

Sun Java System Calendar Express Getting Started

Login to Sun Java System Calendar Express

- Open browser, i.e.; **Firefox** or **Internet Explorer**.
- In the Address field key in **calendar.siue.edu**.
- 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.

Getting Help

- Click on **help** (upper right, close to **logout**).
- Click on **File** (Menu Bar), **Print** to print out the entire Calendar Express documentation.

Calendar Tabs

- Calendar Express has four different windows (tabs). They are accessed through tabs located on the upper left of the window.
 - **View tab** – View your calendar in different views (day, week, month, etc), create or modify events and tasks, view other calendars you have subscribed to and view group calendars you have created.
 - **Calendars tab** – Edit the properties of your calendar, grant permissions and subscribe to other calendars.
 - **Groups tab** – Create groups of calendars from those you have subscribed to.
 - **Options tab** – Set the hours of your workday (8am-5pm; 8am-10pm, etc), change the default view (on view tab) and change the color scheme and fonts.

Logout or Timeout

- Clicking **logout** (upper right, next to **home**) or exiting your browser will log you out of Calendar Express.
- Timeout of Calendar Express is after **8 ½ hours** of no keyboard or mouse action.

Calendar Express – View: Month

Tabs for View, Calendars, Groups, Options.

Create New Event Icon

Create New Task Icon

Change View

Click here to open help or to logout or home (current calendar)

View a different calendar

Click on desired date to view that date.



Enter date to go to a specific date

Delete Event Button

Create New Event Button


| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|--|---|---|----------|
| 30 | 01 | 02 | 03 3:00pm - 5:00pm Holiday Reception | 04 | 05 | 06 |
| 07 | 08 10:30am - 4:00pm Tate, Sick | 09 | 10 Sharkeys in Maryville ITS Christmas Party | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 12:30pm - 4:00pm Tate, Vacation | 20 |
| 21 | 22 7:30am - 4:00pm Tate, Vacation | 23 7:30am - 4:00pm Tate, Vacation | 24 8:00am - 4:30pm University Holiday | 25 8:00am - 4:30pm University Holiday | 26 8:00am - 4:30pm University Holiday | 27 |

Add an Event to your Calendar

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

Event Compose tab


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

- Select **Calendar** if necessary.
- Title** of the event.
- Date** can be changed if necessary.
 - Click  (Jump To) icon and select the desired date from the mini-calendar.
- Time** the event begins and the duration in hours and minutes.
- Selecting **All Day** does not block the time as busy.
- Repeat** an event (optional).
 - Check **Repeat** box.
 - Select the appropriate button for the type of repeat pattern (Daily, Weekly, or Monthly).
 - Enter repeat pattern options.
 - Click .
- Privacy** setting for the event.
- Location** and **Description** are optional.
- Invite other User's Calendars**
 - If subscribed to the calendar, select calendar from **Quick Invite**. OR
 - In the **User** field enter a calendar user name (e-ID):
 - The user must have granted you **Invite** permission to their calendar.
 - Click the **Invite** button.
 - The **Invitees** field now contains user name.
 - '**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.
 - If invitee has an SIUE campus email address, the **Invitees** field will populate with the email address and an invitation will be emailed to the invitee.
 - To invite a person outside of the SIUE system, type <mailto:full@email.address> and an invitation will be emailed to the invitee.
- Click and the event will be added to your calendar and any calendars invited to the event.
- If the event was repeated, verify that the entries are correct.

Make Changes an Event

- Click on the event title.
- Make changes and click .

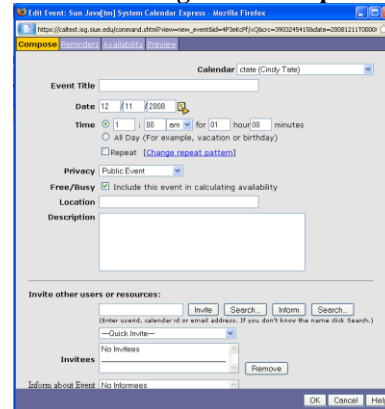
Delete an Event

- Click  (Delete Event) following the event and click OK. OR
- Click on the event title, click and then click .

