

Calendar

An inside look at organizing your time using Calendar

The days of your sticky-note-covered monitor and desktop are almost over. No longer do you have to remember that pink = meeting, yellow = task, and blue = everything else on your to-do list. With Calendar, you are in control, and each meeting, event, and task is penned in electronic “ink.” You can keep track of every minute, hour, day, month...you get the picture.

Calendar provides an easy-to-use, robust interface for time management, scheduling, and planning. You can schedule events and tasks for yourself, as well as, track resources, create groups, and interact with other users. In addition, you can customize your calendar, track task progress, and work with attachments.

Setting Up Your Calendar Account

There are a couple of ways to set up your Calendar account. This section describes how to do it from your Account Manager.

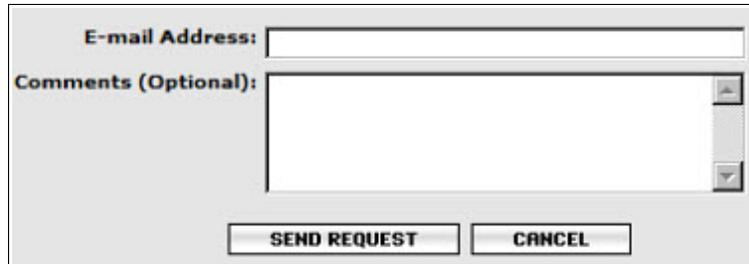
To Set Up Your Calendar Through the Account Manager

1. Log in to your **Account Manager**.
2. In the My Products section, click **Calendar**.
3. In your Calendar Account List, click **Manage Account** for the account you want to manage.
4. On the Calendar page, click **New Account** for the pack of accounts you want to set up.



Calendar Packs: New Account

5. In the **Email Address** field, type the email address that you want to use with Calendar.



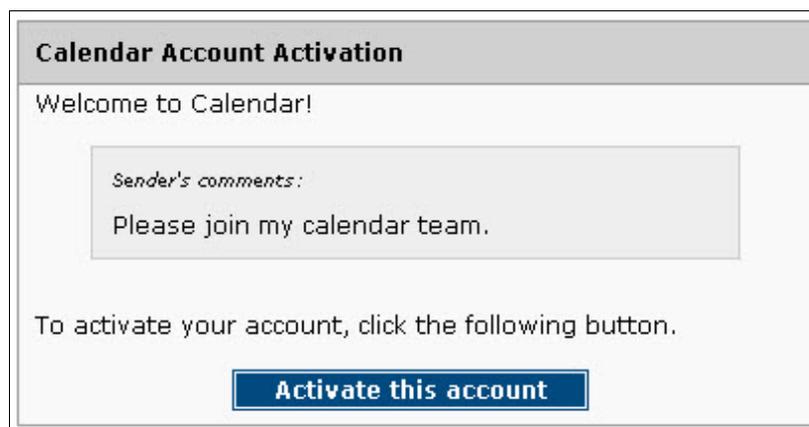
The screenshot shows a dialog box titled "Calendar Email Account Request". It contains two input fields: "E-mail Address:" and "Comments (Optional):". Below the input fields are two buttons: "SEND REQUEST" and "CANCEL".

Calendar Email Account Request

6. Click **Send Request**. The request is sent to the email specified. For information on accepting the request, see *To Accept a Pending Calendar Request*.

To Accept a Pending Calendar Request

1. From the email account that the activation was sent to, open the email from Calendar, and click **Activate this account**.



The screenshot shows an email titled "Calendar Account Activation". The email content includes a welcome message, a "Sender's comments" section with the text "Please join my calendar team.", and a button labeled "Activate this account".

Account Activation

2. Read the End User License Agreement, and then click **Accept**.
3. In the **First Name** and **Last Name** fields, type your first and last name.
4. From the **Time Zone** list, select your time zone.
5. In the **Password** and **Confirm Password** fields, type your password.
6. Click **Setup**. The Calendar opens in Day View.

