

Titan Apps

Calendar

University of Wisconsin Oshkosh

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What is Titan Apps?

UW Oshkosh has partnered with Google to provide students, faculty and staff with a Web-based email, contacts, calendar, chat and document collaboration suite known as Google Apps for Education. The move to Google Apps for Education, which we are calling Titan Apps, will take place over the summer of 2012.

Need Help with Titan Apps?

If you have a question regarding Titan Apps please **email or send a chat** to acshelp@uwosh.edu or call the Academic Computing help desk at 424-3020.

What other resources can I use to help me with Titan Apps?

There are a lot of resources on the web to help you use the features in Titan Apps.

UW Oshkosh has created a site for you to easily get to some of those resources and has also added resources that would be helpful to you at <http://www.uwosh.edu/titanapps/>.

How do I access Titan Apps?

Use the following link to log into your Titan Apps account <http://mail.google.com/>

First Time Logging in

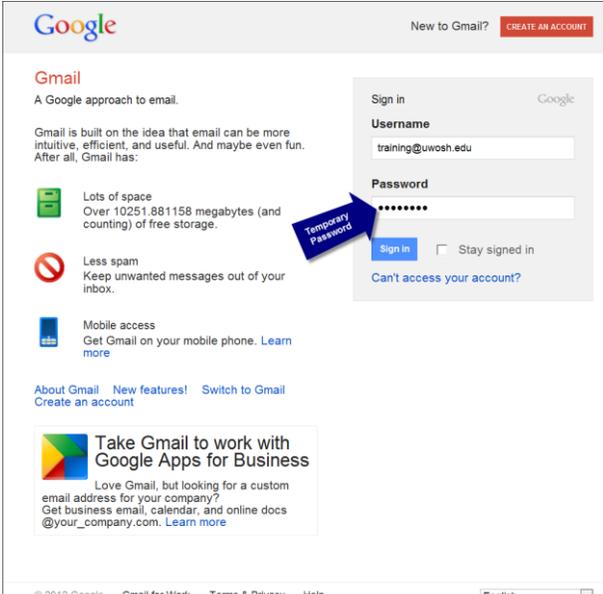
If this is your first time logging into Titan Apps account you will need to change your password. An email will be sent to you with your temporary password. Your user name will stay the same as your old uwosh.edu account.

1. Type in your user name, **you must include @uwosh.edu at the end of your user name.**
2. Type in your temporary password.
3. You will be prompted to change your password right away.

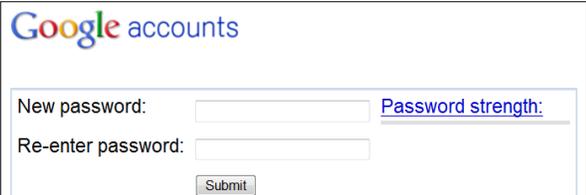
Changing your email password

A temporary password will be sent to your Titan Mail account.

4. Type in the temporary password.
5. You will be prompted to change your password.
6. Type in the New password. **Passwords must be 8 characters long.**
7. Re-enter the password.
8. Select the Submit button.



The screenshot shows the Gmail sign-in interface. At the top right, there are links for "New to Gmail?" and "CREATE AN ACCOUNT". The main heading is "Gmail" with the tagline "A Google approach to email." Below this, there are several feature highlights: "Lots of space" (Over 10251.881158 megabytes of free storage), "Less spam" (Keep unwanted messages out of your inbox), and "Mobile access" (Get Gmail on your mobile phone). On the right side, there is a "Sign in" form with fields for "Username" (containing "training@uwosh.edu") and "Password" (masked with dots). A blue arrow labeled "Temporary Password" points to the password field. Below the password field are "Sign in" and "Stay signed in" options, and a link for "Can't access your account?". At the bottom, there is a footer with copyright information and a language selector set to "English".



The screenshot shows the "Google accounts" password change form. It has two input fields: "New password:" and "Re-enter password:". To the right of the "New password:" field is a "Password strength:" indicator. Below the input fields is a "Submit" button.

