NETSCAPE CALENDAR

QUICK REFERENCE GUIDE

PC Version

Calendaring Hotline: 486-5834
http://www.lbl.gov/mercury/calendar.htm

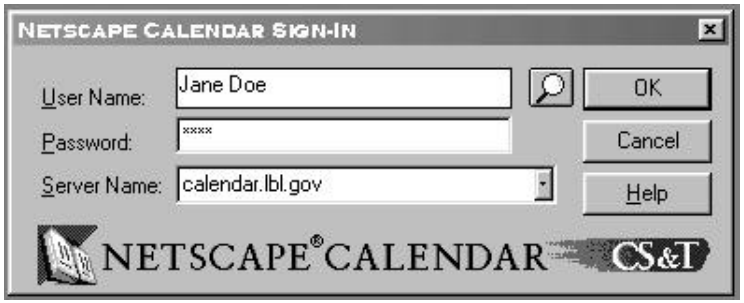
Getting Started

Starting Calendar



To start Netscape Calendar™ either choose Start⇨Programs⇨ Netscape Communicator⇨ Netscape Calendar or if Communicator is already running choose Calendar from the Communicator Menu.

Signing In



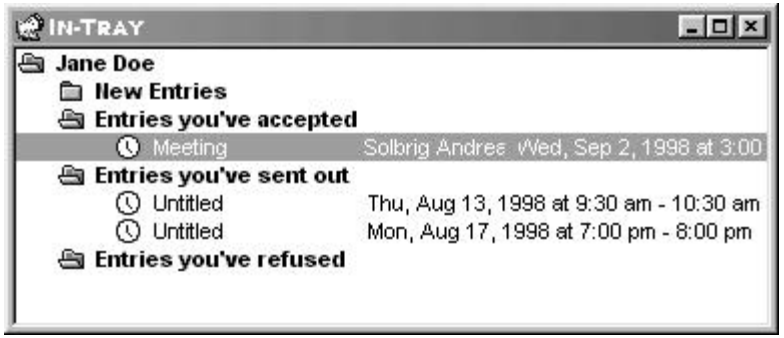
1. Enter your exact User Name.
2. Enter your Password. The same password you use for IMAP4 mail.
3. Enter Server Name as Calendar.lbl.gov. or you can choose to sign-in off-line.
4. Click Ok.

The In-Tray



The In-Tray is where you will receive and manage Entries from others. It also contains a list of Entries you have sent to others.

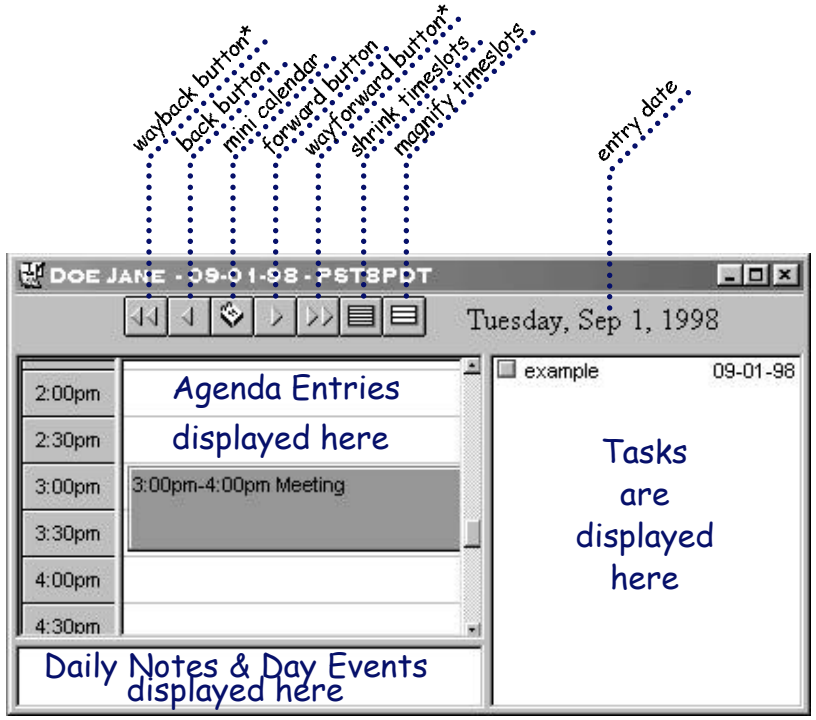
You can open your In-tray by choosing File⇨Open In-tray or click the Open In-tray button on the toolbar (Shown at the top of the page).
When you open your In-tray you will see a folder labeled with your name. Open the folder by clicking it. It will expand and display four folders as shown above.