Working With Calendar

After you set up your Calendar account, you can begin managing your time and tasks. In this section, you'll learn about:

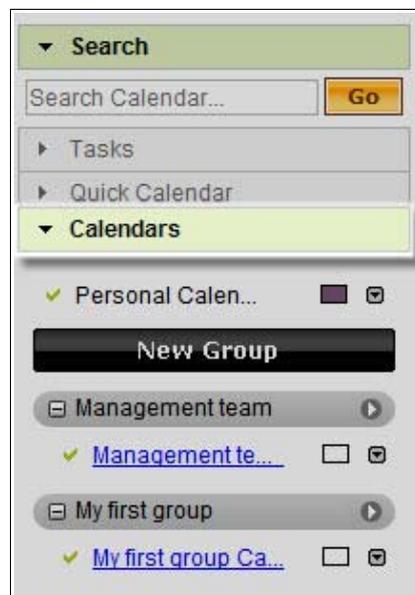
- [Viewing Calendars](#) — View events from multiple calendars, choose a color for each calendar's events, and show and hide events from calendars as needed.
- [Managing Groups](#) — Create groups to organize people and information that are related. For each group, you can add members, resources, attachments, and set up a calendar.
- [Managing Events](#) — Schedule one-time or reoccurring events to display on your calendar or on group calendars of which you are a member. For each event, you can specify time and a resource, attach files, invite other users, and add alarm reminders.
- [Managing Tasks](#) — Schedule and track tasks that you and/or a group of users need to complete. For each task, you can indicate a priority level, due date, and percent complete. You can provide a description and add attachments to each task.
- [Managing Settings](#) — Preferences to customize the behavior and appearance of your Calendar including formatting, event options, personal settings, and preferred holidays.
- [Performing Searches](#) — Search your calendar for specific words or phrases in the title, description, or attendee fields.

Viewing Calendars

You have several options for viewing your personal calendar, as well as, other users' and group calendars to which you subscribe or have access. Other users can view your calendar if you grant them access.

To View Your Calendars

1. Log in to your Calendar account.
2. Expand the **Calendars** list in the navigation panel on the left.
3. Click on the name of each Calendar you want to show or hide events for. A check mark indicates that the calendar's events are visible, and an **X** indicates that the events are hidden.



Calendars list

To Select a Display Color for a Calendar's Events

1. Log in to your Calendar account.
2. Expand the **Calendars** list in the navigation panel on the left.

- Click on the color box for the Calendar you want to view.



Calendar Color Option

- Click the color you want to use for the events.

To Change the Calendar View

- Log in to your Calendar account.
- Click on the icon of the desired view.



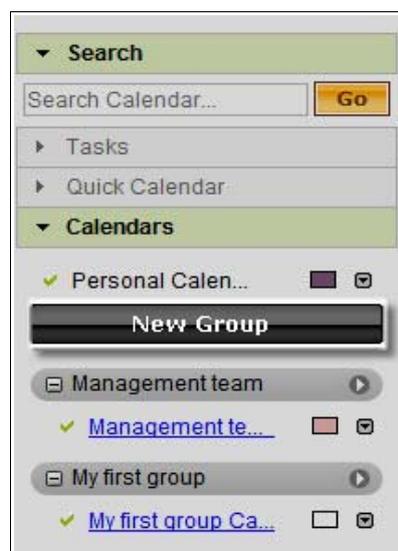
Calendar View

Managing Groups

Groups let you organize related calendars for easier navigation and viewing. Each member of a group can have administrative and/or viewing permissions. A group can contain multiple calendars, members, and resources. Aside from all that, groups make people feel like they belong, and that helps create a happy workplace.

To Create a New Group

- Log in to your Calendar account.



2. Under the Calendars menu on the left, click **New Group**.
3. In the **Enter Group Name** field, enter the new group name.
4. Click **Next**.
5. In the Add Member section, select the method you want to use to add a member.

