day of Week:</strong></td>
</tr>
<tr>
<td>• Sunday</td>
</tr>
<tr>
<td>• Monday</td>
</tr>
<tr>
<td><strong>Display Week Number:</strong></td>
</tr>
<tr>
<td>• Show Week No:</td>
</tr>
<tr>
<td>• Hide Week No:</td>
</tr>
<tr>
<td><strong>Edit Recurring Event:</strong></td>
</tr>
<tr>
<td>• Set default to &quot;All&quot;</td>
</tr>
<tr>
<td>• Set default to &quot;Only This Instance&quot;</td>
</tr>
<tr>
<td><strong>Display Weekends:</strong></td>
</tr>
<tr>
<td>• Show Weekend Days</td>
</tr>
<tr>
<td>• Hide Weekend Days</td>
</tr>
<tr>
<td><strong>Default Display Style:</strong></td>
</tr>
<tr>
<td>• Block</td>
</tr>
<tr>
<td>• List</td>
</tr>
<tr>
<td>• Condensed</td>
</tr>
<tr>
<td>• Year</td>
</tr>
<tr>
<td>• Month</td>
</tr>
<tr>
<td>• Week</td>
</tr>
<tr>
<td>• Day</td>
</tr>
<tr>
<td><strong>List Display Width:</strong></td>
</tr>
<tr>
<td>• Small Window -</td>
</tr>
<tr>
<td>• Medium Window -</td>
</tr>
<tr>
<td>• Large Window -</td>
</tr>
<tr>
<td><strong>Display Bars:</strong></td>
</tr>
<tr>
<td>• Nav Bar (Top)</td>
</tr>
<tr>
<td>• Nav Bar (Bottom)</td>
</tr>
<tr>
<td>• Style Bar (Top)</td>
</tr>
<tr>
<td>• Style Bar (Bottom)</td>
</tr>
</tbody>
</table>
**General Settings.** Specify your calendar's description, language and options in the General Settings menu.

- Click **General Settings.** Customize your settings.
- Click **Save** to save your changes and return to the Calendar Administration page.

### General Settings Menu

<table>
<thead>
<tr>
<th>General Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calendar Description:</strong></td>
<td>Jennifer Grey This is not displayed on the calendar; it is used to describe the calendar in administration and selection lists.</td>
</tr>
<tr>
<td><strong>Language:</strong></td>
<td>English Selected for this calendar</td>
</tr>
<tr>
<td><strong>Event Time Conflicts:</strong></td>
<td>- Events with overlapping times permitted.</td>
</tr>
<tr>
<td></td>
<td>- Events with overlapping times not permitted.</td>
</tr>
<tr>
<td><strong>List Calendar:</strong></td>
<td>- Show Calendar Specifies if this calendar should appear in the Calendar Select Popup</td>
</tr>
<tr>
<td></td>
<td>- Hide Calendar</td>
</tr>
<tr>
<td><strong>Calendar View Range:</strong></td>
<td>- Unlimited Range</td>
</tr>
<tr>
<td></td>
<td>- Use Date Range</td>
</tr>
<tr>
<td><strong>Required Approval:</strong></td>
<td>- Events added by unprivileged users will not appear until approved</td>
</tr>
</tbody>
</table>

### Headers and Footers.** Customized header and footer text can be assigned for each calendar.

- Click **Title, Header, Footer** to specify text for the Title, Header or Footer.

### Title, Header, Footer Menu

- Click **Save** to save your changes and return to the Calendar Administration page.
Colors. Almost every display feature of the calendar can be assigned a color. Individual events on the calendar can have a specified background and text color. You can choose color assignments by Point and Click Color Assignment or by Direct Color Assignment.

To assign colors by Point and Click Color Assignment:

- Click Colors on the Calendar Administration menu. Point and Click Color Assignment is the default option.
- Click any link to change the color settings for that link.

A Color Selection chart will open.
- Select colors for the background and text.
- Click OK to close the window.
- Click Popup Window Text to assign text and background colors for calendar popup windows.
- Click Block Prev/Next Months to assign text and background colors for previous and next months that appear in your calendar display.

### Point and Click Color Assignment Window

Click a link opens the Color Selection chart

Pointing a link opens the Color Selection chart

- Click Save to save your changes and return to the Calendar Administration page.

Your calendar’s current colors are shown below. To change a color: click on the link for the color you want to change, then select a new color from the popup window.
To assign colors by **Direct Color Assignment**:

- Click **Direct Color Assignment**.

- Enter RGB Hex values or click **Color Name Chart** to choose color names from a popup window.

