



Sun Java System Calendar Express

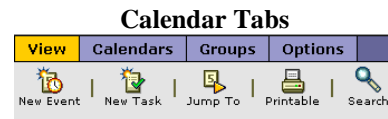
Create and Manage Events

Login to Sun Java System Calendar Express

- Open browser, i.e.; **Firefox** or **Internet Explorer**.
- In the Address field key in **calendar.siu.edu** and press **Enter**.
- Enter your **User Name** and **Password** and click **Log In**.
 - **User Name** and **Password** are your e-ID (email) and password.
- This opens your work calendar in the **View** tab.


Add an Event to your Calendar

- Click **View** tab or **home** link to view your calendar.
- Click  icon (upper left) or from the calendar click  (Create New Event) for the desired date.
 - This opens the Edit Event dialog box.

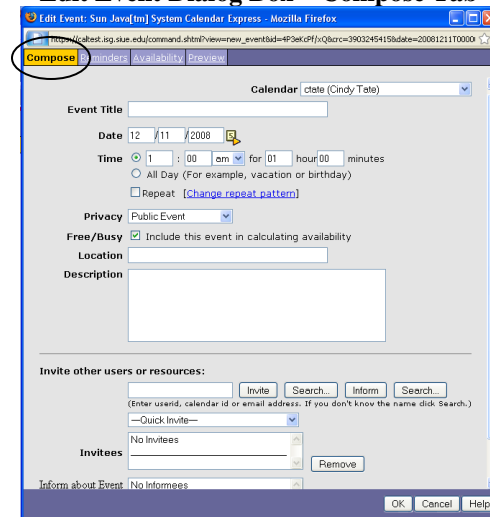


Compose Tab

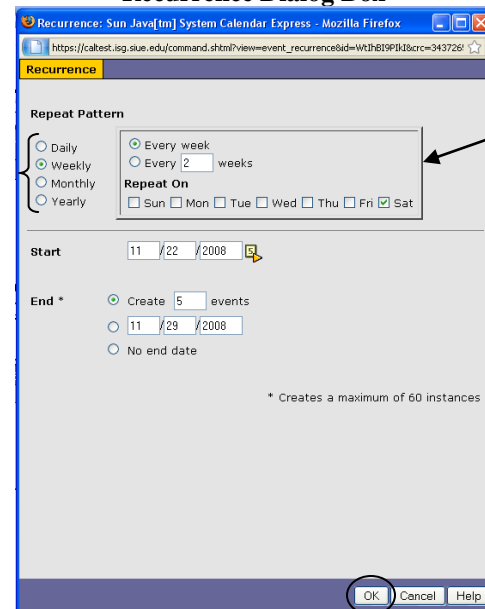
In the **Edit Event** dialog box enter the appropriate information:

- **Calendar** – Originating calendar; change as needed.
- **Event Title** – Key in title of the event.
- **Date** – Default date can be changed if necessary by keying in new date or use the mini-calendar.
 - Click  (Jump To) icon and select the desired date from the mini-calendar.
- **Time** – Key in time the event begins and the duration in hours and minutes.
 - Be sure to change the am/pm indicator as needed.
- **All Day** – Selecting does **not** block the time as busy.
 - Puts the event on the calendar as a note/reminder.
- **Repeat** – Select if event is repeated.
 - Recurrence dialog box will open.
 - Select the appropriate button for the type of repeat pattern (Daily, Weekly, or Monthly).
 - Available options are based on repeat pattern selected.
 - Enter repeat pattern options.
 - **Start** – Date defaults from event.
 - **End** – Three options available.
 - **Create** – Key in the number of times the event is to be repeated.
 - Key in an end date.
 - No end date – not recommended.
 - Click **OK** to save repeat pattern, close Recurrence dialog box and return to the Edit Event Compose tab.
- **Privacy** – Select setting from drop down list.
 - **Public Event** – All information about event is available to anyone that has read permission to your calendar and time is marked as busy for availability.
 - **Time and Date Only** – Just the time and date is available to anyone that has read permission to your calendar and time is marked as busy for availability.
 - **Private Event** – No one can see any information about the event and the time is **not** marked as busy for availability.