You can open any of these folders by clicking them. The folders' contents will appears below it.
Each item on the list is preceded by an icon, identifying the item as a Daily Note, an Invitation to an Agenda Entry, Day Event or repeating Agenda Entry. By clicking any of these icons, you can see further information about the item.

Daily, Weekly & Monthly Agendas

Daily Agenda View



The Daily Agenda Page is divided into four sections: The Day View, The Task View, The Notes View, The Date Control bar(As shown in Icon Legend on back cover.)

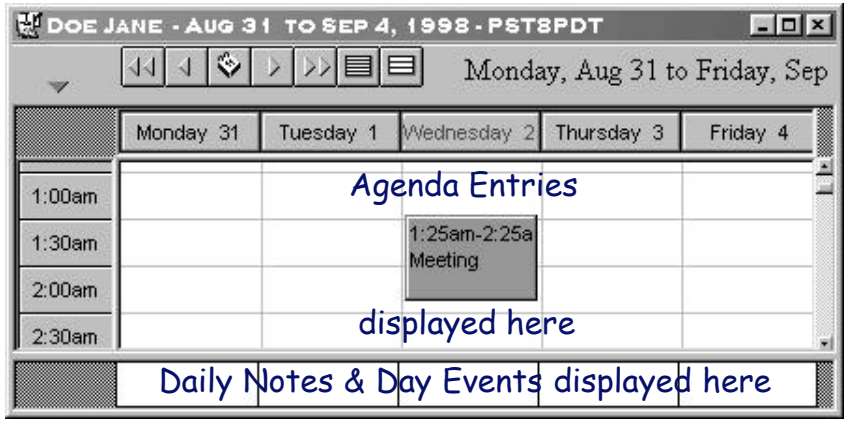
Your daily schedule is divided into timeslots that you can magnify or compress using the increase and decrease icons on the toolbar. Select the Decrease Timeslot Icon to magnify the time. You can see your time in fine details this way, down to five minute intervals. Select the Increase Timeslot Icon to compress the time. This will let you see an overview of your entire day by putting up to one hour of time into one timeslot.

Agenda Entries for that day will appear in the corresponding timeslots, color-coded according to their Importance Level, Status, or Ownership. Conflicting Agenda Entries will be shown side by side. The scheduled time of the event and its title will be displayed at the top of the event.

You can add Agenda Entries to your day by clicking the timeslot where you wish to begin your Agenda Entry and dragging your pointer to the end time. You will see the block of time you have selected is highlighted. You can type the Agenda Entry information directly into the block or double-click it to bring up the Create Agenda Entry dialog box.

*In the Daily View The Wayback and Wayforward buttons move in weekly increments; In the Weekly View they move in monthly increments; In the Monthly View they will move in six month increments.

Weekly Agenda View



The Weekly Agenda page is divided into three sections: The Week View-subdivided into five, six, or seven Day Views, The Notes View, and The Date Control Bar. By double-clicking the heading of any of the day columns, you can bring up the Daily Agenda page for that day. When you reschedule an entry on-screen, you can move it not only within the day on which it was scheduled, but also from one day to another within that week.