Locked Out of Titan Apps?

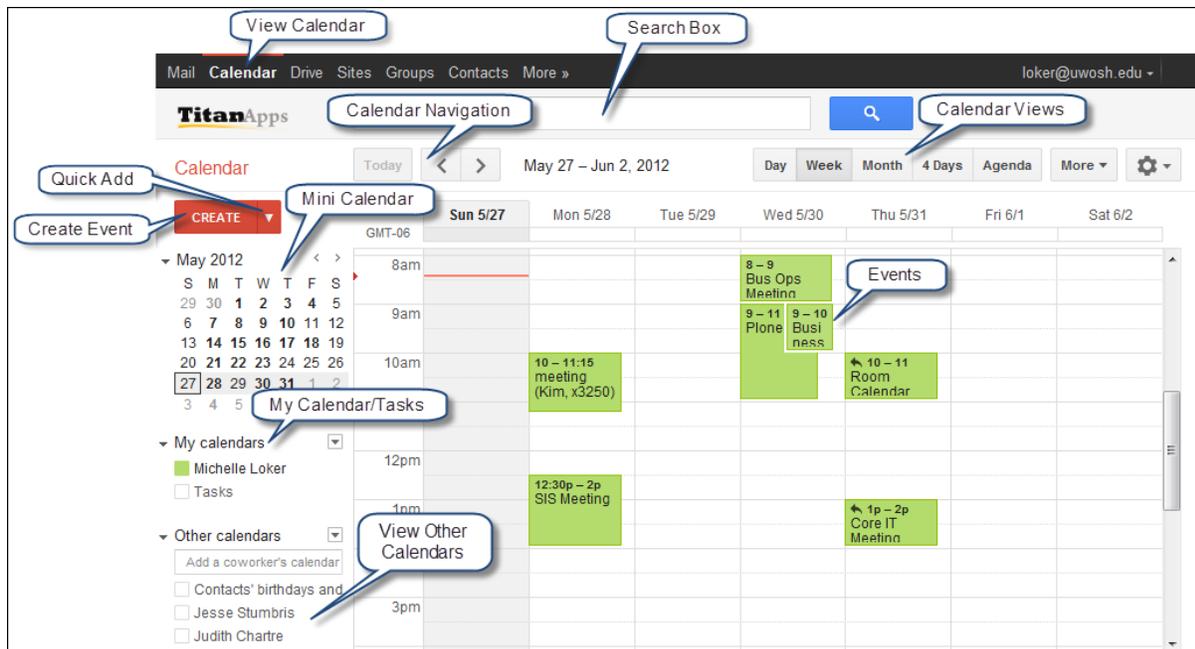
If you are locked out of your account please contact the Academic Computing Help Desk by calling (920) 424-3020, e-mail to acshelp@uwosh.edu, or go to Dempsey Hall room 207 for support.

Accessing the Calendar

Select the Calendar link in the applications bar at the top of the window. Depending on the type of browser being used the calendar will open in a separate tab or window.

- **Note:** If the calendar opens in a separate tab you can navigate back to email by selecting the email tab which shows with an image of an envelope  in the tab.

Calendar Interface



Navigation Item	Description
View Calendar	Application link to access the Calendar. <ul style="list-style-type: none"> ➤ Note: Each application opens up in a new tab or window. If you already opened an application use the browser tab or window to toggle between open applications.
Search Box	Type in search terms to search for an event, select the magnified glass.
Settings/Help	View/change calendar settings or get help with the calendar.
Calendar Navigation /Views	Navigate to the next/ previous timeframe Chose a calendar view: Day, Week, Month, 4 days or todays.
Quick Add	Quickly add a calendar event.
Create Event	Create a new event. Add details to the event.