- Click **Test Colors** to view your color scheme.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Background Color</th>
<th>Text Color</th>
<th>Color Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>linew</td>
<td>black</td>
<td>Title</td>
</tr>
<tr>
<td>Header</td>
<td>linew</td>
<td>black</td>
<td>Header</td>
</tr>
<tr>
<td>Page</td>
<td>lightsteelblue</td>
<td></td>
<td>Page</td>
</tr>
<tr>
<td>Other Months</td>
<td>lightsteelblue</td>
<td></td>
<td>Other Months</td>
</tr>
<tr>
<td>Week Day Titles</td>
<td>linear</td>
<td></td>
<td>Week Day</td>
</tr>
<tr>
<td>Today’s Date</td>
<td>DDDD00</td>
<td>#000000</td>
<td>Today’s Date</td>
</tr>
<tr>
<td>Week Day Links</td>
<td>lightsteelblue</td>
<td></td>
<td>Week Links</td>
</tr>
<tr>
<td>Day Colors</td>
<td>lightsteelblue</td>
<td>#000000</td>
<td>Day Colors</td>
</tr>
<tr>
<td>Day Links</td>
<td>darkslategrey</td>
<td></td>
<td>Day Links</td>
</tr>
<tr>
<td>Footers</td>
<td>linew</td>
<td>#000000</td>
<td>Footers</td>
</tr>
<tr>
<td>Popup</td>
<td>lightsteelblue</td>
<td>darkslategrey</td>
<td>Popup</td>
</tr>
<tr>
<td>Navigation Bars</td>
<td>linew</td>
<td>#000000</td>
<td>Navigation Bars</td>
</tr>
</tbody>
</table>

**Direct Color Assignments Window**

- Click **Save** to make changes and return to the **Calendar Administration** menu.

**Fonts**. You can specify font faces and sizes for all aspects of the calendar.

- Click **Fonts** in the **Calendar Administration** menu.

- Type a font name, such as **Arial** or **Garamond** in the **Font Face** column.

**Note:** If you leave the **Font Face** blank, the font used will be the default browser font.
Click the drop-down arrow in the **Font Size** column to set the font size for each item. The size selections are:

- Smallest
- Smaller
- Normal
- Bigger
- Even Bigger
- Bigger Still
- Huge!

**Note:** When **Default** is selected for the **Font Size** the calendar will be displayed with font sizes based on your browser text settings.

Your calendar's current font selections are shown below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Font Face</th>
<th>Font Size</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Title</td>
<td>Century Gothic</td>
<td>Default</td>
<td>Calendar Title</td>
</tr>
<tr>
<td>Month/Year</td>
<td>Century Gothic</td>
<td>Default</td>
<td>July 2004</td>
</tr>
<tr>
<td>Block Day of the Week</td>
<td>Century Gothic</td>
<td>Default</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Block Day Edit Links</td>
<td>Century Gothic</td>
<td>Default</td>
<td>23 Dec</td>
</tr>
<tr>
<td>List Day of the Week</td>
<td>Century Gothic</td>
<td>Default</td>
<td>Wed</td>
</tr>
<tr>
<td>List Day Edit Links</td>
<td>Century Gothic</td>
<td>Default</td>
<td>Dec 23</td>
</tr>
<tr>
<td>Event Text</td>
<td>Comic Sans MS</td>
<td>Default</td>
<td>Event Text</td>
</tr>
<tr>
<td>Event Time Text</td>
<td>Comic Sans MS</td>
<td>Default</td>
<td>9:45-11:00</td>
</tr>
<tr>
<td>Navigation Bar Links</td>
<td>Century Gothic</td>
<td>Default</td>
<td>Jan Feb</td>
</tr>
<tr>
<td>Navigation Bar Labels</td>
<td>Century Gothic</td>
<td>Default</td>
<td></td>
</tr>
<tr>
<td>Popup Header Text</td>
<td>Comic Sans MS</td>
<td>Default</td>
<td>Navigate:</td>
</tr>
<tr>
<td>Popup Text</td>
<td>Comic Sans MS</td>
<td>Default</td>
<td>Popup Header Text</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Popup Text</td>
</tr>
</tbody>
</table>

**Font Assignment Window**

- Click **Test Fonts**. The screen will refresh with your selected font in the **Example** column.
- Click **Save** to save your preferences and return to the **Calendar Administration** menu.
**Event Categories.** Each Event can be assigned to a Category. Each Category can have default color settings. There are four System Defined Categories: *Birthday, Meeting, Out of Office* and *Vacation*. These categories are defined for use by all calendars. You cannot change the colors for the default system categories. You can filter your view of a calendar to show only those events of a specific category.

