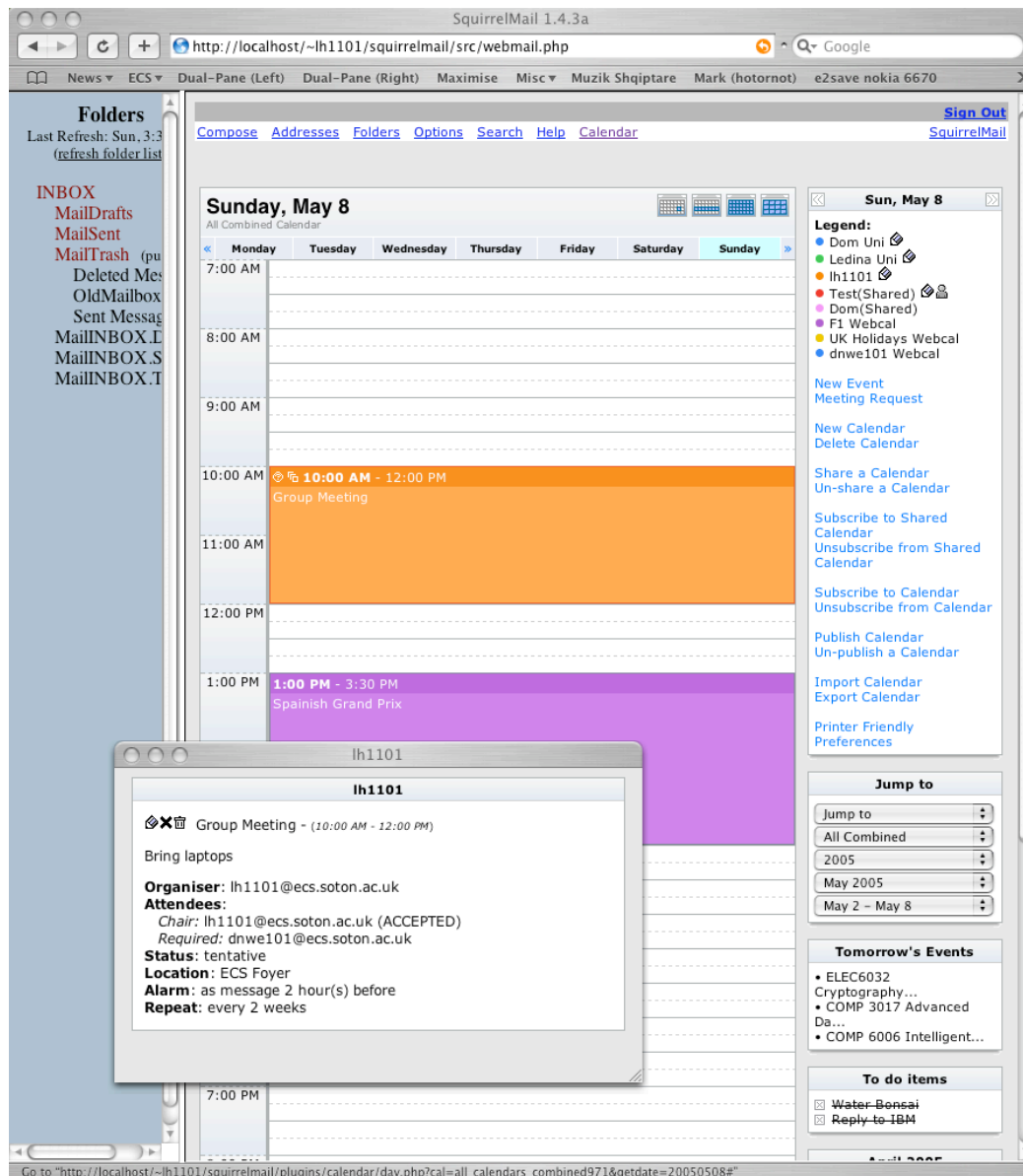


# User Manual




## 1.1. Change Calendar

To change the calendar being displayed, choose one of the available ones from the drop down box in the Jump to section. The 'All Combined' option displays all available calendars.

## 1.2. Create Calendar

To create a new calendar, click on the 'New Calendar' link. Fill in the calendar name and time zone and click on Submit.

### **1.3. Edit Calendar**

To edit the details of a calendar choose the calendar from the drop down box of available calendars or choose the all combined option. Click on the edit icon  next to the calendar name. Modify the details and click on Submit.

### **1.4. Delete Calendar**


To delete a calendar, click on the 'Delete Calendar' link. From the drop down box displayed choose the calendar to be deleted and click on Submit.

Note: shared calendars need to be unshared before being deleted

### **2.1. View Event**

To view the details of an event select the date when the event occurs and click on the summary link displayed for the event. A small window will be displayed with the details of the event.


### **2.2. Delete Event**

To delete an existing event, click on the summary link of the event. Then click on the delete icon  next to the name of the event and confirm the deletion.