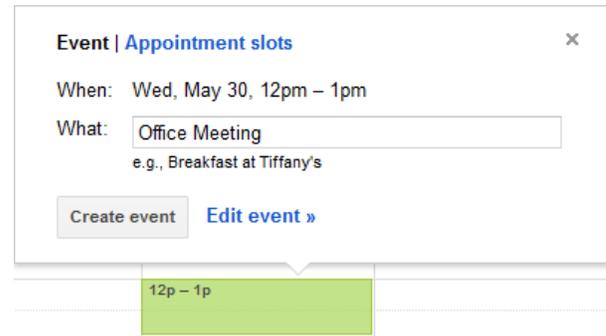
Mini Calendar	Navigate quickly to a day.
Event	Click on an event to edit or view the details.
My Calendar/Tasks	View your calendar events and/or tasks.
View Other Calendars	Click on the box in front of the name to view coworker's calendars. The selected calendars will overlap each other.

Create Event

Use one of the following methods to create a new event:

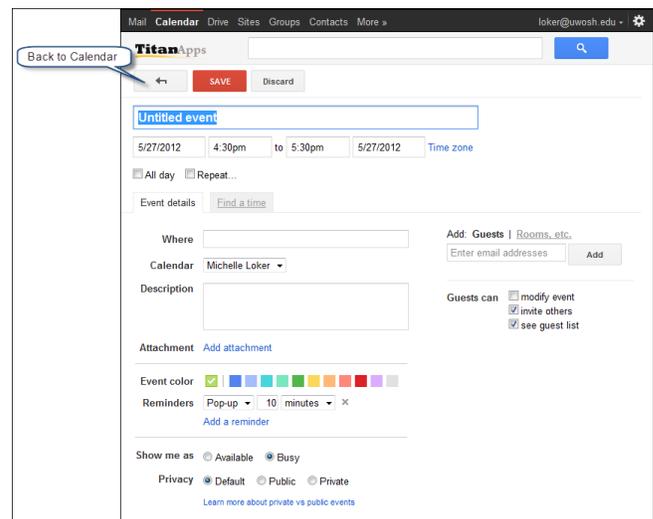
Method 1

1. Use the navigation arrows or the mini calendar to navigate to the event date.
2. On the calendar, click on the time of the event. The event/appointment slots dialog box will open.
3. Type the title of the event in the What box.
4. Choose one of the following options:
 1. **Edit Event** – Select this option to add more details or extend the time of the event.
 2. **Create Event** – Select this option to create an event for one hour without any more details.
 - **Note: Selecting Create Event will schedule the event for your default meeting length (the default length can be set/changed through the settings button ).**



Method 2

1. Select the Create button.
 2. Type in the following details
 - **Note: Only the event title, date/time and Calendar (it should appear on) are required.**
 - Event Title
 - Start Date/Time
 - End Time/Date
 - Choose if it will be an all-day or repeating event.
 - **Note: If it is a repeating event a dialog box will pop up. Fill out the detail for the repeating event.**
- Where –Event Location.



- **Add Guest** – Invite others to the event.
 1. Type in the name or group you would like to add as a guest.
 2. Choose the name from the list.
 - **Note: Use the Find a time tab to visual see when the guest who have been added are available. When you save the event it will ask if you want to send invitations to your guest. Select send to email the guest an invitation.**
- **Add Rooms, etc.** – Reserve a room.
 1. Click on Rooms, etc.
 - **Note: To narrow down the search, type the room name in the box.**
 2. By default it only shows rooms that are **available** for the chosen event date/time.
 - **Note: Uncheck the box next to Show only available to see more meeting rooms.**
 3. Click Add next to the room you would like to add.
 - **Note: Make sure the room being added it available during that time.**
- **Calendar** – Select what Calendar it should appear on.
- **Description** – Add a detailed description.
- **Attachments** – Select a file to attach.
- **Add Color** – Choose what color to make the event.
- **Choose reminder type:** pop-up or email, and what time to send the reminder.
 - **Note: You can add multiple reminders.**
- **Show me as:** Available or Busy.
- **Privacy:**
 - **Default** – The event will be set to your default calendar sharing permissions.
 - **Note: The default for UW Oshkosh accounts are set to Share this calendar with everyone in the organization (UW Oshkosh) - See only free/busy (hide details) so these users will see busy.**
 - If you have given someone given someone the specific permissions of **Make changes to events** they will be able to read, add, edit or delete the event.
 - If you have given someone the specific permissions of **See all event details** they will be able to read the event details.
 - **Public** – Anyone who has free/busy access will be able to see the event details.
 - **Private** – Use this if the calendar is public or shared. Only you and other calendar **owners** should be able to see these events.
 - **Note:** If you make an event private and you have given someone the specific permissions of **Make changes to events** or **See all event details** they will still not see the event details of a private event. For more details regarding sharing permissions see Share Calendars on **Page 5**.
- 3. Select the Save button.

