

Oracle Calendar

Viewing or scheduling with other calendar owners

Overview:

A calendar account provides you with the ability to:

- ◆ View the calendars of other calendar owners
- ◆ Create appointments and set appointments with others
- ◆ Give other calendar owners on campus access to your schedule, giving them the ability to view your appointments and/or add appointments to your schedule.

Each calendar owner determines how much information is visible in his/her calendar.

Getting Help

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

- Click on the **Help** menu.
- Click **Contents**. Major topic areas are listed. From within this window, click the **Search** button for help on a specific item.

To view another person's calendar

- Once in Calendar
 1. Choose **File**
 2. Drag the mouse to **Agenda**
 3. Drag the mouse to **Open** and click once
 4. Click on the magnifying glass tool to the right of the "Open Agenda for:" box



5. In the "People" tab, type the person's last name in the 'Surname' box
6. Click on the **Search** button
7. Select the person's name in the **Found** box and click on **OK**
8. Select **OK** on the **Open Agenda for** box

OR

- Once in Calendar
 1. Choose the "Open an Agenda" tool
 2. Continue with step #4 above

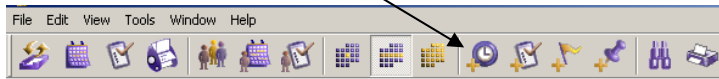


To invite another calendar user to an appointment (creates an appointment on his/her calendar)

Create a New Meeting

There are several ways to create a new meeting.

- Double-click the time at which you wish to schedule the appointment. OR
- Click the **New Meeting** Icon.



OR

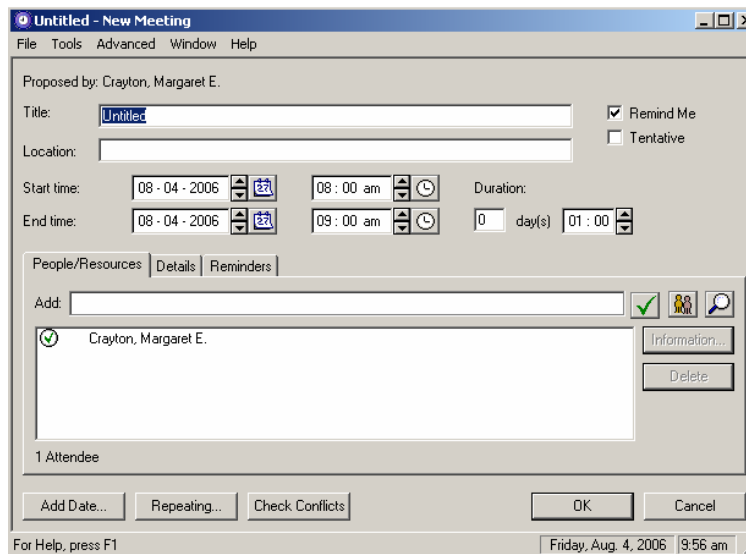
- Click the **Edit** menu. Select **New** and click **Meeting**.

Any of these methods will bring up the *New Meeting* dialog box.

Editing a Meeting inviting another person

The New Meeting dialog box contains information about your appointment, subdivided under various tabs.

In this window, you give the appointment a title, and modify the start and end times of the appointment. You can also invite others with Calendar accounts to your appointments and check against their schedule for conflicts.



In the *People/resources* box, type the person's first and last name and click on the check mark to the right of the "Add:" box.

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If the name does not appear in the box:

1. Click on the magnifying glass tool



2. In the “People” tab, type the person’s last name in the ‘Surname’ box
3. Click on the **Search** button
4. Select the person’s name in the **Found** box and click on **Add**
5. Select **OK**
6. Once you’ve entered the person’s name, click on the **Check Conflicts** box.
7. If a check mark is next to the day and time, that person is available and you can click on the **Create** button.
8. If an **X** appears, click on **Suggest Date and Time**
9. Once you’ve selected the date and time and choose **Create**, you may get a message asking if you wish to **Send a message to attendees**
10. To send a message to each person, you may need to re-enter his/her name to the distribution list.
11. If you wish, you can click in the **Message to Send** box and edit or add your own message
12. When you’re finished with your message, click on **Send**

Schedule a group meeting

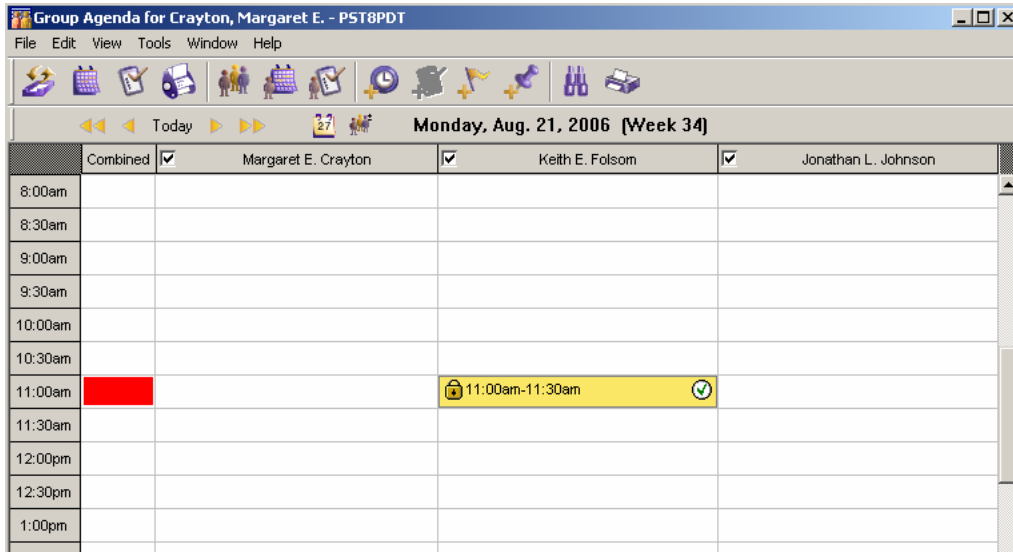
To invite more than one person to a meeting:

Once in the Calendar

1. Choose **File**
2. Drag the mouse to **Group View**
3. Drag the mouse to **Open** and click once
4. Type the person’s first and last name in the **Add** box
5. If the name does not appear in the box below, follow steps 1-4 above.
6. Once the person’s name appears in the **Found** box, select it and click on the **Add** button to the right
7. Click **OK**

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You should see a group calendar similar to the following example. The owner of this calendar added two people to the group:



The **Combined** column on the left is blocked out in red when any one member of the group has something scheduled and shows times available for a group meeting.

To create a group meeting, double-click in the combined column time during which you want to schedule the meeting and follow the instructions above entitled “**Create a New Meeting**” scheduling the meeting on your calendar. Scheduling the meeting in the “combined” column automatically invites the other individuals in your group view.

To modify (add or remove individuals from the group) the view, click on the "Modify members" icon on the toolbar