First Name	Last Name	Email	Admin	Delete
		example@coolexample.com	Not Admin	

Add Members by: [Email](#), [Group](#)

Add Member

6. In the **Email Address** field, enter the member's email address.
7. Select whether or not to give the member administrative privileges, and click **Add Member**. Continue adding members as needed, and when finished, click **Next**.
8. In the **Calendar Name** field, enter the name of the calendar you want to add to the group.

Enter Calendar Name: Allow group members to edit

Calendar name	Editable	Date Created	Delete
Best Group Calendar	No	[new]	<input type="button" value="x"/>

New Group Calendar

9. Select **Allow group members to edit** if you want all members to have editing privileges.
10. Click **Add Calendar**. Continue adding calendars as needed, and when finished, click **Next**.
11. In the **Enter Resource name** field, enter the resource name you want to add to the group.

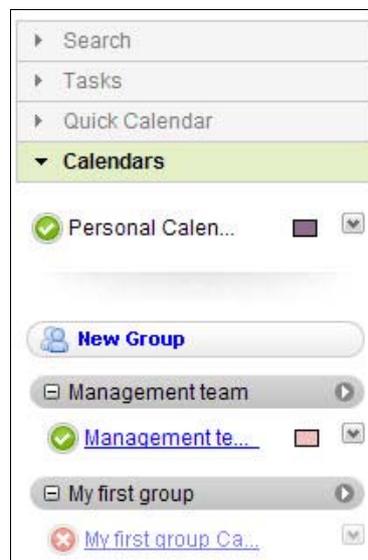
New Group Resource

Resource Name	Description	Created By	Public	Delete
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12. Select **Public** if you want the resource to be public.
13. In the **Description** field, enter a description of the resource and click **Add Resource**.
14. Click **Save**. The new group is created.

To View a Group's Events on Your Calendar

1. Log in to your Calendar account.
2. Expand the **Calendars** list in the navigation panel on the left.
3. Click on the name of each group's Calendar(s) for which you want to show or hide events. A check mark indicates that the calendar's events are visible, and an **X** indicates that the events are hidden.



Show/Hide Calendar Events

► TIP

Click on the arrow to the right of the group name to quickly access editing options.

Managing Events

Events are the “meat” of your Calendar. This section describes how to add and manage events. In

In addition to actual meetings, you can be creative and add events for your morning snack, the release of Coldplay's new album, or even a reminder to call your mom.

To Add Events

1. Log in to your Calendar account.
2. On the navigation bar, click **Calendar**.
3. Click **Add Event**.



Add New Event

4. From the **Start time** calendar and list, select the month, day, year, and time the event begins.
5. From the **End time** calendar and list, select the month, day, year, and time the event ends.
6. From the **Time Zone** list, select the time zone where the event will take place.
7. Select **All day event** to schedule the entire day.

► **TIP** You can add an event to a group's calendar by clicking the down arrow next to the calendar name in the group.

The remaining fields are optional. However, you must enter a title for the event. Each tab lets you add details and additional information to the event.

Details Tab

On the details tab, do the following:

Event Details Tab

- From the **Calendar** list, select the calendar you want to schedule the event on.
- From the **Attendance** and **Status** lists, select an attendance option and event status.
- (Required) In the **Title** field, specify the subject of the event.
- From the Event Owner list, select the email address.
- Select **Allow attendees to invite other users** if you want to let others send the invite.
- In the **Location** field, specify the name of the location where the event is taking place.
- In the **Details** field, enter details about the event.

Attendees and Resources Tab

On the attendees and resources tab, do the following:

Name	Status	Required	8am	9am	10am	11am	12noon	1pm	2pm	3pm	4pm	5pm	6pm
ngarnice@godaddy.com	Organizer	Yes											

Add: [Attendee](#), [Group](#), [Resource](#)

Attendees & Resources Tab

- To add an attendee, click **Attendee**, and enter the email address.
- To add a group, click **Group**, and select the group you want to add.
- To add a resource, click **Resource**, and select an available resource from the list.

- To change the required status, in the **Required** column, click **Yes** or **No**.