Monthly Agenda View

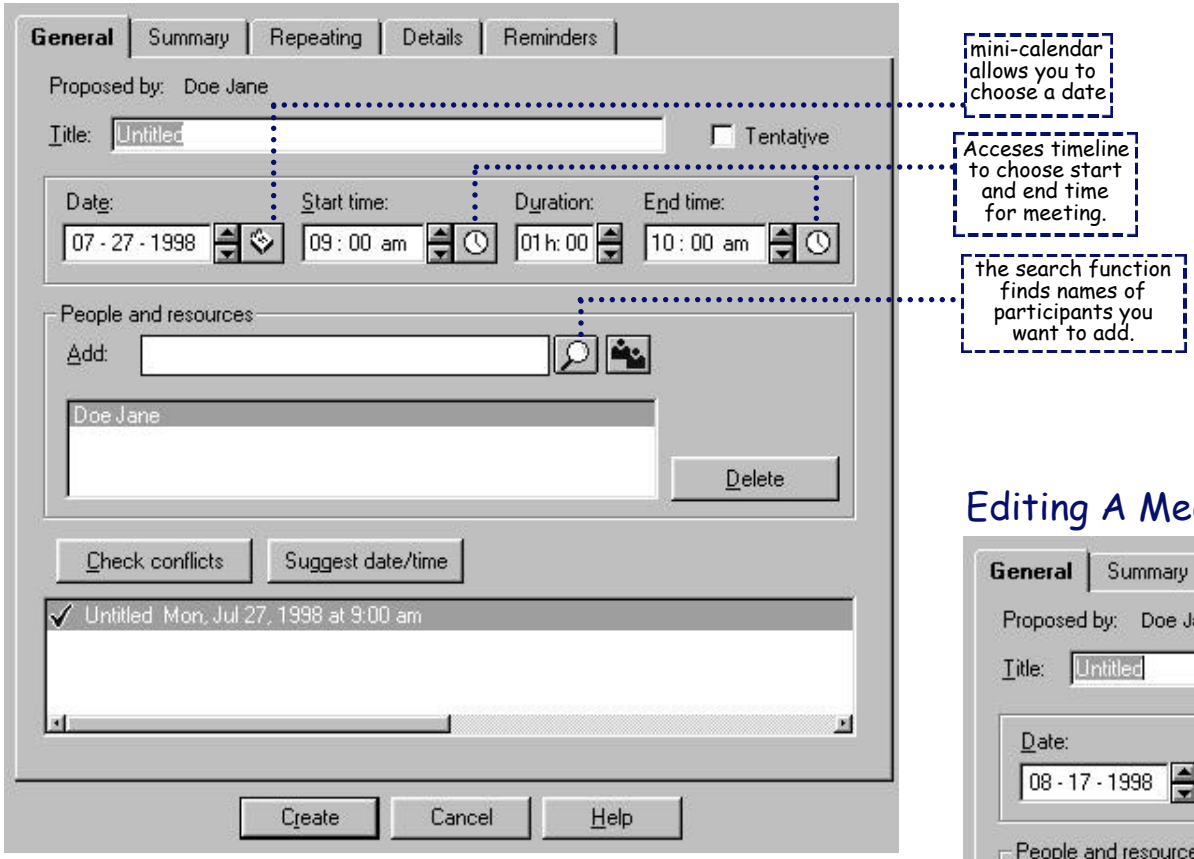


The Monthly Agenda page is divided into two sections: The Month View and the Date Control bar. Your monthly schedule will be displayed here.

