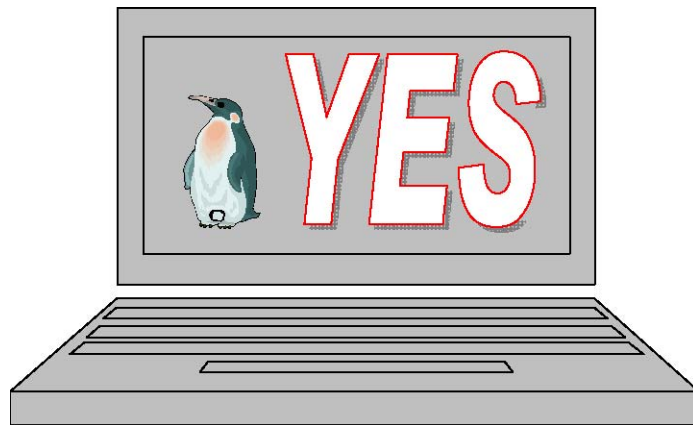




# Getting Started with MyYSU Calendar



Guide to Using the Calendar via the  
*MyYSU* Portal

Donna Wainio

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# Introduction

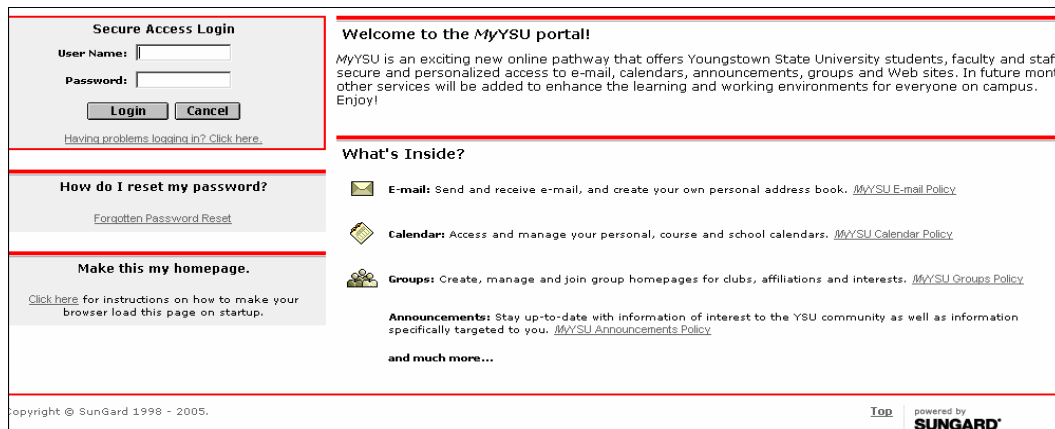
MyYSU calendar is the Web-based calendar application available from the MyYSU portal. Currently the system is set to time out after 30 minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to logout of the system if you leave your area or are not using the system.

**Note:** Depending on your computer settings, you might need to adjust your Internet Explorer Add-ons.

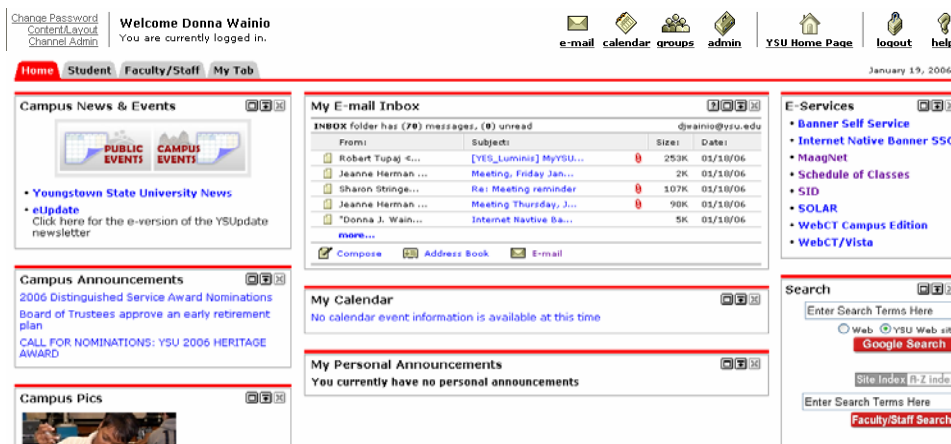
1. Click Tools
2. Select Manage Add-ons
3. Select Novell delivered Applications
4. Select Disable
5. Click OK
6. Select Adobe PDF Reader Link Helper
7. Select Disable
8. Click OK
9. Click OK

# Overview

To use the MyYSU calendar, direct your Web browser to <http://my.yzu.edu> and log in with your CUE User Name and password. If this is the first time you have used your CUE username and password, you will be prompted to establish a new password. See the Getting Started with MyYSU document for password guidelines.



