Smith Calendar Basics

Start by logging in to your Smith Mail account. Click on Calendar on the Google App toolbar.

A new Calendar tab appears in your browser. Now you can quickly move between your mail and Calendar by clicking on the tabs. The account you logged in with becomes the default calendar for this session, even if other account calendars have been shared with you.
The default Calendar view is one week.

There are several ways to change the Calendar view week, day, month or year.

1. Click on Day for a day view, or Month for a Month view. Clicking on the arrows in front of the date will move you by the view you have selected. Forward one week, back one week etc...

2. On the left hand side you have a one month mini calendar. Clicking on arrows to the right of the Month displayed will change the mini month display forward or back one month.

3. If you click on a week or day in the mini calendar the display will change.

4. The default view can be changed in Calendar Settings explained later in this document.
1. Your personal calendar is listed under My Calendar. Your appointments will all appear according to the color block next to your name.

2. At any time, if your calendar appears blank, look at the color block next to your name if there is no color then click on the block to display your events.
1. To change your default legend color, click the drop down arrow that follows your name.

2. The menu displays a color selection palette. Click the color of choice.
Creating an Event

There are three ways to start an Event.

1. Single click on a date and approximate time.
2. Double-click on the date and approximate time
3. Click the Create button: When you click on the Create button the Event uses the current day and time.
Creating an Event (continued)

A single click produces a small preset-up window.

1. The **When**: displays the date that time where you clicked in the calendar.

2. You type the **What**: basically naming the Event.

3. The **Calendar** field is showing whose calendar the event is being placed in. This is very important for those who post events on other user calendars.

4. Clicking **Edit Event** brings up an Event Details screen for further customizing. Clicking **Create Event** places the Event marker with no details on that calendar. You can always come back and edit the Event.

5. Clicking the X in the upper right hand corner deletes the event.
**Event Detail Screen**

1. If you double clicked on a Date and Time or clicked on the Create button both pass the preset up callout and takes you directly to the Event Detail screen.

2. Type a name for your Event or review the name. If you double clicked on a date and time to start your Event, review this is what you clicked on.
Changing Dates

1. The Date and Time bar reads: the date of the event at the time of the event to the stop time of the event and the end date of the event.

2. When you click on a Date field it displays a calendar callout to change the Start date or the same type of calendar for the End Date.

3. Click on a date or use the arrows on either side of the month and year to change the month before picking a day.
Changing Times

1. The default Event is One hour. This can be changed by editing your calendar settings, explained later in this document.

2. Click on either the Start date or End date to display a time drop down. Select an alternate time.

3. If you would like something other what you can choose, just type the time in.
1. **Where**: type a location for the event.

2. **Calendar**: This is whose calendar the event will be displayed on. If someone has shared their calendar with you and you are creating an event them, click the dropdown to select their name.

3. **Description**: You can type details of the event in the description field.

4. **Attachments**: Only Google Docs can be attached. If you use Google Docs and or know how to upload a Word, Excel or PDF to your docs then you can attach a file. Just be aware that other users may not have an account yet or know how to use Google Docs. At a later date when we fully support Google Docs this will be useful.

If you need to include attachments I suggest sending them in a separate email.
1. **Event Color:** To color code your events, click on a color here from the color bar.

2. **Reminders:** A Pop-up reminder, 10 minutes before the event is the default. You can change the Pop-up to Email message by clicking the drop down arrow. If you would like more than a 10 minute reminder click the drop down arrow to select a new time. If you want no reminder at all, click the X at the end of the reminder area to delete Reminders. Deleting this reminder is only for this one event.

3. **Show me as:** the default is Busy. Use Available when you enter an event as a reminder. For example: the HR fair from 9:00 – 3:00.

   Privacy; the default is to show all other Smith Users you are busy at an event time. However if you have granted Shared Rights with another employee that can create and edit events for you, some personal events you still might want to mark private.

4. Click **Save** when completed.
Your Saved Event will appear on your on the date and time you selected. The event displays the time and name of the event. To back and edit an event, double click on the event.
All Day Events

1. On the Event details screen click **All Day**. Use All day events for one day seminars, travel or vacation time.

2. Once you click the **All day** check box the date and time bar changes to remove the time. Be sure to **Save** your event. This is a one day event. If this is vacation time change the end date to reflect several days.
All Day Event (continued)

An All Day event is displayed at the top of the calendar day. It does not color code the full work day. However, the day will show as busy when others do a Find a time.
Repeat an Event

1. On the Event details screen click **Repeat**. This will be a weekly staff meeting. The Repeat dialog box appears.

The Repeat screen has several fields to customize a repeating event

1. Click the drop-down at the end of the Weekly field to select from daily, weekly, monthly, yearly and more. Once the type of repeat is selected the dialog box options change to reflect the type of repeat.
Weekly Repeat:

1. **Repeat every # of weeks:** drop down lets you select which weeks. 1 is every week. 2 is every other week. 3 is every third week etc.

2. **Repeat on:** Select the day of the week the event will be repeated on.

3. **Starts on:** Is the date you want the repeat to start on.