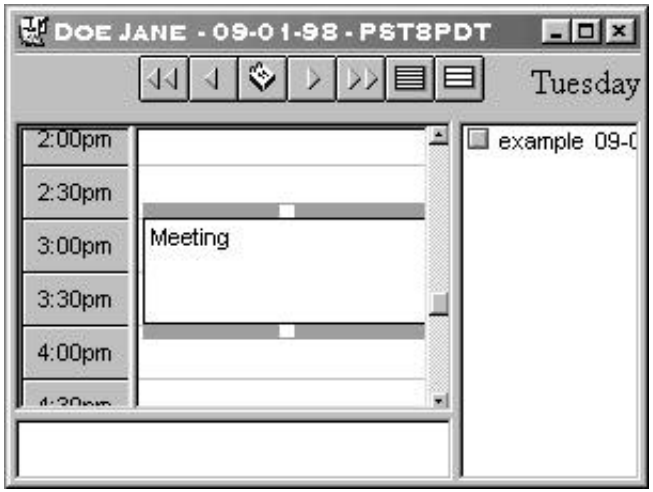
Creating a Meeting



To create a meeting click on the New Agenda Entry Button or double-click the timeslot in your agenda view when you want your meeting to occur. Then set the Date, Start Time, Duration, and End Time. Add Participants and Resources then check for conflicts. If conflicts occur click on the Suggest date/time button. Click Create when you are done.

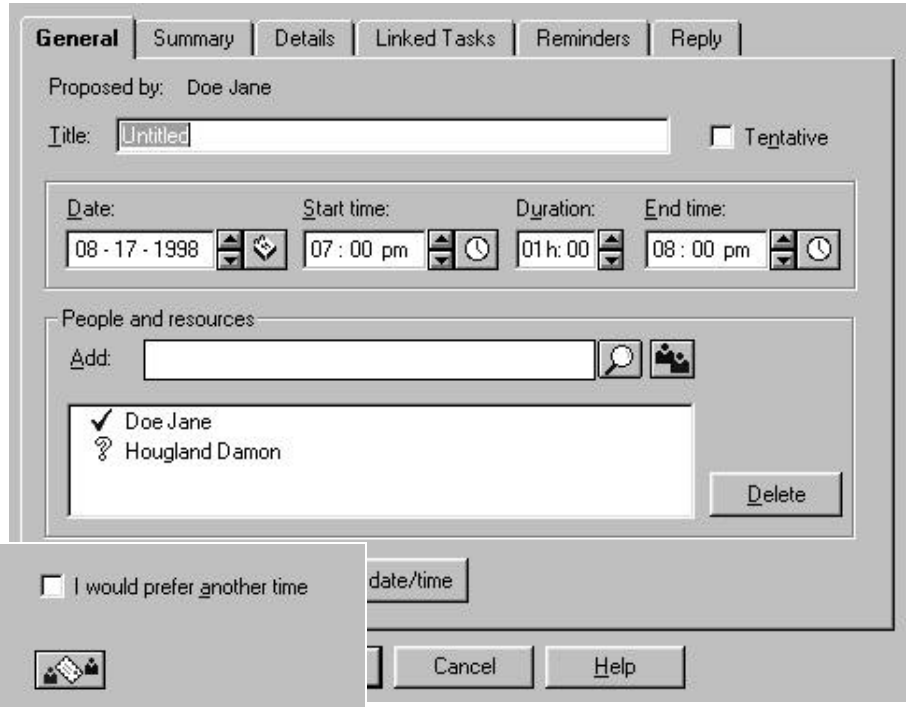


Deleting a Meeting



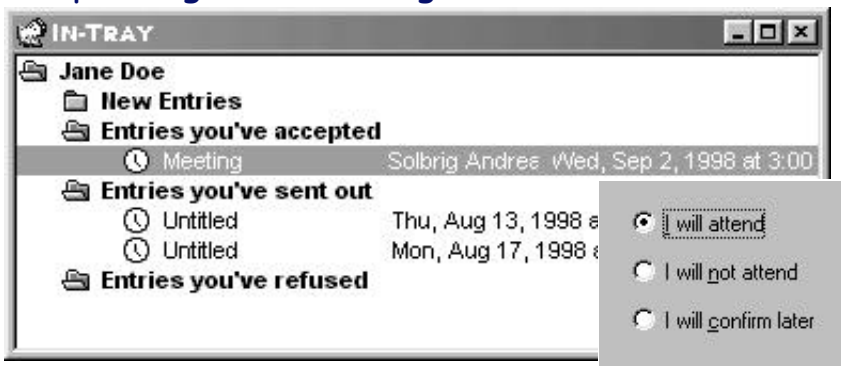
To delete a meeting click on the meeting once. A blue box will appear around the entry. Go to Edit⇨Clear Entry or hit Ctrl+Delete on the keyboard. Calendar will automatically e-mail participants of the deletion.