Recurrence Tab

On the recurrence tab, do the following:

Details	Attendees & Resources	Recurrence	Reminders	Attachments
<input checked="" type="radio"/> None This event does not recur. <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly				

Recurrence Tab

- To schedule the event once, click **None**.
- To create a daily event, select **Daily**, and then specify whether or not you want the event to occur every specific number of days, such as every three days, or every weekday.
- To create a weekly event, select **Weekly**, and then specify whether or not you want the event to occur every specific number of weeks, such as every four weeks, and which day of the week to schedule the event.
- To create a monthly event, select **Monthly**, and then specify whether or not you want the event to occur on a specific date every month, such as the 10th of every month, or whether you want it to occur on a specific day, such as the third Thursday of every month.
- To create a yearly event, select **Yearly**, and then specify whether or not you want the event to occur on a specific date every year, such as every May 19th, or a specific day, such as the second Tuesday of November every year.

Reminders Tab

On the Reminders tab, do the following:

Details	Attendees & Resources	Recurrence	Reminders	Attachments						
<table border="1"> <thead> <tr> <th>Address</th> <th>When</th> <th>Format</th> </tr> </thead> <tbody> <tr> <td colspan="3">Add Reminder</td> </tr> </tbody> </table>					Address	When	Format	Add Reminder		
Address	When	Format								
Add Reminder										

Event Reminders Tab

- Click the **Add Reminder** hyperlink, and enter the email address.
- In the **When** column, specify the time for the reminder.

- In the **Format** column, specify the format for the reminder.

Attachments Tab

On the attachments tab, do the following:



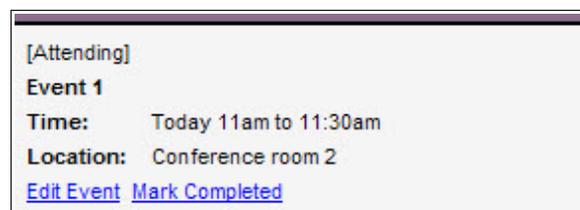
Event Attachments Tab

- Click **Upload File** to attach a file from your computer.
- Click **Add File From Online File Folder** to attach a file from your Online File Folder account.

After you complete all desired fields, click **OK** to schedule the event. The event displays on your Calendar in the color you selected for that calendar's events.

To Edit Events

1. Log in to your Calendar account.
2. Double-click on the event you want to edit.
3. Click **Edit Event**, and edit the event as needed.



Event Management

To Mark Events as Complete

1. Log in to your Calendar account.
2. On the navigation bar, click **Calendar**.
3. Double-click on the event you want to mark as complete.
4. Click **Mark Completed**. The event is marked complete with a line through the text.

Managing Tasks

Tasks, yes tasks. Sometimes they can feel overwhelming, but you can easily conquer them by organizing them through Tasks in your Calendar account. With just a few clicks, you can set goals, priorities, and track your progress. You'll have your tasks under control in no time.

To Add Tasks

1. Log in to your Calendar account.
2. On the navigation bar, click **Tasks**.
3. Click **Add Task**, and enter the information for each tab as explained.

Details Tab

On the details tab, do the following:

The screenshot shows a 'New Task' form with the following fields and options:

