

## Oracle Calendar Fundamentals

### Overview:

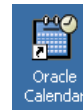
Oracle calendar is a campus-wide calendar program available to all staff and faculty. It allows you to create appointments, set reminders for those appointments and schedule appointments with others. It also allows you to give others on campus access to your schedule, permitting them to view your appointments and/or add appointments to your schedule.

This calendar is available on- and off-campus. The off-campus version is functional but has a different appearance than the one available on campus. Calendar accounts are stored on a central server and backed up regularly. Accounts are available to all faculty and staff. To request an account, call the PLU Help Desk at x7525.

### Accessing the calendar

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

- Double-click the Oracle calendar (or calendar) icon on your desktop:



OR

- Through the Start Menu (Windows operating systems)
  1. Click the **Start** button
  2. Move the mouse to **Programs**
  3. Move the mouse to **Oracle Calendar**
  4. Click on **Oracle Calendar**

OR

- On the web  
<http://www.plu.edu/online/home.shtml> and scroll down to the "Login to Corporate Time calendar" link under the 'Calendar' heading.

*Note:* Even though the name of the calendar is different on the web version, the data is the same. Not all features are available on the web version.

If you are unable to access the Oracle calendar by these methods, contact the PLU Help Desk at ext. 7525.

Any of the above methods should bring up the Oracle calendar sign-in box.

## Signing in:

When signing in, Calendar requires the following information:

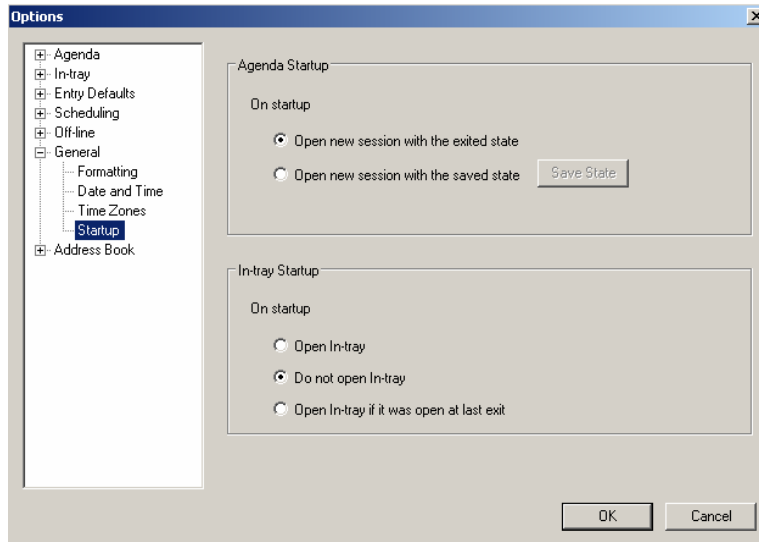
1. In the **Connect to** box, type **calendar**.
2. In the **User name** box, type your username
3. In the **Password** box, type your calendar password. This is the same as your ePass (e-mail) password.



4. Click on the **Sign-in button**.
5. The **In-Tray** may open. The In-tray is where you may receive and manage Entries that you receive from other users. It also contains a listing of Entries you sent to others. If you want to go directly to your calendar, simply close the In-Tray window.

If you do not wish to see the In-Tray each time you open Calendar, you can prevent it from opening each time by the following method:

Select **Tools, Options, General, Startup**. Under the 'In-tray Startup' section select "**Do not open In-tray**" and click **OK**.



## Getting Help

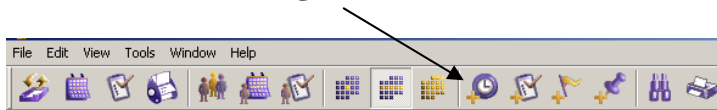
The on-line help provides a wealth of information on basic through advanced calendar operations. To access help:

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

## Creating 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

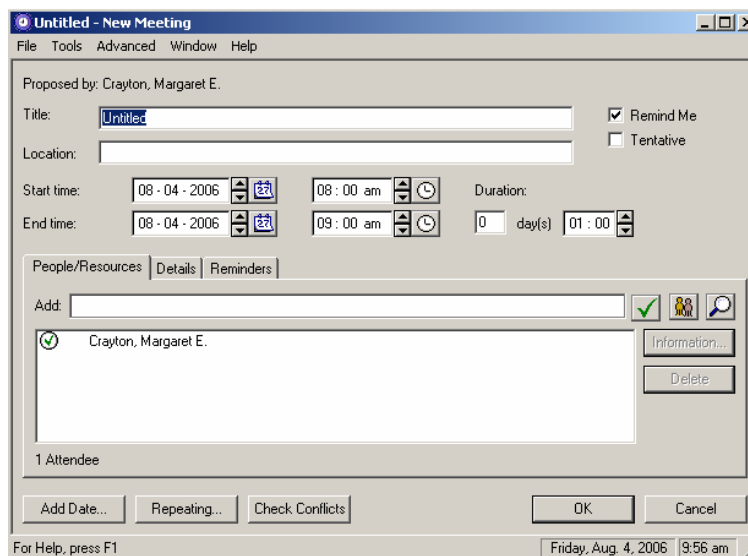
- Click the **Edit** menu. Select **New** and click **Meeting**.

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

## Editing a New Meeting Entry

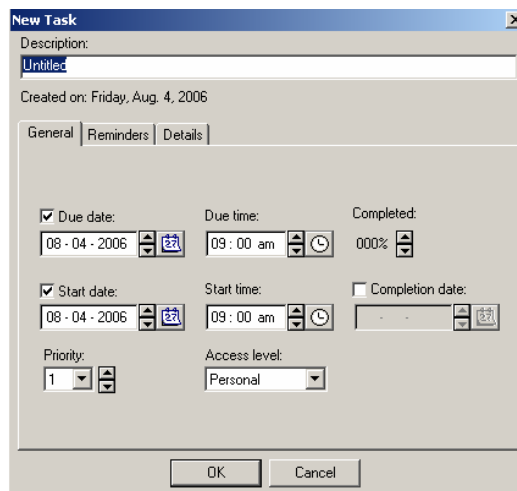
The New Meeting entry dialog box contains a wealth of information about your appointment, subdivided under various tabs.

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.





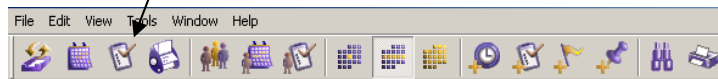
- Click the **Edit** menu, Select **New**, and under the New sub-menu, click **Task**



The General tab allows you to set a new Task's date, time, and options. Included in the features are "Completed" boxes where you can set how much of a given task is completed and a "Completion Date" so you can keep track of when the task was finished.

## Viewing your Task List

To view your current tasks, click the **Open Your Tasks** icon on the calendar toolbar. This will bring up a list of tasks from which you can add to, edit or delete.



## Changing your Password

Perhaps the best part about Calendar is that *your calendar password is the same as your ePass password*, leaving you one less password to remember. When you change your ePass password, your calendar password is changed as well. To change your ePass (and calendar) password:

1. In your browser, go to <https://www.plu.edu/library-computing/toolkit.html>
2. Under the "PLU ePass Username and Password" heading, you'll find several options for changing your ePass password. Choose the one that applies to you.