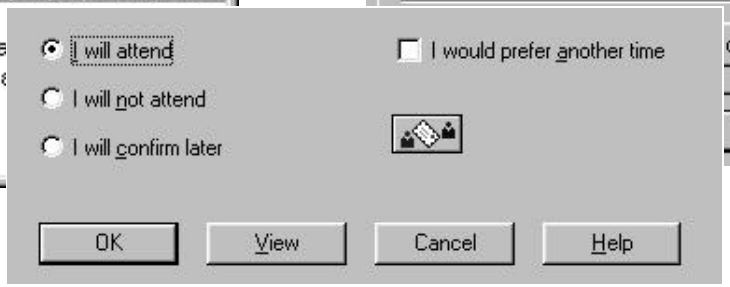
Editing A Meeting



To edit a meeting double-click on the entry that you want to change in the In-Tray or Agenda. The Edit Agenda Entry Box will appear. Make changes and click OK. A dialog box appears asking if you want to e-mail participants of the change.

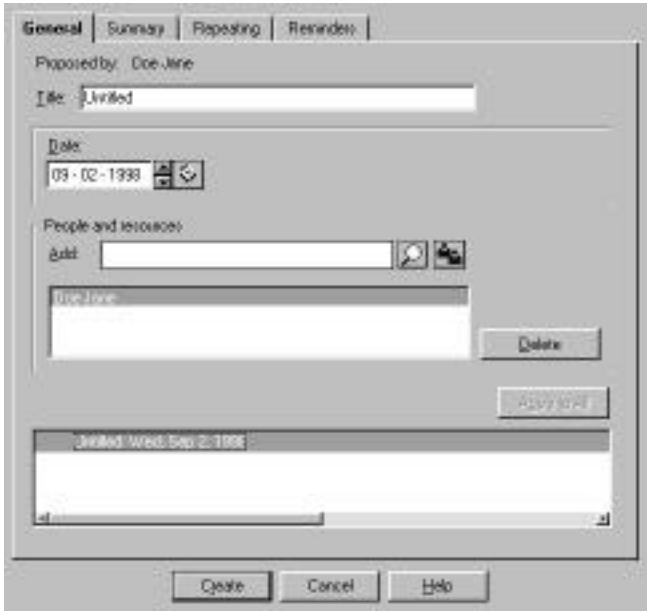
Responding to a Meeting





When you are invited to a meeting the entry will appear under the New Entries Folder in the In-Tray. To respond to the meeting double-click on the New Entry and fill out the Reply Box accordingly.

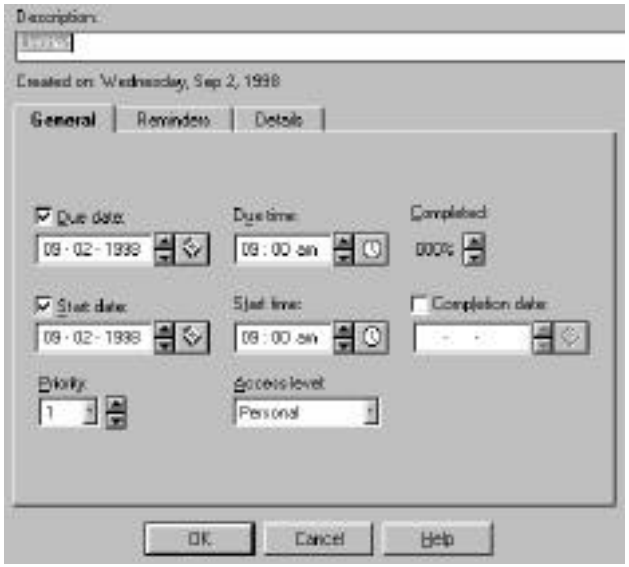
New Day Event



A Day Event is a reminder. However, it does not block out the time in your Agenda. You can still schedule regular entries for that day without creating a conflict. Day events can be either a one time event or a recurring one. You can invite others to your Day Events.