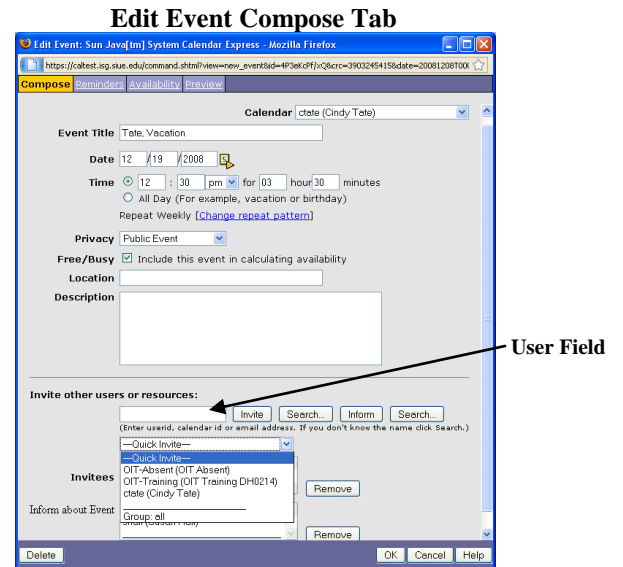
Edit Event Dialog Box – Compose Tab



Recurrence Dialog Box



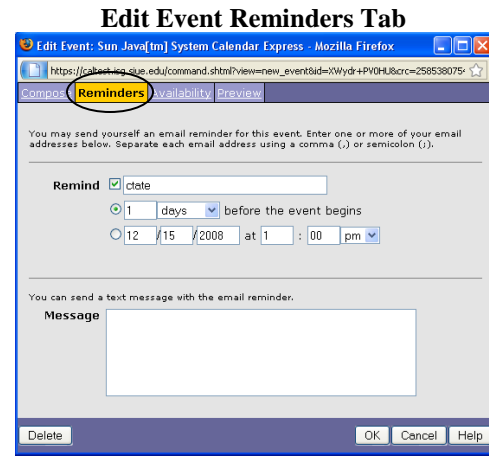
- **Free/Busy** – Use to change default setting for availability.
 - If box is checked, the event will have the time marked as busy when the availability is checked.
 - If box is not checked, the event will **not** have the time marked as busy when the availability is checked.
 - By default the box is checked for Privacy settings of Public Event and Time and Date Only.
- **Location** – Key location (optional).
- **Description** – Key in other information as needed for the event (optional).
- **Invite other users or resources:** – Can invite or inform:
 - Invite will place the event on the invitee’s calendar and as an action item. Inform will place the event on the invitee’s calendar.
 - If subscribed to the calendar, select from **Quick Invite**.
 - When using the Quick Invite, can use only to invite; cannot use to inform.
 - To invite or inform a user or resource calendars not subscribed to, in the **User** field enter a calendar name.
 - The owner of the calendar must have granted you Invite permission to their calendar.
 - Click or .
 - The **Invitees** or **Inform about Event** field now contains calendar name.
 - If invitee does not have a calendar but has an SIUE campus email address, the field will populate with the email address and an invitation will be emailed to the invitee.
 - **‘Invitee Error: user is not allowed to access the calendar – user’** appears at the top of the window if you do not have **Invite** permission.
 - Invitees field will not populate.
 - Should only receive this error with resource calendars since the field should populate with the user’s email if they have not granted Invite permission.
 - To invite a person outside of the SIUE system:
 - Key in mailto: followed by email address (mailto:full@email.address).
 - Click or and an invitation will be emailed to the invitee.
- Click and the event will be added to your calendar and any calendars and/or emails invited to the event.
 - Do not click until all information is entered. i.e.; Reminder, Availability tabs.
- If the event was repeated, verify that the entries are correct.



Reminders Tab

Email reminders can be sent to any email address. Email message will include the details on the Compose tab.

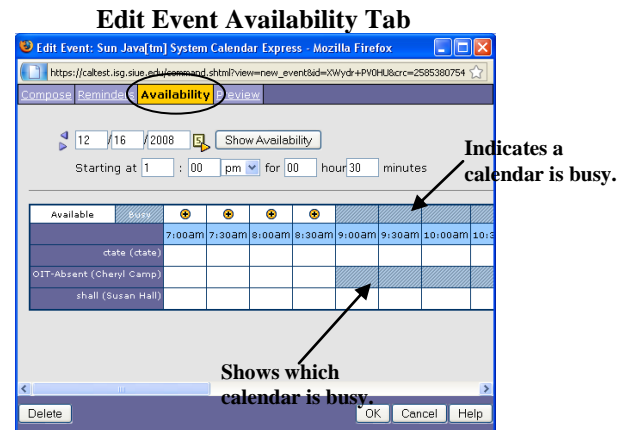
- Click **Reminders** tab.
 - **Remind** – If checked, an email reminder will be sent to the all emails listed.
 - Key in email address.
 - Use a comma or semicolon between email addresses if more than one address.
 - Do not use any spaces; email address,email2 address.
 - Select reminder time.
 - Select the button for ‘before the event begins’, key in number and select time frame from drop down (minutes, hours or days).
- OR
- Select button for a specific time and date, key in date and time and change am/pm indicator as needed.
- **Message** – Key in message as needed.
 - Do not need to include the details that are noted on the Compose tab.
 - Click if done.



Availability Tab

Allows organizer to view the availability of the calendars that are included as an Invitee or Informed on the Compose tab.

