To Log In

1. Open Netscape Calendar.
2. In the Sign-In window, type in your full name as your User Name [Full Name], your Password, and the Server Name [chiun].
3. Click OK.
4. If necessary, you can search for your User Name by clicking on the magnifying glass button next to the User Name field.

Your agenda and the In-Tray should both pop up. If you have any trouble logging in, please contact the GCN at 325-5540.

To Open Help

In either the In-Tray or Agenda view, click on Help in the top menu, then Contents. From this help page, you select the topic that you need assistance on: Getting Started, Setting up your Preferences, Glossaries, Main Components, Working with Entries, and Special Features.

The In-Tray

The In-tray is where you receive and manage Entries that you receive from other users. It also contains a listing of the Entries you have sent to others.

To open your In-tray, choose Open In-tray from the File menu, press Control + I, or click the Open In-tray button on the Toolbar.

The Agenda

Your Agenda can be displayed in three basic formats: Daily, Weekly and Monthly. There are three ways to open an Agenda: Choose from the Open Agenda options in the File menu, press Control + O, or click the Open an Agenda button on the Toolbar.

You can view your own or open another user's Agenda, view several users' Agendas together in a Group Agenda or work in another user's Agenda as a Designate (if you have the Access Rights).

The Display tab of the Agenda Preferences dialog box (Edit menu, Preferences, Agenda) lets you customize your Agenda display.

To open your own Agenda

- Type your user name in the edit box.
- If you cannot remember your user name, click the Search button to search for it in the Directory.
- Click OK.

To view the Agenda of another user or Resource

- Type the user's name in the edit box.
- If you cannot remember the user's name, click the Search button to search for it in the Directory.
- To open a Resource's Agenda, type r:, re:, or res: followed by the Resource's name.
- Click OK.

The Group Agenda

The Group Agenda lets you see the Day Views of several people and Resources side by side, allowing you to schedule a Meeting at a mutually convenient time.

Open a new Group Agenda using the Selection for Group Agenda dialog box. It appears when you select Open Agenda - A Group Agenda from the File menu, press Control + G, or click the Group button on the Toolbar.

The Group Agenda is made up of a number of columns. The first column, the Combined View, shows at what times all the people and Resources you have selected for your Group Agenda are available. All subsequent columns show the individual Day Views for each person and Resource included in this Group Agenda.

Click the Modify Group Agenda button on the Toolbar to return to the Selection for Group Agenda dialog box, where you can modify the people and Resources listed in the Group Agenda.

You can schedule Entries directly into the first column to invite all the users and Resources you have chosen. In the New Meeting window that appears, the chosen people and Resources will already be on the list. You can modify the list as you would when creating any other Entry, or make changes later using the Edit Entry dialog box.

You can also schedule an Entry in a single user's Agenda, in the same way as if you had opened only that user's Agenda. The Combined View will automatically adjust to accommodate any such Entries that you create.

Selecting a Group Agenda

The Selection for Group Agenda dialog box will appear when you select Open Agenda, A Group Agenda from the File menu or press Control + G.

The Selection for Group Agenda dialog box allows you to select the people and Resources whose Agendas' Day Views will be included in the Group Agenda you are about to open.

1. Type the person, Resource or group name in the edit box.
    a. To add a Resource, type r:, re:, or res: followed by its name.
    b. To add a group, type g:, gr:, or grp: followed by its name.

2. Once the name is in the edit box:
    a. Click the Checkmark button to add the name to the list you are creating.
    b. Click the Search button to search for people, groups or Resources.
    c. Click the Group button to select a group to add to your list.

3. To delete a name from the list box, select the name and click Delete.

When your list is complete, click OK to open this Group Agenda.

Note: You can reopen this dialog box while working in the Group Agenda by clicking the Modify Group Agenda button on the Date Control Bar. This allows you to modify the list of people and Resources included in the current Group Agenda.

Events – Meetings

The New Meeting Window allows you to create a new Meeting.

You can create a new Meeting in five ways: Choose New Meeting from the File Menu, click the New Meeting button on the Toolbar, press F2, click an Agenda page with your right mouse button and choose New Meeting or double-click a time slot on the Daily and Weekly Agenda pages or a day's grid square on the Monthly Agenda page.

1. The New Meeting Window is divided in four parts: General, Attendees, Attachments and Options.
    a. The General area allows you to schedule a time and date for your Meeting. You can also make your Entry repeat and check for conflicts from here.
    b. The Attendees tab allows you to invite people and Resources to your Meeting.
    c. The Attachments tab allows you to attach a file to your Meeting.
    d. The Options tab lets you set your Meeting's Reminders, Access level and Importance level.
2. You can add a description to your Entry at any time using the Details message box.
3. Click the Dates button on the Toolbar to view all instances of this Meeting.

Click Schedule on the Toolbar when finished entering all Meeting information.

Repeating

The Repeating dialog box allows you to make this Entry repeat. This can be useful for scheduling any type of event that will take place on a regular basis.

1. Enter the Start date. You can enter it directly into the Date box, use the arrows or click the Calendar button.
2. Set the End date by selecting either the "Until" or the "For" box.
    a. If you select "Until", set the date in the same way as you set the Start date.
    b. If you select "For", set the duration using the drop-down list box and type the interval in the left-hand edit box.
3. Select the Include checkboxes to include Saturdays, Sundays and Holidays when scheduling the recurring Agenda Entry.
4. Select how you would like your Entry to recur using the Frequency drop-down list box.

Click OK only when finished adding all dates.

Check Conflicts

This dialog box appears when you indicate that you want more information about a Scheduling conflict (for example, by double-clicking a Meeting that causes conflicts in the New Meeting dialog box, or clicking View in the Conflicts Found dialog box).

Here you will find more detailed information about conflicts caused by the Meeting that you are creating, editing, or rescheduling.

- The left-hand list box shows which attendees have a conflict with the Entry you created.
- The right-hand list box shows the Title of the Meetings that are conflicting with your Meeting in the Agenda of the attendee selected in the left-hand list box.
- Click OK when finished reading the information.

Events – Daily Notes

Daily Notes are memos you can enter into your Agenda. They appear in the Notes View of your Daily and Weekly Agenda pages and following Meetings in the Monthly Agenda page.

This icon indicates a Daily Note: 

Creating a Note

The New Daily Note window allows you to create a new Daily Note.

You can create a new Daily Note in four ways: Choose New Daily Note from the File Menu, click the New Daily Note button on the Toolbar, press F3, double-click the Notes View on your Daily or Weekly Agenda page or click an Agenda page with your right mouse button and choose New Daily Note.

The General area allows you to set the Title and date(s) for your new Daily Note.

1. Type the Title of the Daily Note in the Title edit box. This will be the text of your Note as it will appear in your Agenda. It can be up to 64 characters long.
2. Enter the date of your Daily Note in the Date box. You can also use the arrows or click the Calendar button.
3. Click Repeating to open the Repeating dialog box and make this a Recurring Entry. You can delete selected dates by clicking Delete on the Toolbar.

Click Schedule on the Toolbar only when finished entering all Daily Note information.

NOTE: A message box may ask if you wish to notify other users by e-mail.