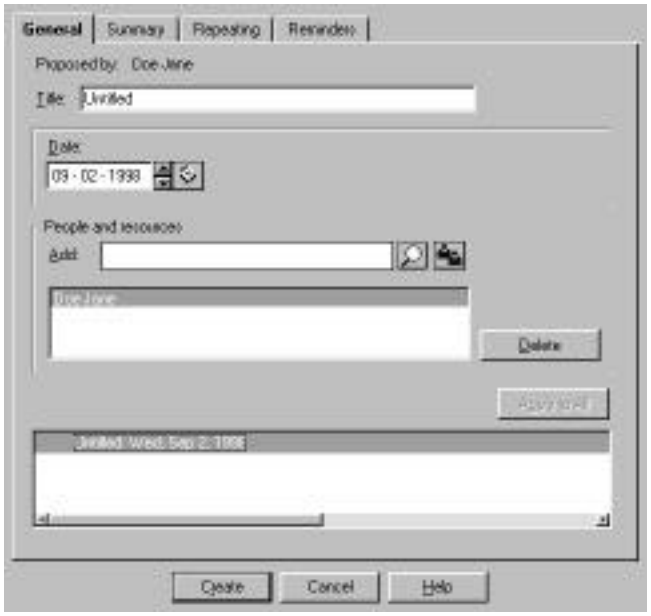
New Task

You can enter a Task in your Agenda, either on its own or linked to an Agenda Entry. It can have a start date, a start time and due time, as well as a priority and access level.

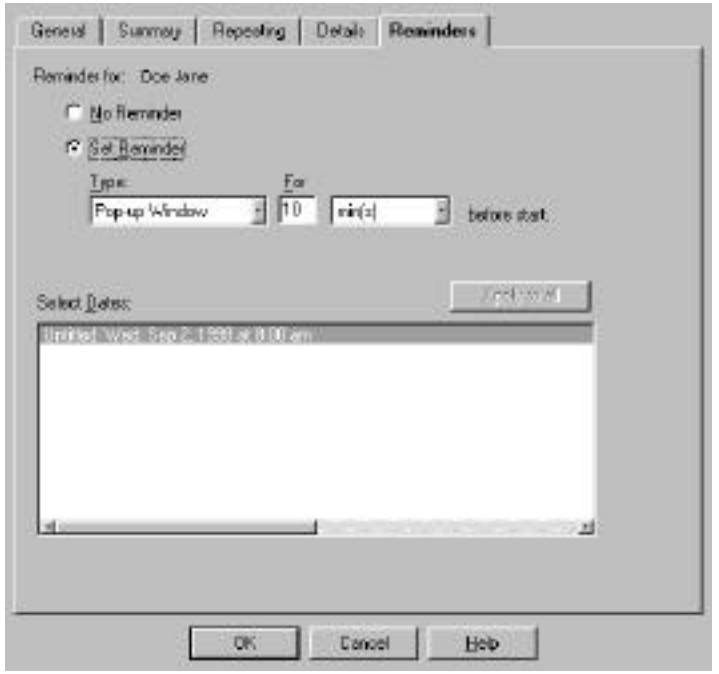


New Daily Note

A Daily Note is a note you can enter into your Agenda. It does not have a time. Daily Notes can be up to 64 characters long. They can be either a one time note or a recurring one, and you can send others a copy of

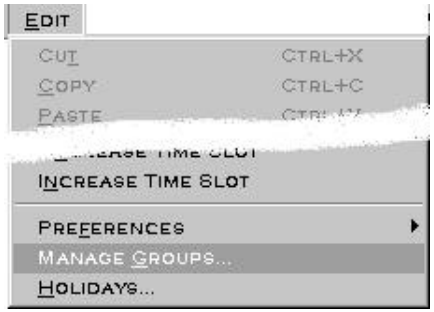


Setting Reminders



Calendar offers the option of displaying a pop-up reminder window before a meeting. To set this option click the Reminders Tab in the New Agenda Entry Box. Here you have the option to turn the reminders on or off, change how the reminder is displayed, and modify the amount of time between the reminder and the start of a meeting.

