

## Oracle Calendar on the Web Access Rights

### Overview:

Oracle calendar allows you to give other campus calendar users access to your schedule, permitting them to:

- ◆ view your appointments
- ◆ add appointments to your schedule
- ◆ act as a designate much in the way an administrative assistance would schedule items for you

You'll need to determine the appropriate individual in each of the above areas and change the access rights accordingly. To do so, open your calendar.

### This document addresses the following topics:

Signing in  
Getting help  
Granting individuals access rights  
Designate and viewing rights

### Accessing Oracle Calendar

If you have an existing calendar account, you may open Oracle Calendar in one of the following ways:

- After opening your browser, go to [www.plu.edu](http://www.plu.edu), select Faculty & Staff on the left side of the window and click on the **Oracle Calendar Sign-in** link (found under the **eResources** heading)

OR

- Once you've started your browser, enter the following address:  
<http://calendar.plu.edu/>  
You will see the Oracle Calendar sign-in box.

If you do not yet have a calendar account or need assistance, contact the Help Desk at ext. 7525 or send email to [comptelc@plu.edu](mailto:comptelc@plu.edu).

## Signing in:

When signing in, Calendar requires the following information:

1. In the *User ID* box, type your ePass username.
2. In the *Password* box, type your calendar password. This is the same as your ePass (e-mail) password.
3. Click *Sign in* to log in.

### ORACLE<sup>®</sup> Collaboration Suite Calendar



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## Getting Help

Oracle on-line help provides a wealth of information on basic through advanced calendar operations. To access help:

1. Click on the *Help* icon.



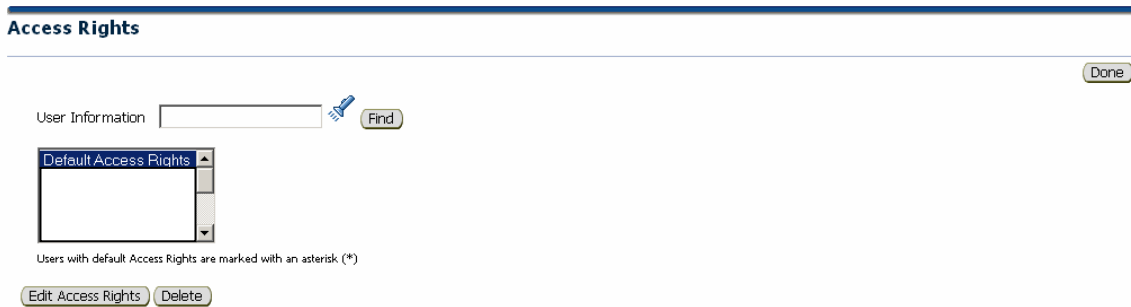
2. Select *Online Help about this product*. Major topic areas divide help.
3. In some screens you will find a Help button at the bottom of the screen. Clicking on the button will give you additional information about the particular screen you are viewing.

## Granting Individuals Access Rights

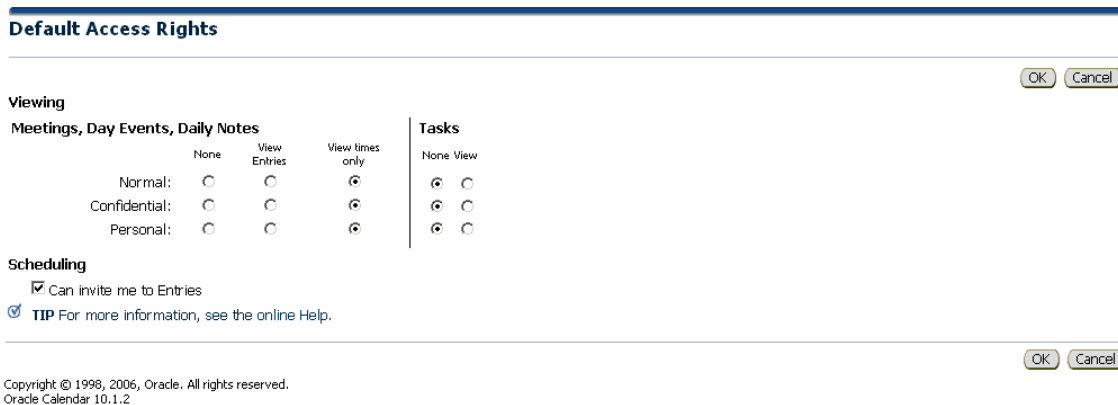
After signing in to calendar, click on the *Edit Access Rights* icon toward the right side of the toolbar.



The *Access Rights* window will open.



To view the default settings, click on the *Edit Access Rights* button. If you need additional information about the options, click on *online Help* toward the bottom left side of the screen.



The default access rights show that anyone at PLU with a calendar account has the ability to view only the times you have scheduled for appointments and tasks. They can also invite you to an appointment by adding a meeting to your schedule. Adding a meeting to your schedule does not mean that you must accept it, however.

In the following example, we'll add a person and set different access rights. Choose the *Edit Access Rights* button on the toolbar (see the image under "Granting Individuals Access Rights" above).

Pacific Lutheran University  
Computing and Telecommunication Services  
PLU Help Desk  
535-7525

We've first entered a staff member's name in the *Find* box and clicked on the *Find* button. The person's name will appear in the box below. Clicking once on the person's name will select it. Then we can click on the *Edit Access Rights* button.

Access Rights

User Information: Jonathan Johnson

Jonathan Johnson

Users with default Access Rights are marked with an asterisk (\*)

TIP For more information, see the online Help.

Done

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We now see additional settings for this individual.

Access Rights for Jonathan Johnson

Viewing

Meetings, Day Events, Daily Notes

	None	View Entries	View times only
Normal:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Confidential:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Personal:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Tasks

	None	View
	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>

Designate

Meetings, Day Events, Daily Notes

	None	Modify	View/Reply	View times only
Normal:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Confidential:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Personal:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Public:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Scheduling

Can invite me to Entries

TIP For more information, see the online Help.

OK Cancel

This staff member has been granted the ability to:

- View normal meeting entries
- View times only for Confidential and Personal entries

### Designate and Viewing Settings

If you would like for this person to assume responsibility for scheduling appointments for you, click in the appropriate areas below the *Designate* area. When you've completed your selections, click on the *OK* button in the upper right corner of the screen.