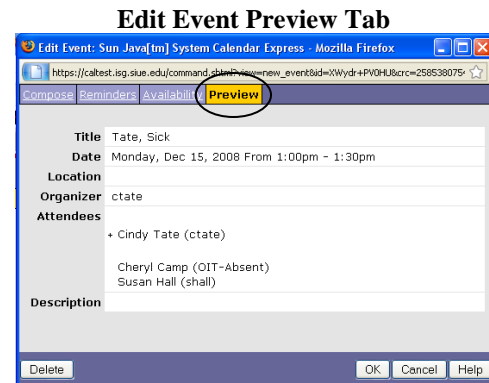
- Click **Availability** tab.
- Busy time will be shown as shaded.
 - Can only view availability if the owner of the calendar has given you Availability permission and the time for the events on the invitee’s calendar is marked as busy.
- If time does not work, enter new time or date and click .
- Click if done.



Preview Tab

Summary of event.

- Click **Preview** tab.
- Cannot make changes to this tab.
- Click if done.



Make Changes to your Calendar

- Click event title that is to be modified.
- Make changes.
- Click to save changes.



Delete an Event from your Calendar

There are two ways of deleting an event from your calendar.

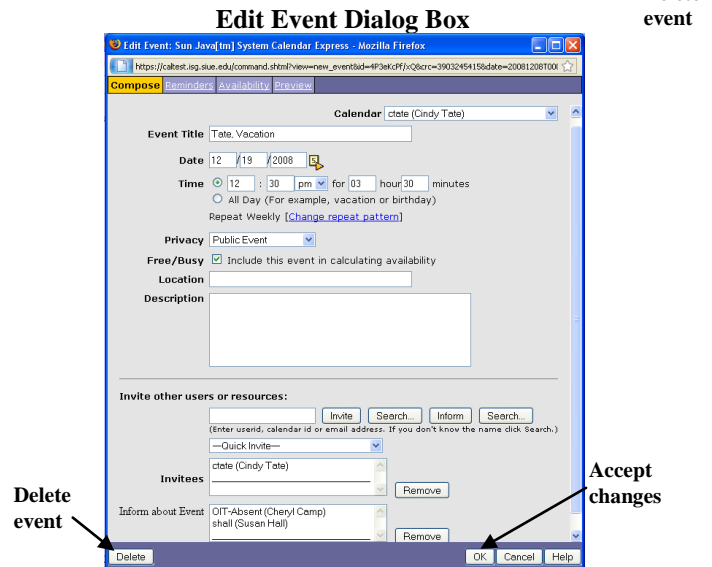
Delete Event via Calendar View

- Click (Delete Event) following the event and click OK.

OR

Delete Event via Edit Event Dialog Box

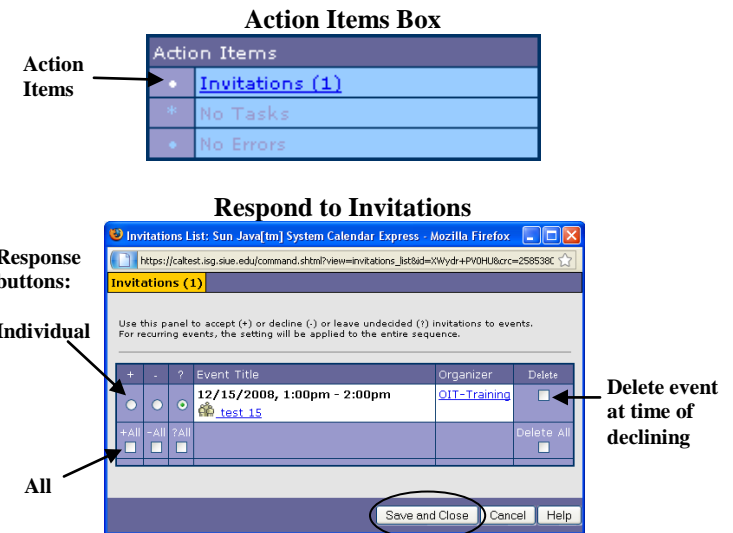
- Click on the event title to delete.
- Click .
- Click .



Respond to Invitations

When you have been invited to an event, the event will appear on your calendar and on your action items. Until you respond to the event, your attendance is shown as undecided on Preview tab (of the organizer) and the Summary tab (of the invitees).

- Click on **Invitations** in the Action Items box.
- Select Accept, Decline or leave as Undecided.
Accept = '+'
Decline = '-'
Undecided = '?'
- Delete the event from your calendar (Optional):
Declining an invitation does not remove it from your calendar. You must delete the event, either at time of declining event or deleting from calendar.
– Check the Delete box for the event.
- Click .



Change Response to Invitation

As long as the event has not been deleted from you calendar, you can always change your reply.

- Click title of event that needs response change.
- From the Summary tab, select response from the drop-down list for **Reply**.
- Click .