Groups

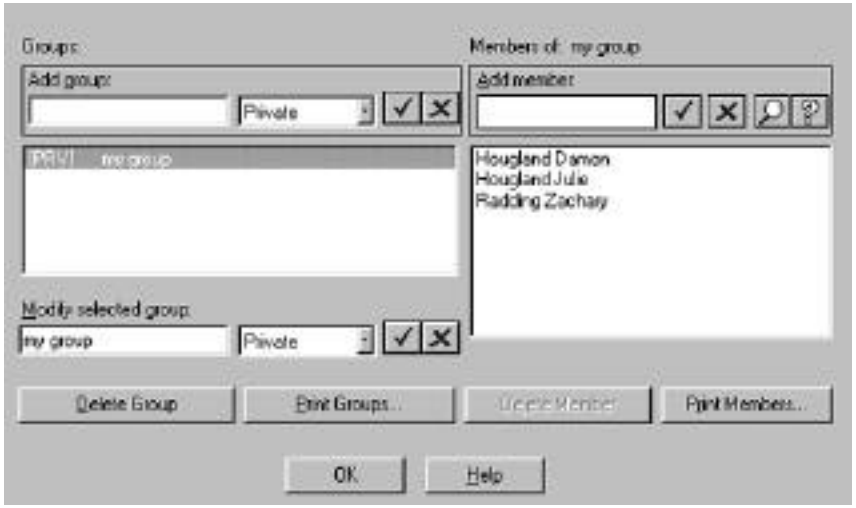


Creating a New Group

1. Open the Manage Groups window by choosing Edit⇨Manage Groups.
2. Type the group name in the Add Group Edit box. Select the type of group you are creating from the pull down menu below the Edit box.
3. Click ✓ to accept the addition. Click ✕ to cancel the addition.

Adding Members to a Group

1. Select the group from the list box.
2. Add members to the group using the Edit box to the right. In the Edit box enter the names of the people or resources you wish to add to the group one at a time. You can click the Magnifying Glass at the right to search for the people and resources you wish to add.



Removing Members from a Group

1. Select the group you wish to edit from the list box.
2. A list of the group members will appear in the right hand list box.
3. Select the name of the person or resource you want to remove from the group.
4. Click Delete Member.

Viewing Others' Agendas



Viewing the Agenda of Another User

1. Click the Open Agenda icon on the toolbar.
2. Select "View the Agenda of:"
3. Type the person's name in the edit box. If you want to invite a resource, type r:, re:, or res: follwed by the resource name.
4. Click ✓ to accept the addition. Click ✕ to cancel the addition.
5. To delete a name, select it from the list box and click Delete.

When you have entered your selection click OK.

Opening an Agenda as a Designate

1. Click the Open Agenda icon on the toolbar.
2. Select "Modify as a designate, the Agenda of:"
3. From the list displayed, select the user for whom you wish to work as a designate. (Only those users who have given you designate rights will be displayed.)
4. Click OK.

NOTE: If you have not been granted designate rights by another user this portion of the dialog box will not be displayed.