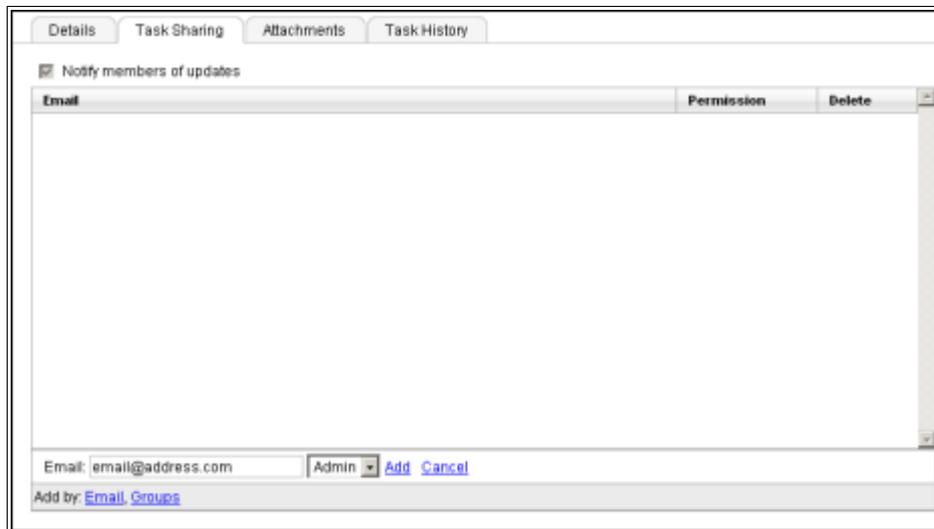
- Task:** A text input field.
- Priority:** A dropdown menu set to 'Normal'.
- Percent Complete:** A dropdown menu set to '0% (Not Started)'.
- Start:** A date and time selector showing 'Tue 12/09/2008' and '10:50 AM'.
- End:** A date and time selector showing 'Tue 12/09/2008' and '11:20 AM'.
- Enable Due Date:** An unchecked checkbox.
- Description:** A large text area for entering task details.

Task Details Tab

- In the **Task** field, type a description of the task.
- From the **Priority** list, select the priority level you want to assign to the task.
- From the **Percent Complete** list, select a percentage based on how complete the task is. For example, if you have just begun a task, you may want to select 10% to indicate the task is 10% complete.
- From the **Start Date** lists, select the start date and start time for the task.
- To set a due date for the task, select **Enable Due Date**, and then select the date and time that the task is due.
- In the **Description** box, type a description of the task.

Task Sharing Tab

On the task sharing tab, do the following:

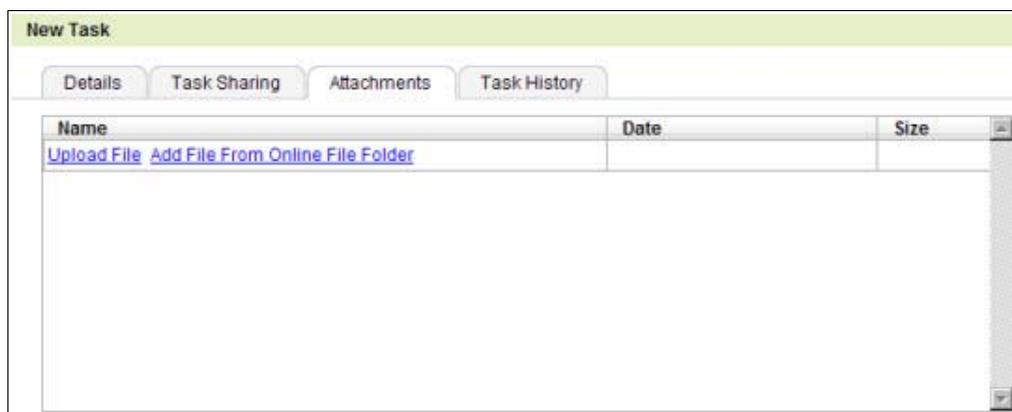


Task Sharing Tab

- To add by email, select **Email**, enter the email address, select the member's permissions, and click **Add**. Continue adding members as needed.
- To add by group, select **Groups**, select a group, select a member, select the member's permissions, and click **Add Member**. Continue adding members as needed.
- Select **Notify members of updates** to generate notifications to all members when changes are made to the task.

Attachments Tab

On the attachments tab, do the following:



Task Attachments Tab

- Click **Upload File** to attach a file from your computer.

- Click **Add File From Online File Folder** to attach a file from your Online File Folder account.

► **NOTE** The Task History tab displays all updates/changes to the task.

After you complete all desired fields, click **Save** to create the task. The task displays in your task list.

To Sort Tasks

1. Log in to your Calendar account.
2. On the navigation bar, click **Tasks**.
3. From the **View** menu, select the status of the tasks you want to see.