![System Defined Categories](image)

- Click the check box under **Use It?** to de-select the system defined category. The **Use It?** check box determines if the category can be selected on event entry forms.

![Categories Unique To This Calendar Option](image)

To create your own custom category:

- Type in a name, **Background Color**, **Foreground Color** (text color) and click the **Draw Border** check box if you would like the event to have a border around it.

![Categories Unique To This Calendar](image)

- Click the check box for **Enable Category Selection on Event Entry Forms** to enable selections of a category when entering events.
• Click **Submit Changes** to view changes you have made.

![Submit Changes and Save buttons](image)

• Click **Save** to save your changes and return to the **Calendar Administration** page.

**Include Calendars.** Each calendar can be assigned to a calendar group. Groups are used to limit which calendars can be included and displayed in the **Select Calendar** list and in the **Include Calendar** list. You may include events from other calendars from your group.

**Note:** Calendars that have been marked as hidden or have security assigned to **Viewing** will not be listed.

---

**Include Calendar Menu**

• Check the check box in the left-most column beside the name of the calendar you want to include.

![Include Calendar Check Box](image)
• Click the check box in the **Override** column to specify color and border preference for the included calendars.

```
<table>
<thead>
<tr>
<th>Override</th>
<th>Colors</th>
<th>Background</th>
<th>Foreground</th>
<th>Border</th>
<th>ID</th>
<th>Icon</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colors</td>
<td>White</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

*Display Style for Selected Calendars*

• Click **Submit Changes** to confirm changes.

• Click **Save** to return to the **Calendar Administration** page.

**Calendar Security.** You can secure your calendar by requiring that a UserID and Password be entered for certain types of access, such as adding new entries, editing entries, or even viewing your calendar. You can assign four levels of calendar password security:

- **Settings** Allows individuals to configure the calendar settings.
- **Edit** Allows individuals to update and delete events on the calendar.
- **Add** Allows individuals to add events to the calendar.
- **View** Allows individuals to view the calendar.

*Note:* Passwords are hierarchical in design. i.e. A password assigned to give **Edit** access will also give **Add** and **View** access.
**Setting Security Level Options**

- Click the radio button next to **UserID/Password required to Edit/Delete entries** for each security level you want to add.

- Enter the **UserID** and **Password** to set your security level.

  ![Image showing Setting Security Level Options]

  **Note:** If you want a single UserID and Password for all types of editing (add, edit, and delete), then check both: **Adding** and **Editing**, and give both the same UserID and Password.

- Click **Save** to save your changes and return to **Calendar Administration** menu.

**Email Configuration.** This allows you to configure which email notification features are used by your calendar.

- Check the box next to **Forms.** This adds email options to event edit forms. Email notification can then be sent when an event has been added or updated. It will also allow for reminder messages to be sent.

- Check the boxes for **Notify on Add** and/or **Notify on Update** if you want to be notified when events are added or updated.

- Enter your email address for the notifications.
Email Configuration Options

- Type in the return email address and signature text for the email notification.

Return Email Address: chobbes@austincc.edu
Signature Text: This is a reminder from your Web-Based Calendar
Notify Add Subject: iCal Alert - Event Added
Notify Edit Subject: iCal Alert - Event Edited
Notify Delete Subject: iCal Alert - Event Deleted
Notify Reminders Subject: iCal Event Reminder

Email Return Address, Signature and Subject Lines Specific to Your Calendar

- Click Save to save your changes and return to the Calendar Administration page.

Subscription/Outlook. This option will configure iCal to present a list of calendar events for downloading in the iCalendar format. Selecting this option places a link on your calendar.

- Click Enable Microsoft Outlook Posting to enable posting events to Outlook.
This will place an Add to Outlook link on your calendar.

- Click the check box next to the Add to Outlook graphic to add the graphic link to your calendar.

To add an event to your Outlook calendar:

1. Click Add to Outlook link from your main calendar view. A pop-up window displays a list of events for the current month.

   Add Event to Microsoft Outlook
   The links will automatically add the event to your Microsoft Outlook calendar, or other calendar application if it's configured to support iCalendar.

   Click to select other months
   August 2004 September 2004 October 2004
   Sep 8 10:30a Dentist Appt.

   Subscribe to Calendar Pop-up

2. Click the link for the event you want to add to Outlook. (You would click Dentist Appt. in the figure above).

   A file download window opens and asks whether you would like to open the file or save it to your computer.