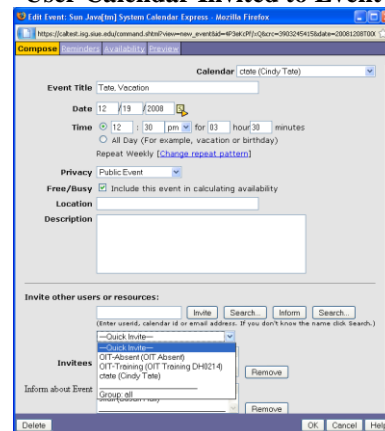
Calendar tabs



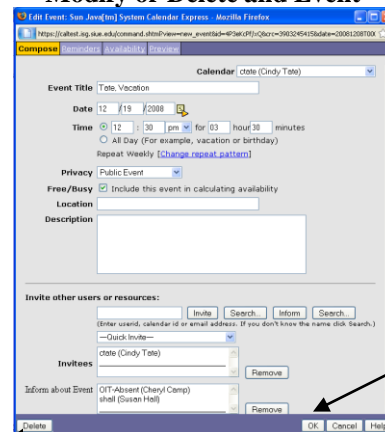
Edit Event dialog box – Compose tab



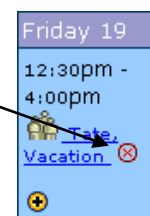
User Calendar Invited to Event



Modify or Delete and Event



Delete event



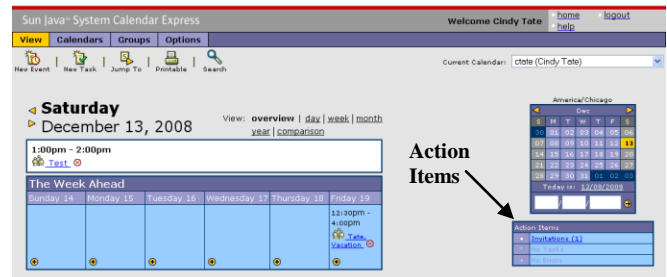
Accept changes

Respond to an Invitation

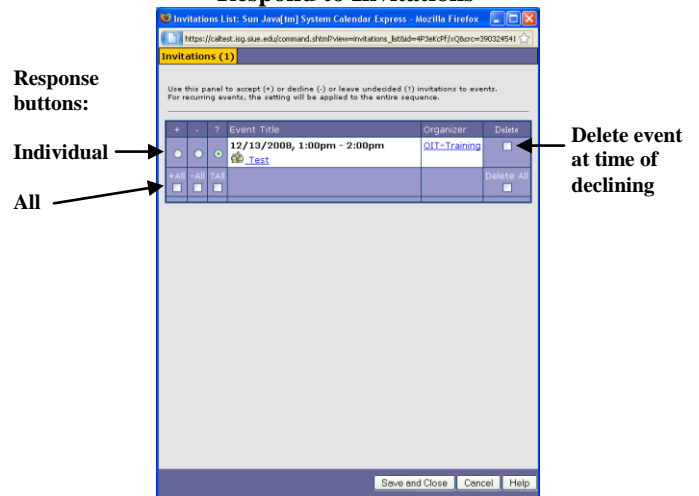
When you have been invited to an event, the event will appear on your calendar and on your action items. Until you respond to the event, your attendance is shown as undecided on Preview tab (of the organizer) and the Summary tab (of the invitees).

- 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 .

