



Sun Java System Calendar Express New Features & Changes

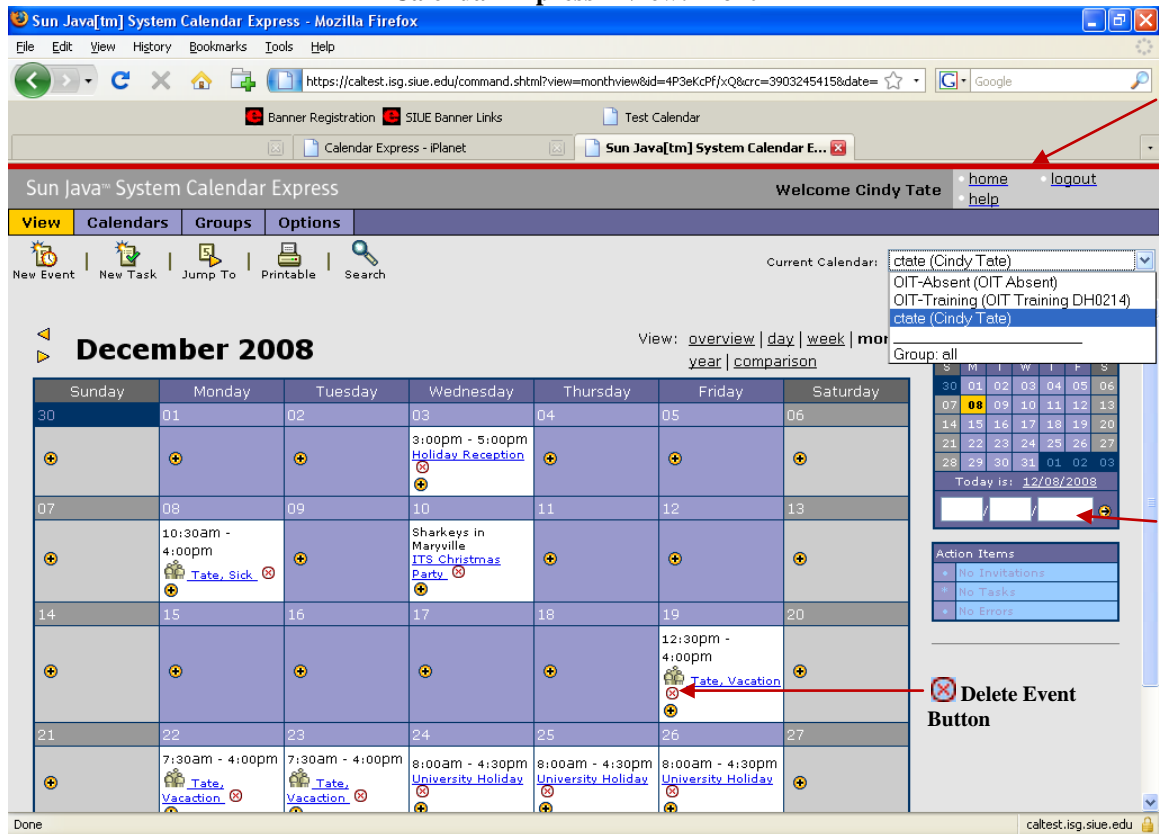
General Changes to Calendar Express

- **Name** – Now referred to as Calendar Express was previously called iPlanet.
- User Name remains the same (e-ID), but the password is now the same as your e-ID password.
 - When your e-ID password is changed every 60 days, it is also changed for Calendar Express.

Changes/New Features to View Tab

- A new **home** link.
 - Clicking on the **home** link will return you to the View tab for the current calendar.
- **Go to date** located on the mini-calendar.
 - Enter the date (past or future) and click  (jump to new date).
- **Event delete** button allows you to delete an event without opening the Edit Event dialog box.
 - Click  located at the end (sometimes below) the title of an event to delete.
 - Click to pop up message.

Calendar Express – View: Month



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

Enter date to go to a specific date

Delete 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

Changes/New Features to Edit Event Dialog Box

- Calendar and Details tabs have been removed and are now fields on the Compose tab.
 - New fields on Compose tab: **Calendar**, **Location** and **Description**.
- Free/Busy** check box by default is checked for Public Event.
 - Have the option of an event being included or excluded when availability is being viewed.
 - When unchecked the event will not be included when availability is being viewed by you or those that have permission to check your availability.
- Organizer is no longer by default included as an invitee.
 - The event is still posted to the organizer's calendar.
- Invite:**
 - Quick Invite allows you to have easy access to a list of subscribed calendars.
 - Quick Invite allows you to select a group calendar and will populate Invitees with all calendars in your selected group.
 - Quick Invite works only with Invite; with Inform still must enter each calendar or email address individually and cannot enter a group.
 - Can key in e-ID of SIUE employee:
 - If they have a calendar account, event will be placed on their calendar.
 - If they do not have a calendar account, event will be sent to their SIUE email.

Edit Event dialog box – Compose tab

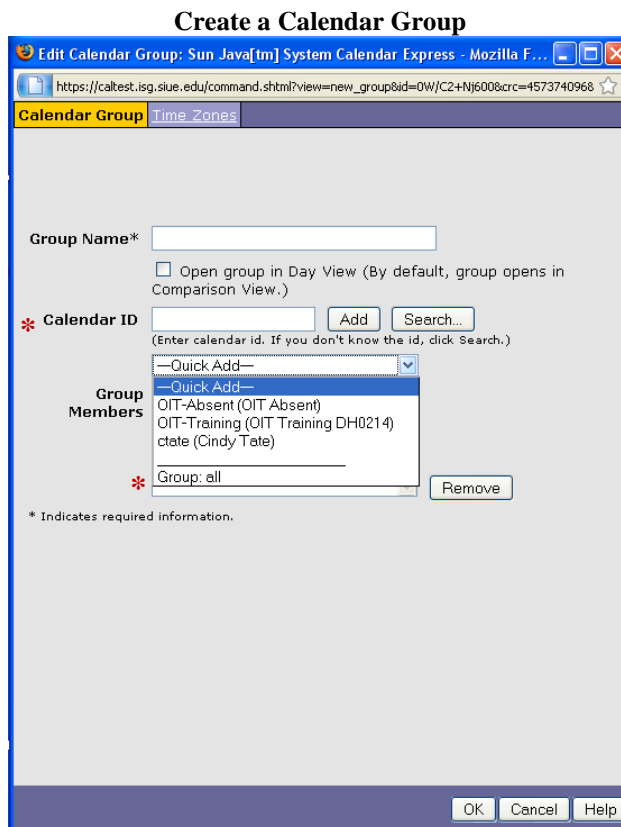
Changes to Repeat Recurrence Dialog Box

- Tabs for repeat patterns have been replaced with select buttons.
- Options for repeat pattern are shown once the repeat pattern is selected.

Repeat Recurrence Dialog Box

Changes/New Features for Edit Calendar Group Dialog Box

- Quick Add list replaces the box that showed subscribed to calendars.
- Quick Add list also includes already created groups.
 - Can use an existing group to create a new group.
 - If group selected, the calendar IDs contained within the group will be added to the group members.
- Can include calendars without being subscribed to them.
 - In Calendar ID field, key in e-ID and click Add.



New Features for Options Tab/Settings

- **Group Invitations** check box.
 - When checked and creating a new event while displaying a group, all of the calendars in that group will automatically be included as an invitee.
- **First Day of the Week** check box.
 - When checked and viewing calendar in the week or month views, Sunday and Saturday will not be shown.