3. Click Open. The event is added to your Outlook calendar.

   Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

   File name: icpop.ics
   File type: iCalendar File
   From: irtcal.austincc.edu

   Would you like to open the file or save it to your computer?
   [Open] [Save] [Cancel] [More Info]

   File Download Window

   You have added your event to your Outlook calendar.
You can configure your calendar to allow people to sign up for calendar reminders. When enabled, any person with View permission to a calendar can subscribe to be reminded in advance of any upcoming event. There is also the ability to be notified of any event added or modified on the calendar.

- Click Enable Notify on Add, Edit and Delete. This will add a subscription link on your calendar.

  ![Calendar Subscription for Visitors Options](image)

- Enter email addresses for the people you want on your notification list and click Add.

  ![Add Email Addresses](image)

- Check the check box next to the Subscribe to Calendar graphic to add the graphic to your calendar.

  ![Subscribe to Outlook Graphic Option](image)

- Check Enable Event Reminder Messages to send reminder emails to anyone that has subscribed to your calendar.

  ![Event Reminder Messages Option](image)

- Click Save to save your changes and return to the Calendar Administration page.
Publish Calendar. You can publish your calendar as a set of static html pages. These pages can then be placed on any web server for viewing only.

- Specify the date range for your html calendar and click Create.

![Publish Your Calendar Options]

*Note:* You can select both block style and list style. Both styles will be created and you will be able to toggle between the styles.

Data Importing. CSV and Tab delimited files can be imported into your calendars. MS Outlook files are supported. Daily, Periodic and Duration events with all attributes can be specified. The data can be merged with existing calendar data or can replace all existing events.

- Select either Merge import data with existing calendar events or Replace current calendar events with import data.

![Import Type Option]

- Click the file type you would like to import
- Click Browse next to Import Client File to select the file to import.
Data Import Options

- Click Import File.

Data Exporting. Calendar data can also be exported to CSV and Tab delimited files.

- Specify the date range, output file type and click Export.

**Note:** All Periodic events are converted to Daily events before the data is exported. MS Outlook CSV file is a format that can be imported directly into Outlook.
III. Entering Data

Event edit forms allow text to be placed on the calendar. This text can be links to other web pages or to additional popup window information. Events can be for single day entry, for a duration of days, or for periodic days. Examples of periodic specification include: 1st and 15th of every month, every other week on Tuesday, or the 1st and 3rd Thursday of every month.

Add Events. You can add events to your calendar by clicking Daily, Duration or Periodic next to Add Events in the footer.

Add Events Options

You can also add events by clicking the underlined date number on the calendar for the date you would like to add an event.

Daily Events Date Selector

- Click the date you want to add an event for and click Create.

The Create New Calendar Entry page opens.
To enter your calendar event:

1. Enter text as you want it to appear on the calendar in the Calendar Text box.

1. Select a Start Time and End Time from the drop-down menus. This can be left blank.

2. Select a Category. This can be left blank.

3. Enter text or a URL for a popup menu. This can be left blank.

4. Select Background Color and Text Color if different than your defaults.

5. Click Submit to create your event to your calendar.
**Create New Calendar Entry**

**New Calendar Entry Options**

- **Enter your Email Notification** information.
  1. Check the check box to activate email notification.
  2. Enter the email addresses for the individuals you want to notify.
  3. Add any additional comments.

- **Enter your Email Reminders.**
  1. Click the drop-down menu to set the reminder times.
  2. Enter email addresses for the reminder.

---

**Calendar Text**

<table>
<thead>
<tr>
<th>Draw Border</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start Time am/pm**

| 2 — — — |

**End Time am/pm**

| — — — |

**Popup Text or URL link**

| 4          |

**Color Select**

**Background Color**

| Default |

**Text Color**

| Default |

---

**Note:** For the **Popup Text or URL Link** field, entries like `http://www.domainname.com` or simply `www.domainname.com` will create www links on the calendar. Other entered text will cause a popup window link to be created.
Email Reminder Options

- Click Save to save your changes and return to the Calendar Administration page.

To add an event duration (i.e. an event that lasts an entire week):

- Click Duration in the footer. This opens the duration event date selector.

  - Click the date you want to add to start the event and click Create.

The Create New Duration Event page opens.

- To enter your duration event:
  1. Enter the text you want to appear in the calendar for the event
  2. Select a Start Time and End Time from the drop-down menus. This can be left blank.
  3. Select a Category. This can be left blank.