Action Items



Respond to Invitations

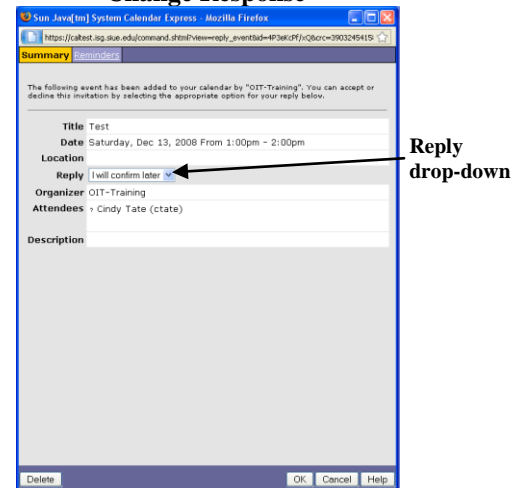


Change Response

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

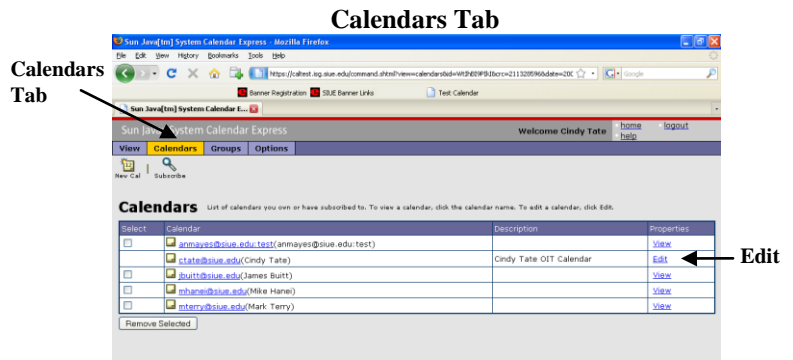
- Click on the event title.
- From the Summary tab, select response from the drop-down list for **Reply**.
- Click .

Change Response



Permissions (Calendars tab)

- Click **Calendars** tab (upper left).
- Click **Edit** (Far Right) on your work calendar.
- Click on the **Permissions** tab (upper left).
- In the **User** field key in calendar user name (e-ID).
- Click 'Add User'.
- Click in the appropriate boxes to add permissions.
- Use **Everybody** to grant global permissions.
 - **Everybody** is all users of the calendar.
- Click .



Permission Description

Availability – Allows someone to check your availability in the Comparison View (View Tab). However, they cannot see events or tasks on your calendar.

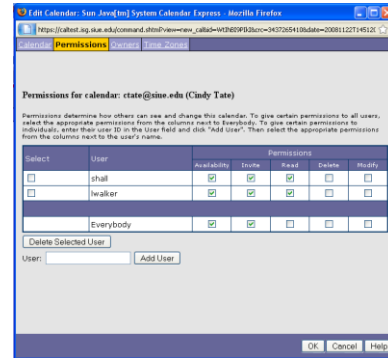
Invite – Allows someone to invite you to an event. However, they cannot see events or tasks on your calendar.

Read – Allows someone to see events (Public and Time and Date, but not Private) on your calendar.

Delete – Allows someone to delete events and tasks from your calendar.


Modify – Allows someone to modify events and tasks on your calendar.

