

Titan Calendar

User's manual

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Titan Mail – Calendar

Calendar Interface

The screenshot shows the Titan Mail Calendar interface. At the top, there are navigation tabs for Day, Week, Month, Year, Events, Invitations, and Tasks. Below these are buttons for New Event, New Task, Check Availability, Search for Calendar, Printable, and Import/Export. A search bar is present with a Search button. The main area shows a calendar for March 2007, with a detailed view for the week of March 18-24, 2007. A sample appointment is shown for 10:00 am on Tuesday, March 20, 2007. The appointment details include a checkbox, title 'Sample Appointment', time '10:00 am-11:00 am', and location 'None'. A 'Tasks to Complete' section is visible on the left, showing no overdue tasks. An 'Add Event' form is at the bottom, with fields for Event Title, Date, and Time, and an Add Event button. Three callouts point to specific features: 'Select Calendar View' points to the navigation tabs, 'Tasks to Complete' points to the task section, and 'Appointment Quick Add' points to the Add Event form.

Select Calendar View

Tasks to Complete

Appointment Quick Add

Important Information

1. Clicking the day, week, month and year tabs at the top of the page will allow you to view the daily calendar, weekly calendar, monthly calendar, and yearly calendar
2. The day view of the calendar gives many more details of an appointment than the week or month view.
3. The Events button will allow you to see a list of appointments instead of viewing the calendar graphically. Make sure you use the dropdowns to specify a time period.
4. The invitations button will allow you to see any meetings you have been invited to but have not sent an RSVP to.
5. The printable button opens the calendar in a new window, so it can be printed easily.

Add Appointments – Method #1

1. Click the New event button near the top of the Calendar window
2. The New Event dialog box will appear.
3. Under the Event Details section, type important information such as the location, time, etc.
4. Availability check box determines if the Event will be included when others check your availability, see instructions below.
5. The privacy tab allows you to determine how many details of the event can be seen by other people.
 - Public: Shows all details of event, title, location, etc.
 - Private and availability checked: will show date and time of event
 - Private and availability not checked: the event will not be visible to others.
 - Show Date and Time: shows date and time of event.
6. If the meeting occurs on a regular basis, check the required boxes. Note: the options available will change depending on what is in the frequency box
7. Invitees can be added by typing their email username in the box provided and clicking the Add button. The address book can also be used.
8. The Request RSVP button will send an email to invitees asking if they will attend the meeting.
9. The Check Availability button will be discussed below.
10. Reminders of an event can be emailed to yourself or other members.
11. Click Save

New Event

Event Details Invitees
Recurrence Reminders

Event Details

Title:

Calendar:

Start time: All day event

End time:

Availability: Show as busy

Type:

Privacy:

Location:

Notes:

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Recurrence

Frequency:

Pattern: Every Week On:
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

End: End After Occurrences
Maximum of 180 occurrences may be created

End By

No End Date
Maximum of 180 occurrences will be created

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Invitees

Invitee:

Type the invitee's email address, or calendar id, then click Add. You may also add invitees from your Address Book.

Invitee List:

chartre (Judith Chartre)	<input type="button" value="Request RSVP"/>
loker (Michelle Loker)	<input type="button" value="Check Availability"/>
blodgett (Sarah Blodgett)	<input type="button" value="Remove"/>

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Reminders

Send an Email Reminder

Email Address:

Send Reminder: before the event
 at

Reminder Message:

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Add Appointments – Method #2

1. Locate the date and time of your desired meeting on the calendar.
2. Click the blue plus sign at the appropriate place on the calendar.
3. The New Event window will be displayed.
4. Follow steps from Method #1

Add Appointments – Method #3

1. Add event details to the area at the bottom of the main Calendar screen.
2. Click the Add event button.
3. The event will be automatically entered on the calendar
4. If you would like to add invitees or a recurrence, this can be done by clicking the appointment once it has been added.

Delete an Event

1. Locate the desired event on your calendar.
2. Click the small, red X next to the event.
3. You will be asked if you are sure you want to delete, Click OK
4. Your Event will disappear from your calendar.

Check Availability

1. Click the Check Availability Button near the top of the main calendar screen.
(you can also access the Check Availability from within the new event window)
2. Enter the date and times you would like to hold your event
3. Type the email username into the box labeled “Invitee Name.”
4. Click Add
5. Once a person has been added their name will appear in the box labeled “Invitee List.”
6. When all invitees have been added click “Check Availability.”
7. The names will be entered into the chart at the bottom of the window and times each person is busy and available will be shown.
8. To remove a person from the list, simply click the person’s name in the Invitee List and click delete.