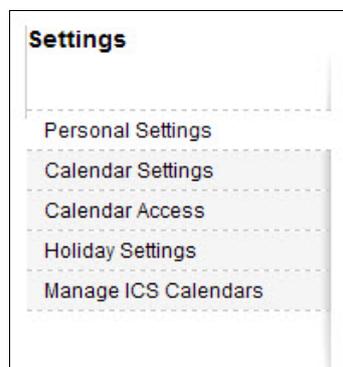
To Delete Tasks

1. Log in to your Calendar account.
2. On the navigation bar, click **Tasks**.
3. Select the task you want to delete, and click **Delete**.

► **TIP** To edit a task, simply click on the task name.

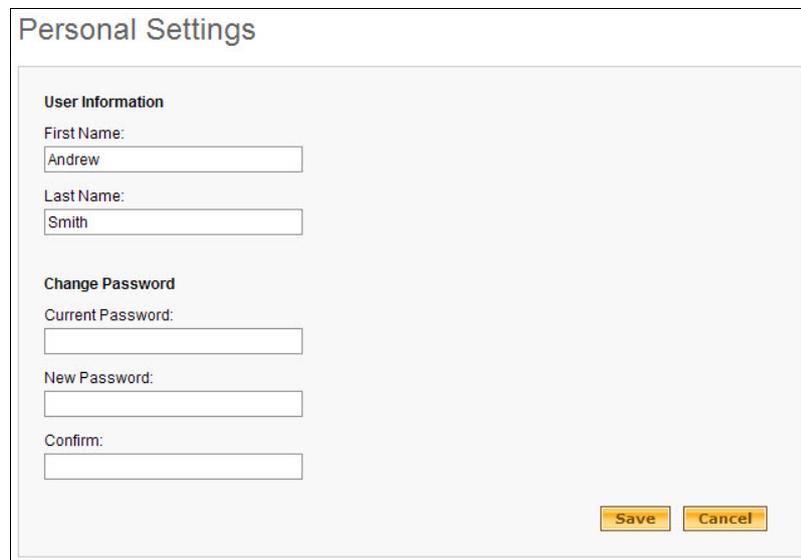
Managing Settings

You can set preferences to customize the look and feel of your calendar. While you probably can't control all the tasks and events you add to your calendar, you can control how they display, what holidays you want to view, and additional formatting options.



Settings Menu

To Manage Personal Settings

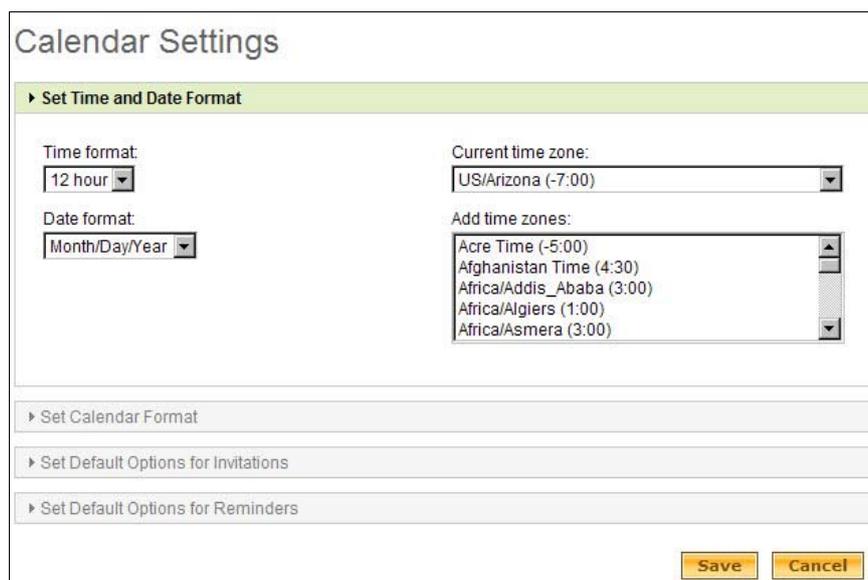


The screenshot shows a 'Personal Settings' form with two main sections: 'User Information' and 'Change Password'. Under 'User Information', there are text input fields for 'First Name' (containing 'Andrew') and 'Last Name' (containing 'Smith'). Under 'Change Password', there are three text input fields for 'Current Password', 'New Password', and 'Confirm'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

Personal Settings

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Select **Personal Settings** on the left.
4. Modify your User Information and Password as desired, and then click **Save**.