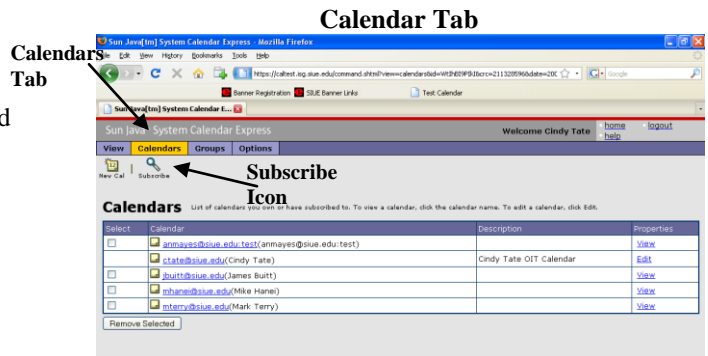
Edit Calendar Permissions



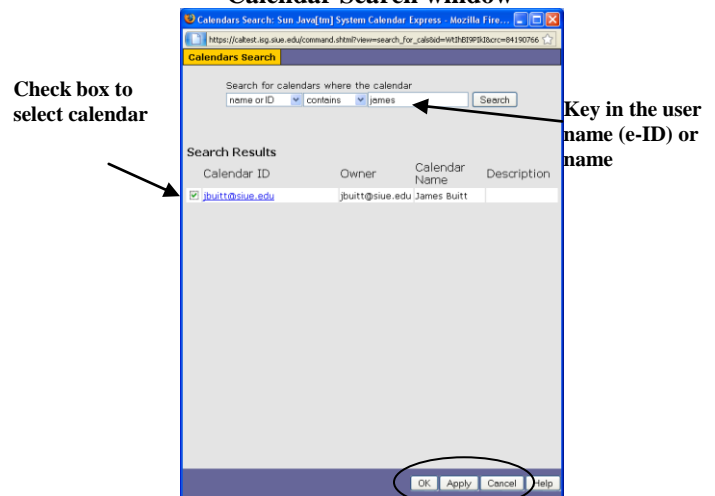
Subscribe to a Calendar (Calendars tab)

Subscribe to other calendars in order to read and/or group calendars. Can view grouped calendars in a combined view and view a comparison. This is useful for determining open times for scheduling events.

- Click the **Calendars** tab (upper left).
- Click  icon (upper left).
- In the **Calendar Search** window key in the calendar user name (e-ID) or name in the far right field.
- Click .
- The calendar ID will appear below.
- Click the check box to select, and then click or .
- Use when subscribing to more than one calendar.
- When done subscribing to calendars, click .
- The newly subscribed to calendar(s) may not appear on the **Calendar** tab until you exit the tab and re-enter.
- The calendar is available on the drop-down list (upper right) on the **View** tab.





Calendar Search window



Create a Group Calendar

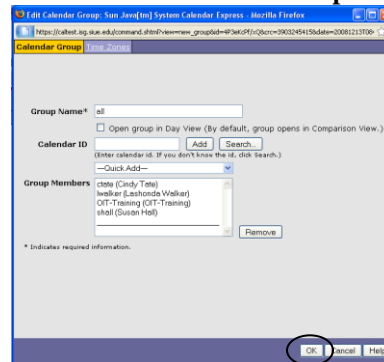
When you subscribe to other calendars they may be grouped together as many ways as necessary.

Viewing a group in **Comparison View** (View tab) is useful for determining common open times for scheduling events.


- Click **Group** tab (upper left).
- Click  icon (upper left) to open the **Calendar Group** dialog box.
- In the **Group Name** * field enter the name.
- Add calendars to group:
 - In **Calendar ID** enter user name and click **ADD** button.
 - Or
 - Select user name from **Quick List**.
 - Repeat until the group is complete.
- Click .
- The group may not appear on the Group tab until you exit the tab and re-enter.

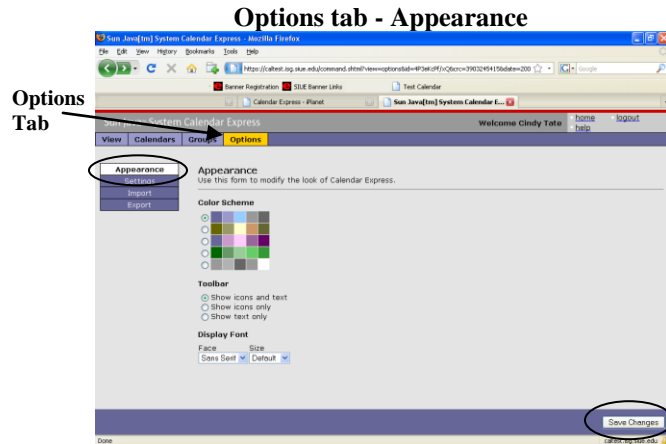


Create a Calendar Group

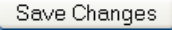


Options tab – Appearance

- Click **Options** tab (upper right).
 - Click the radio button containing your **Color Scheme** choice.
 - Display fonts can be changed by making a new selection from the drop-down list boxes.
- Click .



Options tab – Settings

- Click **Options** tab (upper right) if necessary.
- Click **Settings** (upper left under the tabs).
- Change any of the following settings from the drop-down list boxes:
 - **Default Initial View** –Overview, Day, Week, Month, etc.
 - **Date** – Date format and date delimiter.
 - **Time** – Use either a 12 or 24 hour.
 - **Day** – Time your work day starts and stops.
 - **Make other changes** as needed.
- Click .

Options tab - Settings