The Home tab appears.



To open *MyYSU Calendar*:



1. Click the **Calendar icon** in the upper-left corner of the navigation bar

A separate window opens displaying the calendar in the weekly overview format.

2. Click the **View tab**

## View Tab

The **View tab** provides the ability to display calendar(s) in different ways. The figure shown is the **Overview** format.

### 1. Events or Tasks Area

**Displays** tasks and/or events on the calendar for the current day in the shaded area. The area immediately below displays the events coming up during the week.

### 2. Available Views

To the right of the date lists available displays for the calendar: one day at a time, one week at a time, one month at a time, or one year at a time. **Click** to select that view.

**Note:** The year view will not display the events on the calendar—just display a calendar of the entire year. The **comparison** link is most useful to view a calendar set. A calendar set is a compilation of calendars which can be viewed together.

Today is: 11/08/2005



### Action Items

- No Invitations
- No Tasks
- No Errors

### Action Items

This area on the right-side of the screen displays any meeting invitations, tasks due, or errors in the calendar.



## Icons

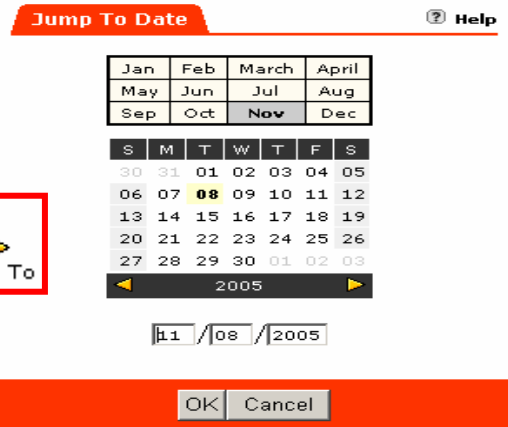
The five icons in the navigational bar are used to perform the following functions:



**New Event** - Creates a new calendar event.

**New Task** - Creates a new task.

**Jump To** - Jumps to another day or year. A calendar opens in a third window. Either **type** in the date to jump to or **select** a day from the displayed month by clicking on it. To **select** a different month from the current year, **click** on its **name**. To jump to another year, **click** on the **yellow triangles**. Once selected, **click OK**. Access this **Jump To Date** window anytime by clicking the **Jump To** icon while creating an event or task.



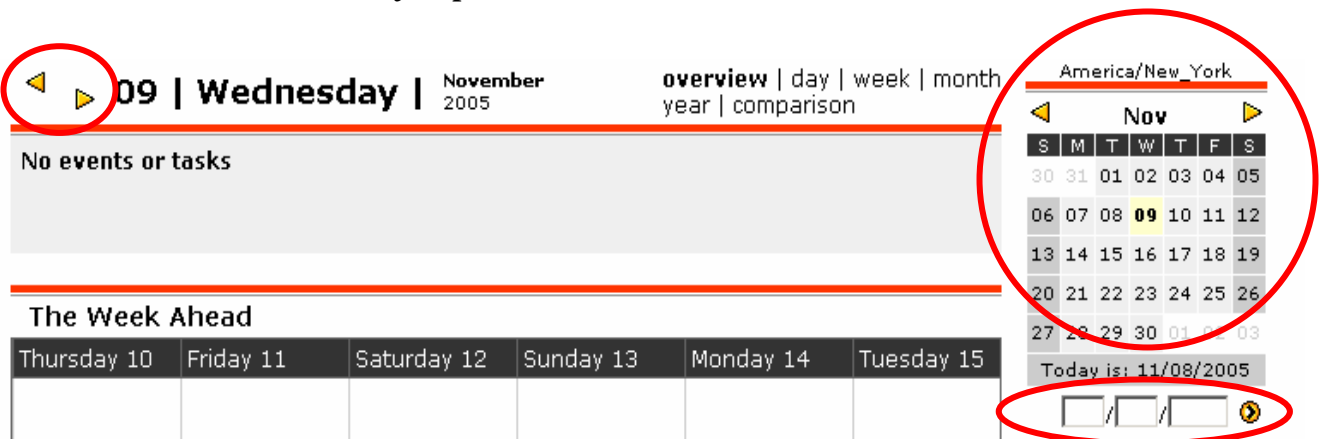
**Printable** - Displays a printable view of calendar. This will change depending on the view (day, week, or month).