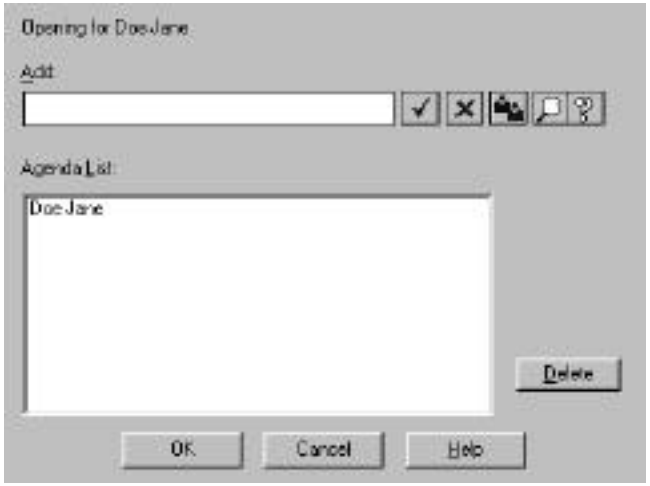
Selection for Group Agenda

1. To add people or resources to the list, type their name in the Add edit box. If you want to add a resource, type r:, re:, or res: followed by the resource name. If you want to add a group, type g:, gr:, or grp: followed by the group name.

   Click ✓ to accept the addition. Click ✕ to cancel the addition.

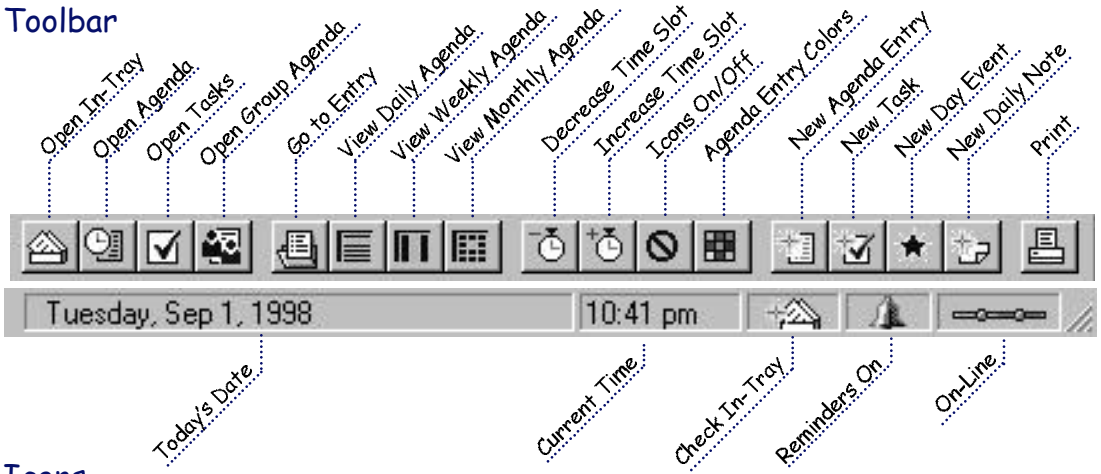
2. To delete a person or a resource from the list, select the name and click delete.

3. When your list is complete, click OK.



Icon Legend

Toolbar



Icons

will attend an event.

will not attend an event.

not yet responded to an event.

will not attend, but prefers another time.

will attend, but prefers another time.

reminder set for an agenda

reminder set for a task

reminder set for a daily note

reminder set for a day event

indicates description of an event

indicates group meeting

indicates an attachment to an event.

task completed — New Task 1

task due, not completed — (50%) New Task 5

task not due, not completed — New Task 3

Daily Note

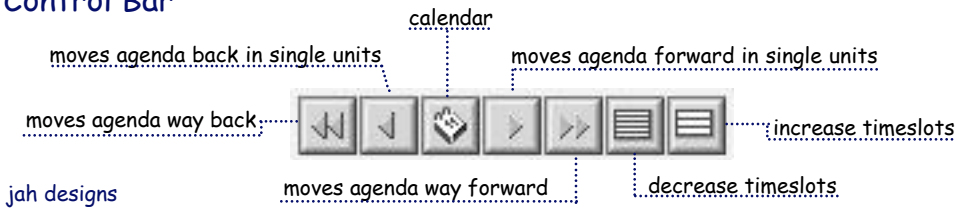
Day Event

Agenda Entry

repeating Agenda Entry

Holiday

Date Control Bar



created by jah designs