- **Note:** If you added guest it will ask if you want to send an invitation to the guest before saving the event.

Quick Event

Add an event quickly. All you need is 'what', 'who', 'where', and 'when' (only 'what' and 'when' are required). The event will be scheduled for the nearest time in the future from the time it is created.

Examples of Quick Add Event:

This will enter the event on the closest Friday from the time being entered.

- Lunch with Linda “TGI Fridays” Friday 12:15 – 1:00 pm

This will enter the event on tomorrow’s date for your default meeting length (the default length can be set/changed through the settings button ).

- Meeting tomorrow 2 pm.

Delete Event

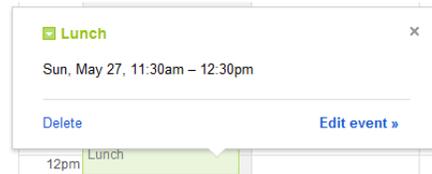
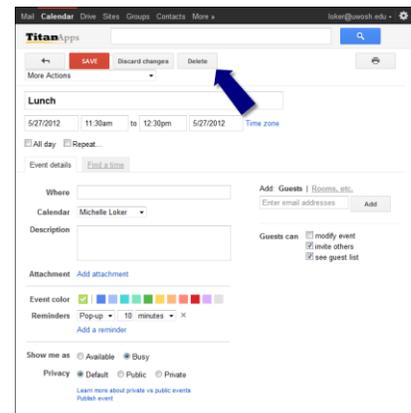
Select from the following methods to delete an event:

Method 1

1. Click on the event title to open it.
2. Select the delete button at the top of the event.
3. The event will be deleted immediately.

Method 2

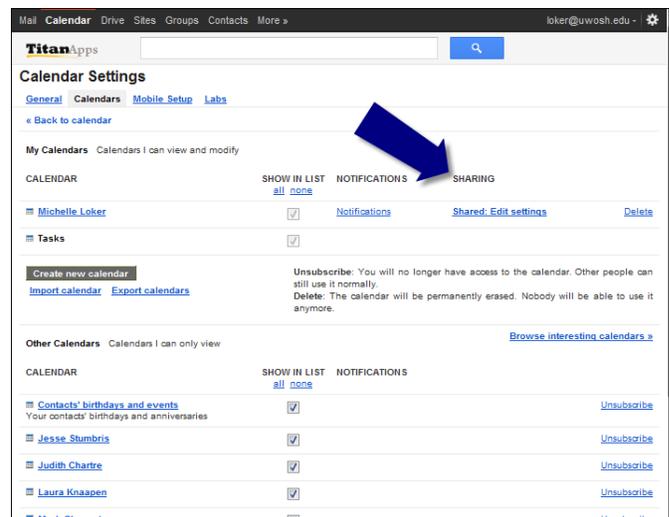
1. Click in a blank area of the event.
2. Choose delete at the left corner of the box.
3. The event will be deleted immediately.



Share Calendars

By default your calendar free busy information (hide details) will be shared with campus users. You can share your calendar and give specific permissions to certain users.

1. Select the Options Gear in the top right corner.
 2. Select Calendar Settings.
 3. Select the Calendars link at the top left corner.
- Or



4. Hover over the calendar you would like to share and select the dropdown arrow next to the calendar name at the left side of the screen.
5. Choose Share calendar.
6. To the right of the calendar you would like to share, under the sharing column select Sharing: Edit settings.