**Search** - Searches the calendar for a **specific event or task**. The search results will not be returned in chronological order.

## Navigating the Calendar

**Click** the **yellow triangles** to the left of the date to navigate back or forth depending on what view is selected. If it is the **Week view**, the arrows will display the previous or future week. In the **Overview view**, the arrows display the previous or future day.

The small monthly calendar to the right can be used to navigate. **Click** on the day of the month to view it, or **click** the **yellow triangles** to navigate previous or future months. **Type** the desired date and **click** the **yellow circle** with the **arrow** to **Jump to** a desired date.



## Options Tab

The **Options tab** is used to change global calendar settings such as the start/end time of a work day, e-mail reminders, and other options. Options exist to import or export data in iCal or XML format. XML is a specific format for displaying a web page, while iCal is a format for calendar data (usually used with PDAs).

The screenshot shows the 'Options' tab in the Campus Pipeline Calendar application. The 'Settings' section is active, displaying various configuration options. The 'Group Invitations' section has a checked checkbox for 'When creating an event while displaying a calendar set, invite all the calendars in the set'. The 'Date' section shows 'Show brief dates in the following order' set to 'Month, Day, Year' and 'Use the following character to delimit brief dates' set to '/'. The 'Time' section has 'Use 12 hour clock' selected. The 'Day' section shows 'Day starts at' as 7am, 'Day ends at' as 4pm, and 'Split days' as 'every half hour'. The 'First Day of the Week' is set to 'Sunday', with an unchecked checkbox for 'Exclude Saturday and Sunday from week and month views'. The 'Time Zone' section shows 'By default, display dates and times using the following time zone' as 'America/New\_York', with an unchecked checkbox for 'When displaying a single calendar use its time zone' and a checked checkbox for 'Show time scale for each displayed calendar time zone'. A 'Save Changes' button is located at the bottom right of the settings area.

### Group Invitations

When an event is created, an invitation is automatically sent to all users in that calendar set. Uncheck the box to disable this feature.

### Date

**Change** the format of the dates from month, day, or year. **Select** a different format from the drop-down menu.

### Time

**Select** either 12-hour clock or 24-hour clock.

### Day

**Select** the start and end times of your day. **Select** how to split the days. When the day is split on half-hour marks, the day-at-a-glance and week-at-a-glance views will show times in that increment (7 a.m., 7:30 a.m., 8 a.m., etc.).

**Note:** The start and stop times can only be on the hours. Therefore, a start time of 7:45 a.m. is not possible.

## First Day of the Week

Select what day to be on the left-most column in all of the views. **Check** the box for **Exclude Saturday and Sunday** to prevent Saturday and Sunday from appearing on the weekly or monthly view.

## Time Zone

By default, the time is set to **Eastern Standard Time**. This is the **global time zone setting**, which enables all calendars created to be displayed in this time zone unless modified on an **individual calendar time zone** basis.

## Event and Task Reminders

By default, the system sends out a reminder for all meetings, events, and tasks. This can be **disabled** from the global reminder option or changed to **set** a reminder event-by-event instead.

## Setup a Global Reminder

1. **Check** the box next to **e-mail me a reminder**. **Type** the amount of time before each event to be reminded.
2. In the box below, **type** the e-mail address for the reminder to be sent to. To send it to more than one e-mail address, **type** in each address separated by commas or semi-colons.

## Event Notifications

Notification options that enable an e-mail to be sent anytime someone else schedules something on your calendar.

1. **Check** the box next to **e-mail me a notification to enable** this feature.
2. In the box below, **type** the e-mail address (only one is allowed for this option) for the message to be sent to.

The screenshot shows a web form with two main sections: "Event & Task Reminders" and "Event Notifications".