To Manage Calendar Settings



The screenshot shows a 'Calendar Settings' form with several sections. The first section, 'Set Time and Date Format', has a 'Time format' dropdown set to '12 hour' and a 'Date format' dropdown set to 'Month/Day/Year'. To the right, the 'Current time zone' dropdown is set to 'US/Arizona (-7:00)'. Below that is a list of 'Add time zones' with options: 'Acre Time (-5:00)', 'Afghanistan Time (4:30)', 'Africa/Addis_Ababa (3:00)', 'Africa/Algiers (1:00)', and 'Africa/Asmera (3:00)'. Below this section are three more sections: 'Set Calendar Format', 'Set Default Options for Invitations', and 'Set Default Options for Reminders'. At the bottom right are 'Save' and 'Cancel' buttons.

Calendar Settings

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Select **Calendar Settings** on the left.
4. Click **Time and Date Format**, and select your preferred formats and time zone.
5. Click **Set Calendar Format**, and select your preferred format and view options.
6. Click **Set Default Options for Invitations**, and select your preferences.
7. Click **Set Default Options for Reminders**, and set your reminder preferences.
8. Click **Save**.

To Grant Calendar Access to Other Users



Calendar Access

Grant administrative control to:

jsmith@coolexample.com See Free/Busy OK

Users with access to your calendar				
First Name	Last Name	Email	Access Type	Delete

Calendar Access Options

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Select **Calendar Access** on the left.
4. In the **Grant administrative control to** field, enter the user's email address.
5. From the list, select **See Free/Busy** or **Full Control**.
6. Click **Save**.

To Manage Holiday Settings

Holiday Settings

Select a holiday collection:

Austrian Holidays

My Holidays

Australian Holidays

US Holidays

Holiday Settings

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Select **Holiday Settings** on the left.
4. Select a holiday collection from the menu, and click **Add Collection**.
5. To add an individual holiday, click the **Add Holiday** hyperlink, and enter the details of the new holiday.
6. Click **Save**.
7. To remove a holiday collection from your Calendar, click **Remove Collection** next to the collection name.

To Manage ICS Calendars

Manage ICS Calendars

Import Export

Import Subscribe

Calendar	Type	Location	Actions
No imported calendars			

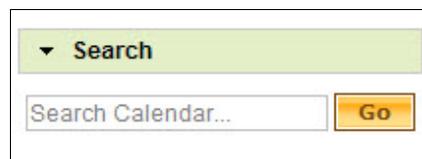
ICS Calendars

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Select **Manage ICS Calendars** on the left.
4. On the Import tab, take one of these actions:

- Click **Import**, locate the file, complete the fields, and then click **Save**.
 - Click **Subscribe**, enter the URL and name of the calendar, and then click **OK**.
5. On the Export tab, select a the calendar you want to export, and then click **Export**.

Performing Searches

In addition to all the Calendar options you can customize, you can perform text searches for specific content. If you lost that appointment for next week's presentation, but remember that it is about productivity, this tool is for you.



Search Field

To Search your Calendars

1. Log in to your Calendar account.
2. Expand the **Search** tab on the left.
3. Enter your search terms in the field, and then click **Go**.

You've done it! You are armed with the tools and know-how to organize your life using Calendar. Dig in and schedule some meetings, finish some tasks, and share your calendar with friends. You'll be amazed at how much easier time management is with Calendar to help you keep track.

If you need additional information or assistance with your Calendar, please visit our [Help Center](#).