The screenshot shows the 'Check Availability' window. At the top, there's a title bar 'Check Availability'. Below it, there are input fields for 'Start Date' (March 26, 2007) and 'Start Time' (8:00 am for 1 hour(s) 00 minutes). There's an 'Invitee Name' field with 'Add' and 'Add from Address Book' buttons. Below that is an 'Invitee List' containing 'blodgett (Sarah Blodgett)', 'loker (Michelle Loker)', and 'chartre (Judy Chartre)'. There are 'Check Availability' and 'Remove' buttons. At the bottom, there's a calendar grid for 'Monday, March 26, 2007' showing availability for the three invitees from 8:00 to 4:00. The grid shows 'Busy' (blue), 'Available' (white), and 'No Information' (yellow) for each time slot.

		Monday, March 26, 2007									
		8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	
Busy	Available	No Information	+	+	+	+	+	+	+	+	
	blodgett (Sarah Blodgett)										blodgett (Sarah Blodgett)
	chartre (Judy Chartre)										chartre (Judy Chartre)
	loker (Michelle Loker)										loker (Michelle Loker)
		8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	

Sharing a calendar

1. In the upper right hand corner of the main calendar page is a box labeled, "Current Calendar"
2. Click the dropdown menu and select, "Manage Calendars."
3. Click the Edit button (under Properties) for the Calendar you would like to Share.
4. The Edit Calendar window will appear.
5. The General Information of the Calendar can be edited at the top of the window.
6. The Portion labeled, "Share this Calendar" refers to anyone with a uwosh.edu address.
7. Place a check mark next to those things anyone can have access to.
8. If you would like to be more specific in who has access to your calendar use the section labeled "Share this Calendar with Specific Users."
9. Type the email username of the person to give permission to in the box labeled "Name:" and Click Add.
10. Check the boxes under the type of permission you would like the individual to have.
11. Owners, or people who have all the same rights to the calendar as the creator (can change permissions, etc.) can be added by typing their email username into the Owner Name box and clicking Add.
12. Select the desired Time Zone
13. Click Save

Edit Calendar

General Information Share this Calendar with Specific Users Time Zones
Share This Calendar Owners

General Information

Calendar ID: training
Display Name:
Description:
Availability: Include this calendar when calculating your availability
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Share This Calendar

Select all that apply:

Anyone can view my availability
 Anyone can read my calendar
 Anyone can invite me to an event
 Anyone can modify events, tasks and invitations of my calendar
 Anyone can delete events, tasks and invitation of my calendar
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Share Calendar with Specific Users

Permissions List

Name:

<input checked="" type="checkbox"/>	Name	Availability	Read	Invite	Modify	Delete
<input type="checkbox"/>	Judith Chartre (chartre)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sarah Blodgett (blodgett)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Owners

A calendar may have multiple owners. Each owner may act on your behalf to reply to invitations, and to create, modify, or delete events.

Owner Name:

Owner List:

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Time Zones

Use my default time zone

America-Adak
America-Anchorage
America-Los-Angeles
America-Phoenix
America-Denver

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Subscribing to Calendars

1. In the upper right hand corner of the main calendar page is a box labeled, "Current Calendar"
2. Click the dropdown menu and select, "Manage Calendars."
3. Click the Subscribe button.
4. The Subscribe to calendar window will appear.
5. Type the email username of the person who's calendar you would like to subscribe to.
6. Click Search
7. A list of the calendars that person has rights to will appear at the bottom of the window.
8. Click the checkbox next to the calendar you would like to subscribe to.
9. Click the "Subscribe to Calendar" button.

Search results for "loker"			
Showing 1 - 4 of 4			
<input checked="" type="checkbox"/>	Name	Description	Owner
<input type="checkbox"/>	idealab (idealab)		calmaster
<input type="checkbox"/>	loker (Michelle Loker)		loker
<input type="checkbox"/>	p205 (p205)		calmaster
<input type="checkbox"/>	reeps:Training_Classes_Calendar (Training Classes Calendar)	This calendar includes all training classes sponsored by Special Projects&Training.	reeps

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[Subscribe to Calendar\(s\)](#) [Cancel](#) [Help](#)

Scheduling Meeting Rooms

1. Various Meeting rooms on campus have their own calendars.
2. Use Check Availability to see when rooms are open
3. To schedule a room, invite the room to your meeting.
4. Rooms available for meetings

Making New Calendars

1. In the upper right hand corner of the main calendar page is a box labeled, "Current Calendar"
2. Click the dropdown menu and select, "Manage Calendars."
3. Click the New Calendar button.
4. A new window will appear. Type a name for the calendar in the box provided.
5. If needed, add additional information.
6. Click Save.

<input checked="" type="checkbox"/>	Name	Description
Personal Calendars		
<input type="checkbox"/>	training (Training)	
Calendar Groups		
No calendar groups to display		
Subscribed Calendars		
<input type="checkbox"/>	chartre (Judy Chartre)	

[View Calendar](#) | [New Calendar...](#) | [Subscribe...](#) | [New Calendar Group...](#)