➤ **Note: The default calendar setting for UW Oshkosh is:**

- Share this calendar with everyone in the organization **UW Oshkosh See only free/busy (hide details).**

7. Sharing with specific people:

1. Type in the email address of the person you would like to share with.
2. Choose from the following permissions:

Person	Permission Settings	Remove
Enter email address	See all event details	Add Person
"loker@uwosh.edu" <loker@uwosh.edu>	Make changes AND manage sharing	
	Make changes to events	
	See all event details	
	See only free/busy (hide details)	

- **Make changes AND manage sharing** – They will be considered an owner; therefore they will be able to read, add and edit events. They can also share the calendar with others and will be able to see any private events.
- **Make changes to events** – Can read, add and edit events.
- **See all event details** – Can read the calendar.
- **See only free/busy (hide details)** – Can only see free busy information. They will not be able to see the details of the event.

View/Add Calendars to the Other Calendars List

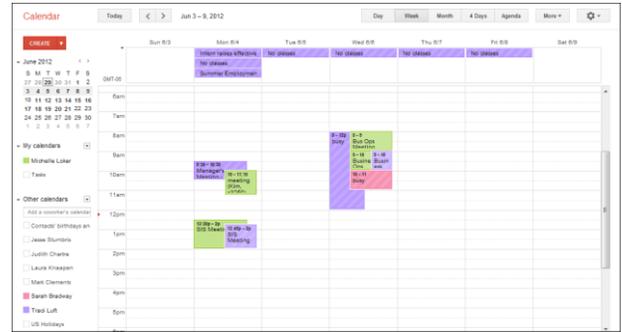
When a calendar has been shared specifically with you it will automatically show under the list of other calendars at the left. You will also receive an email notification when a calendar has been shared with you.

To view other calendars:

1. Under the other calendars section at the left, click in the Add a coworker's calendar and type the name of the user.
2. Choose the name from the list.
 - **Note: If you have permissions to the calendar you will be able to view the calendar based on those permissions. If you do not have permissions to view the calendar you will see a page to send an initiation to request permissions.**

View Coworker's Calendar Events

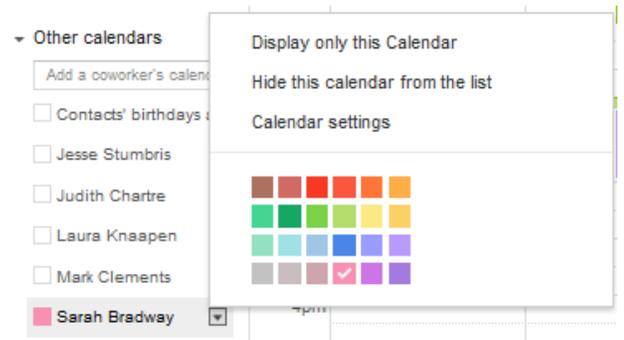
1. Under the Other Calendars area at the left, select the box in front names of the calendar(s) you would like to view.
 - **Note: The events will show in different colors for each person.**
2. Click on the box in front of the person again to hide their calendar events.



Coworker Calendar View Options

You can customize the color of the events and whether to show the coworker in your list of other calendars.

1. Hover over the calendar name.
2. Select the dropdown arrow to the right of the name.
3. Choose whether you would like to show the person's calendar in the list or change the color of the events for the selected person's calendar.



Creating Calendars

To create a new calendar:

1. Click the dropdown arrow next to My calendars at the left.
2. Choose Create new calendar
3. Type in a calendar name.
4. Choose your preferred sharing permissions.
5. Select the Create Calendar button.
6. The calendar will show under the My calendars area at the left.
 - **Note: If you have a vacation calendar we recommend that you have a separate account set up to maintain that calendar. If you already have a general office account set up you can use that one as long as the calendar for that account isn't already being used. To have an account set up please contact the Academic Computing help desk at 424-3020.**