  4. Enter a URL or text for a popup window. This can be left blank.
  5. Select the Starting Date and Ending Date for the duration.
  6. Select the Background Color and Text Color for the event if different than your defaults.
  7. Click the Skip Weekends check box if you don’t want your event to appear on Saturday or Sunday.
  8. Click Submit to create your event duration and return to the Calendar Administration page.
Enter your Email Notifications and Email Reminders as instructed above.

To add a periodic event (i.e. every other week on Tuesdays, the First and Third Friday, etc.):

- Click Periodic in the footer. This opens the periodic event date selector.

- Click the date you want to add to start the event and click Create.

The Create Periodic Event page opens.

- To enter your periodic event:
  1. Enter the text you want to appear in the calendar for the event.
  2. Select a Start Time and End Time from the drop-down menus. This can be left blank.
  3. Select a Category. This can be left blank.
  4. Enter a URL or text for a popup window. This can be left blank.
  5. Select the Background Color and Text Color for the event if different than your defaults.
  6. Select the date range for your periodic event with the From: and Until: drop-down menus.
  7. Select how you want your event to repeat.
8. Click **Submit** to create your event and return to the **Calendar Administration** page.

Enter your **Email Notifications** and **Email Reminders** as instructed above.

Your event is now added to your calendar.

If you added text or a URL for the popup window your event will be underlined.

- Click on your event to open the popup window.
**IV. Calendar Administrators**

**Dynamic Calendar Merging.** This allows you to make department level calendars that roll-up individual calendars. All included data is live; when you change an individual calendar, the group calendar reflects these changes immediately.

**Tentative Event Submission.** You can configure any calendar for Tentative Event Submission. If this is enabled, any user with Add permission can add events, but the events won’t actually appear on the calendar until they’re approved by a privileged user.

- Click **This Calendar** in the footer of your calendar to access the Calendar Administration page.
- Click **General Settings** to access the General Settings menu.
- Check the box for **Required Approval**.
- Click **Save** to save your changes and return to the Calendar Administration page.

**Planner View of Multiple Calendars.** The planner view in iCal allows you to view included calendars in an organized manner to quickly find open time slots within a variety of calendars. You can use this for scheduling conference rooms, lab equipment, or office appointment times. Since the individual calendars are dynamically included, any changes made to them are registered in the planner view as well. This provides a matrix view of multiple calendars. In the planner view the hours of the day are horizontally across the top and the list of calendars vertically along the side. Your calendars can represent any resource for allocation. The planner view allows you to quickly determine and assign available time slots.

- Click **This Calendar** in the footer of your calendar to access the Calendar Administration page.
- Click **Include Calendars** to access the Include Calendars menu.
- Click the box next to the calendars you want to include.
- Click the box beneath the listing of calendars that reads: Include a Planner View display option on the navigation bar.
Include Planner View Option

Checking this box creates a Planner Configuration on the Calendar Administration menu which contains settings for the planner view, and also puts Planner as a viewing option on the calendar itself.

- Click Submit Changes to confirm changes
- Click Save to return to the Calendar Administration page.
- Click Planner Configuration on the Calendar Administration page.

The Planner Display Options window opens.

- Select Start Time, Display Width, Default Duration, and color scheme for your Daily View and Monthly View.
- Check the box for Default Display if you want your calendars default view to be Planner.

<table>
<thead>
<tr>
<th>Options for Daily View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time: 9:00 am</td>
<td>Specify the Planner Display Starting Time.</td>
</tr>
<tr>
<td>Display Width: 8 Hours</td>
<td>Set the Display Width in Hours</td>
</tr>
<tr>
<td>Default Duration: 1 hr(s) 0 min</td>
<td>Specify the common time duration used when adding a new event.</td>
</tr>
<tr>
<td>Background Color: lightblue</td>
<td>Select colors from Color Pick List or Color Chart.</td>
</tr>
<tr>
<td>Text Color: black</td>
<td></td>
</tr>
<tr>
<td>Default Display:</td>
<td>Set the default view to Planner for this calendar.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Options for Monthly View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bg. Color No Events: wheat</td>
<td>Select colors from Color Pick List or Color Chart.</td>
</tr>
<tr>
<td>Bg. Color Events: lightgray</td>
<td>Select colors from Color Pick List or Color Chart.</td>
</tr>
<tr>
<td>Text Color: black</td>
<td></td>
</tr>
</tbody>
</table>

Planner View Display Options

- Click Save to save your changes and return to the Calendar Administration page.

You can now view your calendar in Planner view.
Daily Planner View

Monthly Planner View