### **2.3. New Event**

To add a new event onto a calendar, click on the 'New Event' link. A form will be displayed with different options for the event. Input at least a summary, start and end date. Select the name of the calendar where the event will be stored and then click on Submit.

### **2.4. Edit Event**

To modify an existing event, click on the summary link for the event and then click on the edit icon  next to the name of the event. Edit the details displayed in the form and click on Submit. If the calendar name is changed the event is moved to the new calendar.

### **3.1. New Meeting Request**

To organise a new meeting, click on the 'Meeting Request' link. A form similar to the one for adding new events will be displayed. Fill in the event details, the participants and/or resources required for the meeting and click on Submit. A meeting request email will be sent to all the attendees and owners of the resources.

### **3.2. Reply to Meeting Request**

To reply to a meeting request or update select the email and then click on the appropriate reply. If the 'accept' or 'tentative' option is chosen the meeting will be added to the default calendar. If the 'decline' or 'suggest changes' option is chosen the details will not be shown in your calendar. If choosing to counter-propose the meeting a form will be displayed with the current details of the meeting. Modify the

information as required and click on Submit. In all cases an email confirming your status is automatically sent to the organiser.

### **3.3. Accept a Meeting Reply**

To accept a meeting reply from an attendee, select the reply email and click on Accept. The participation status of the attendee will be updated on the default calendar.


### **3.4. Accept a Meeting Counter**

To accept a meeting counter-proposal, select the counter email and click on Accept. An update request will be sent to all the attendees and the meeting details will be updated on the default calendar.

### **3.5. Decline a Meeting Counter**

To decline a meeting counter, select the counter email and click on Decline. A decline email is sent to the attendee.

### **3.6. Cancel a Meeting**


To cancel a meeting, click on the meeting summary link. Click on the cancel button  next to the meeting description and confirm. An email will be sent to all attendees notifying them of the decision taken.

Note: only the organiser of a meeting has the right to cancel it

### **3.7. Accept a Meeting Cancellation**

To accept a meeting cancellation, select the email and click on Accept. The meeting status will be updated in the calendar.

### **3.8. Update a Meeting**

To update the details of a meeting, click on the meeting link and click on the edit icon . A form will be displayed with the current details. Edit the information accordingly and click on Submit. An update request will be sent to all the attendees and owners of the resources.

### **3.9. View Attendee Status**

To view the participation status of the attendees click on the meeting link. The list of the attendees will be displayed together with their participation status and the rest of the meeting details.

### **4.1. Edit Preferences**

To change the preferences, click on the 'Preferences' link. Choose the preferred settings and click on 'Set the preferences'. To restore the default settings tick the 'Unset the preferences' box


### **5.1. Share a Calendar**

To share a calendar, click on 'Share a Calendar' link and choose the calendar to be shared. Input the usernames for the user that have access to it and click on Submit.

### **5.2. Un-share a Calendar**

To un-share a calendar, click on the 'Un-share a Calendar link, choose the calendar to be unshared and click on Submit.

### **5.3. Edit Shared Calendar Permissions**

To change the access permissions for a shared calendar, click on the users icon  next to the calendar name, modify the permissions and click on Submit.

### **5.4. Subscribe to Shared Calendar**

To subscribe to another user's shared calendar, click on 'Subscribe to Shared Calendar' link, input the username of the owner and the calendar filename, and click on submit. The calendar will be added to the list of available ones.

### **5.5. Unsubscribe from Shared Calendar**

To unsubscribe from another user's shared calendar, click on 'Unsubscribe from Shared Calendar' link, choose the calendar from the drop down box and click on Submit. The calendar will be removed from the list of available ones.

### **6.1. Import a Calendar**

To import a calendar into the system, click on the 'Import Calendar' link, click on choose file and select the calendar file from the dialog box. The calendar will be added to the list of the available ones.

### **6.2. Export a Calendar**

To export a calendar, click on 'Export Calendar' link, choose the calendar file from the drop down box and click on Submit. The calendar will be saved onto the chosen destination.

### **6.3. Publish a Calendar**

To publish a calendar on a WebDAV server click on 'Publish a Calendar' link, choose the calendar to be published, the address to the server and specify username and password if authentication is required.

Note: The local WebDAV server, if set up, does not require authorisation.

### **6.4. Un-publish a Calendar**

To un-publish a calendar from a WebDAV server, click on 'Un-publish a Calendar' link, input the address of the calendar and username/password (if required) and click on Submit.

### **6.5. Subscribe to Online Calendar**

To subscribe to an online calendar, click on 'Subscribe to Calendar' link. Specify the URL of the calendar and username/password if authentication is required, and then click on Submit. The calendar will be added to the list of the available ones.

Note: Subscribed online calendars unlike shared ones cannot be edited.

### **6.6. Unsubscribe from Online Calendar**

To unsubscribe from an online calendar, click on 'Unsubscribe from Calendar' link. Choose the URL to be unsubscribed from and click on Submit. The calendar will be removed from the list of available ones.