4. **Ends:** Is the date the repeat will end.

5. **Summary:** Displays a summary of what you have selected.

6. **Done:** Click **Done** to save the repeat event information.

Monthly Repeat:

1. **Repeat every # of months:** 1 is every month, 2 is every other month, 3 equals quarterly.

2. **Repeat by:** day of month would be on that day. This example starts on the 4th so it would be on the 4th day of every month. The 4th could be any day of the week.

Changing to the day of week would show the in the Summary as the first Wednesday of the month. If the date was the 17th it could be the 3rd Tuesday of the month. This all depends on the date.

3. Review the **Summary** before clicking **Done.**
Repeat (continued)

Yearly Repeat

Yearly is perfect for birthday’s or anniversary’s.

1. **Repeat every # of years**: 1 means every year, 2 is every other year etc...

2. **Stats on**: The date the event starts on.

3. **Summary**: Review the summary before clicking Done.
1. On the Details screen click in the Add Guest field. This field uses the Automatic Name Completion feature. This field also searches your personal contacts not just individuals.

2. Start typing in the field then click either on a contact list or an individual address

3. This example shows a beginning list that has the letter U.
1. When you click on a contact group they automatically get added to the Guest List.

2. If you are selecting individuals after finding the first individual go back to the Add Guest field and type in the second guest. When you click on a suggested individual from the list they automatically get added.

3. If an asterisk appears after a name, that user’s calendar cannot be displayed. This will happen if a user is not in the Smith domain or the user has left Smith and that account is no longer valid.

4. To delete a guest click on the X that follows that guest name.

5. **Rooms:** You cannot book rooms from your calendar. You must go back to the college Calendar website. (Resource 25)
Suggested Times

Suggested Times; Depending on your quests list you can quickly check to see suggested times. If your guest list contains several guests, outside of the Smith domain, the suggested time will be based on Smith addresses only.
When sending an Invitation you can allow guests several options.

1. Leave the **modify event** check box blank if you do not want anyone to edit the event.

2. Remove the check mark in **invite others** if guests should not be inviting others.

3. Leave the check mark in **see guest list** so the guests can see who else has been invited.
Sending an Invitation

1. If you click Save a default email message goes out to everyone on your guest list. The default message contains information about this event with the event details.

2. **Email Guest:** To send a personalized message with the invitation click on **Email Guests.** The blinking cursor is in the Message Box just start typing your message. The event information is automatically part of the email.

3. Click **Send** when done entering your message.
Invitation Mail Message

1. An invitation email can be broken down into several parts.
2. Across the top is the quick information about the invitation.
3. The left block displays the title, when, where and who.
4. The right block is a quick display of your calendar on that day.
5. The bottom block contains the personalized message from the sender.
Find a Time

1. From the Event details screen, review the date and time you will be using to **Find a Time**.

2. Click **Find a Time**.

3. The screen will display your calendar with the time frame blocked and colored.

4. Now we go to **Add Guests**.
1. This field uses the Automatic Name Completion feature. This field also searches your personal contacts not just individuals.

2. Start typing in the field then click either on a contact list or an individual address.

3. This example shows a beginning list that has the letter U.

4. Each time you select an individual or a contact group, columns with their name appear on the screen, showing their time slot.
1. On the right is a color coded guest list legend.

2. In the center each guest is displayed in a column with their name at the top of that column.

3. If you see a colored block or several colored blocks within your selected time then one or more guests are busy. Look at the row directly under the guest names for all day notices. If nothing appears in the block of time, everyone is available assuming they use the calendar.
Changing the Time or Date

1. If everyone is not available for your time slot you can quickly change the time or day looking for available times.

2. Change the date or the time using the fields at the top of your screen. Instantly the display changes to that day or time.

3. You can click in another hour slot on the same day. Use the scroll bar on the right to move to a time you cannot see and click in that time slot.
Changing Time or Date (continued)

1. You can change the day using the arrows in the Date area.

2. Put the cursor in the colored time block, when you get the pointing finger, click and drag up or down to change the time.

3. Placing the cursor on an outer edge of the time block you receive a two way pointing arrow, drag up or down to change the time.

1. You can change the view to a week. This lays colored blocks on one calendar. Using the legend to see who is busy.

2. You can see your time block in a in a lighter slashed block.
1. Change what the Guests can do.

2. When you Save the event you will be prompted to Send or Not Send a mail message about the event.
1. You must be in the Calendar App to change the settings.

2. In the calendar list on the left side of the page, click the down-arrow button next to your calendar then select **Calendar Settings**.

3. You can also click the Gear in the upper right hand corner of your screen to select **Calendar Settings**.
1. **General Tab**: This screen requires you to **Save** any changes you make. There is a Save located at the top and the bottom of the screen.

2. You can change the Default Meeting Length by clicking on the drop arrow.
1. Working Hours: This is up to you but the default is Show warning to other people when it is outside of your work hours.

2. Selecting your work days, and changing your work hours.

3. The Default View can be changed for Week, Day, Month, a custom 5 day view to Agenda.