Netscape Directory and Calendar Server

More information on :

http://www.cs.kuleuven.ac.be/faq/Calendar

(also via home page DeptCW
–> Interne Informatie
–> FAQ
–> Directory & Calendar Servers)

Overview

- Directory Server
  - Address Book
- Calendar Server
  - On−line
  - Off−line
  - Palm Pilot and Psion Synchronization

Netscape Directory Server

- What ?
  - Information about people, meeting rooms, resources, ..
    - Name, Phone number, E−Mail, ...
  - LDAP protocol
- How ?
  - Address Book of Netscape Communicator Suite

    (in the Communicator menu)
  - any other LDAP−client

Netscape Address Book

- contains lists you create yourself
  - default Personal Address Book
- contains directory servers you can query
  - created by File −> New Directory
  - data to configure are given on the FAQ web page
  - e.g. DeptCW and KULeuven servers

Search a Directory Server

- Select a Directory Server in the Address Book
- Type a search term in the Show names ... field
- or use the Search for button
  - basic search using the 4 pre−defined fields
  - advanced search using any field and operation
- Double clicking an entry, opens a window with all results of the LDAP query

Directory Servers at K.U.Leuven

- Only employees
- (E−Mail) Information about students :
  - either web page of LUDIT
  - or mail aliases of DeptCW
  - both pages are linked to on FAQ web page

Netscape Calendar Server

- Local questions and answers
- Copies of other Calendar FAQ’s
  - small differences because other versions
- Quick Reference Guide

Logging In

- Use your full name
  - spaces in last name replaced by ^
- Server is calendar.cs.kuleuven.ac.be
- Password is your usual departmental password

  (except for some accounts that are defined directly in calendar server)
- 2 windows : In Tray and Agenda

Agenda Window

- Daily view
  - Meetings
  - Events / Notes
  - Tasks
- Weekly view
- Monthly view

Meetings

- An invitation to other calendar users with a specified time
- Simple example :
  1. select a time to have the meeting
     - in daily and weekly view with the mouse
     - with the button New Meeting
       - using the Date field / button
       - using the Time / Duration field / button

Creating a Meeting

- Simple example (cont'd)

2. select partners
   - using input field if you know the exact name
   - using the magnifying glass button
   - using the groups button
3. select the meeting room and/or other resources

   you can also fill in your own location ... it need not be defined in the calendar server ... but then you cannot check conflicts of course

Creating a Meeting (cont'd)

- Simple example (cont'd)
  4. suggest time
     - best to use this (see Scheduling Preferences later on)
  5. check conflicts
     - always do this
  6. schedule it

Invitations

- Overview in In Tray
  - New : invitations you haven’t replied to yet
  - Sent : invitations you sent out
  - Accepted : invitations you accepted to attend
  - Refused : invitations you refused to attend
- Details and status
  - Double Clicking an entry (or File −> Edit Meeting)
  - Right mouse button to pop up a menu
- Edit −> Preferences −> In Tray

Icons on Agenda Window

- Status line at bottom
  - Date / Hour
  - New Entry in In Tray
  - Reminders on / off
  - On / Off line
- Manipulate the date(s) shown
  - Way ahead / back
  - One day/week/month ahead / back
  - Select date button

Daily Events

- Meeting without start and end time but on a specific day and with partners and / or resources
- Pro :
  - no begin and end time need to be specified
  - no conflicts with other, regular meetings
- Con :
  - no begin and end time can be specified
  - not as obvious to check conflicts with other,regular meetings

Daily Notes, Tasks

- Notes are very similar to Daily Event, can even be shared with other calendar users
- Tasks are something you have to accomplish :
  - before a specified date
  - possibly starting at a sooner date
  - with a priority level
  - % accomplished

Editing Meetings

- Double Clicking a meeting to edit its details
- Dragging the top or bottom line to change its start and / or end time
- Dragging the entire meeting to move it entirely
- Right mouse button to pop up a menu

Meeting Details

- Location
  - you can give your own description or select a (location) resource
- Repeating
  - if you need to change something, make sure all occurences that need the modification, are selected
- Tentative
  - you are not sure yet and probably need confirmation

Meeting Details (cont'd)

- Importance
- Access level
  - see Access Rights
- Reminders
  - a signal to warn you
  - see local faq for (synchronization) problem

Preferences

- Agenda
  - for colors see Options −> Meeting Colors
- In Tray
- Scheduling
  - Normal and Extended Working Hours (use Apply All ?!)
  - Suggest Time uses these ... therefore use this function when scheduling a meeting
  - Does not keep others from scheduling a meeting outside these hours manually !

Preferences (cont'd)

- Entry Defaults
  - reminder on / off
  - priority
  - access level
- General
- Off–line

Other Menus

- File
  - Group View and Designate Agenda
  - Off−line calendar
  - Import / Export
- Edit
- View
- Communicator
  - other Netscape Communicator Suite tools

Other Menus (cont'd)

- Options
  - Locate Person
  - Change Password
    - not for regular users : should change departmental password
    - only for users that are only defined in calendar system
  - Access Rights
  - Manage Groups
  - User Info, Reminders, Meeting Colors

Groups

- Easily schedule meetings with several people
- Public groups are maintained centrally
  - correspond to E−Mail alias
- Private group can only be used by yourself
- Member group can be used by all members

Group Agenda View

- Several agendas shown simultaneously
- Easy to spot conflicts
- Easy to schedule a meeting with all those people

Somebody else's Agenda

- Overview when that person / resource is free
- Privacy concern ?
- Define Access Rights

Access Rights

- What can other people see and / or do with your agenda ?
  - Specify the default rights
  - Add calendar users to give special rights
- Linux problem : see local faq

Access Rights (cont'd)

- Scheduling
  - can everybody invite you to a meeting ?
- Tasks
  - limit what can be seen of your tasks
- Viewing
  - limit what can be seen of your meetings/event/notes
- Designate
  - specify who are your designates and what they can do

Designates

- File −> Open Agenda as Designate
- Manipulate an agenda in the name of somebody else
- Agreement between Owner and Designate
- Difference between Proposer and Creator

Resources

- Meeting rooms, projectors, shared computers, ...
- Schedule them as if they were invited
- No conflicts can be scheduled
  - resources are guaranteed to be available when meeting, event, ... is scheduled

Other Aspects

- On line help
- FAQ web pages
  - Off line Agenda : e.g. Portable users
  - Palm Pilot / Psion synchronization