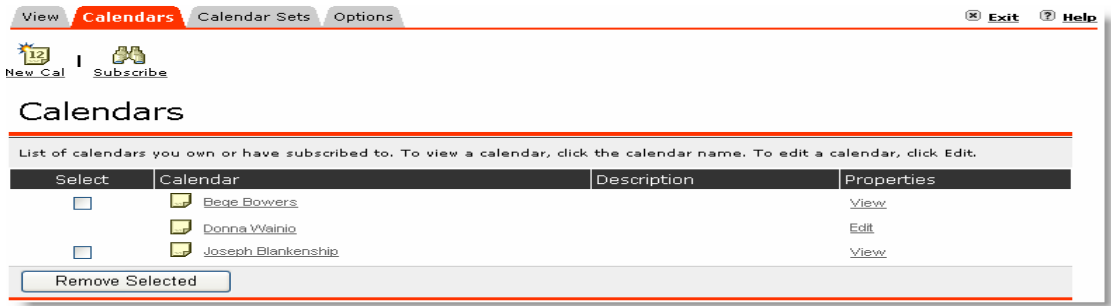
- Event & Task Reminders:** A checkbox labeled "E-mail me a reminder" is checked. Next to it is a dropdown menu set to "15" minutes. Below this is a text input field containing the email address "djwainio@lummailtrng.cc.ysu.edu". A note below the input field reads: "Note: If you want reminders sent to multiple e-mail addresses (for example, abc@company22.com, abc@sesta.com), separate e-mail addresses with a comma(,) or semicolon(;)".
- Event Notifications:** A checkbox labeled "E-mail me a notification whenever someone schedules an event on my calendar" is checked. Below it is a text input field containing the same email address "djwainio@lummailtrng.cc.ysu.edu". A note below the input field reads: "Note: Only one e-mail address is allowed."

At the bottom right of the form is a "Save Changes" button. The footer of the page includes "Copyright © SunGard 1998 - 2005." and "powered by SUNGARD SCT • HIGHER EDUCATION".

Click Save Changes

## Calendars Tab

The **Calendars tab** is used to create or subscribe to calendars. Users can create as many calendars as needed. Once a calendar is created or subscribed to, it can be accessed under the **Current Calendar** drop-down menu under the **View tab**.



## Adding a New Calendar

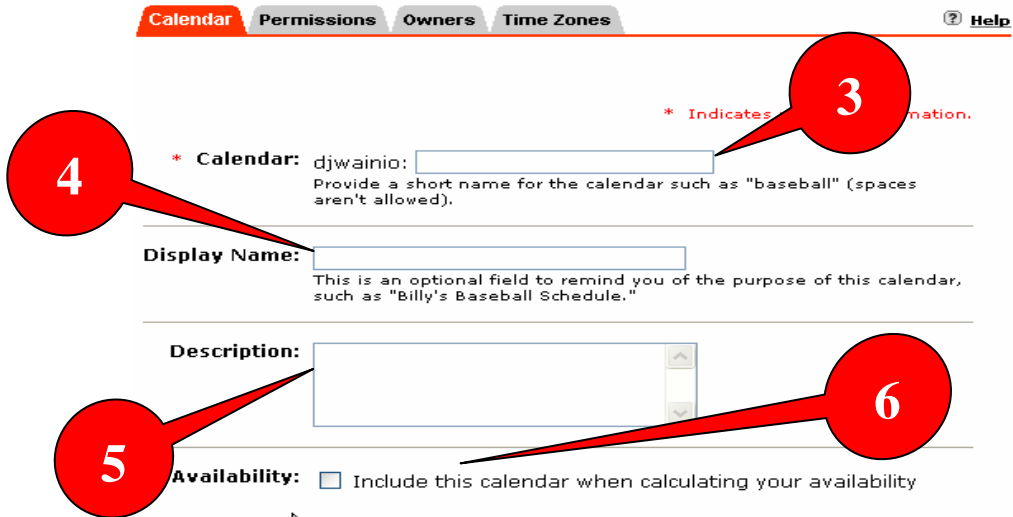
Create as many calendars as needed.



1. Click **Calendars** tab
2. Click **New Cal** icon
3. **Calendar – Type** <short name> to appear when viewing calendar sets that include this calendar.
4. **Display Name – Enter** <display name>

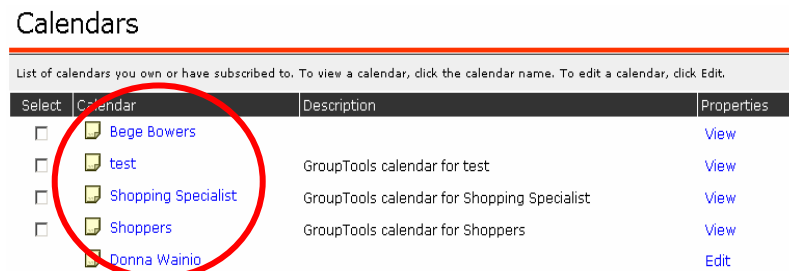
**Note:** Full names automatically attach to the name of any calendar created. This is to avoid people creating calendars with the exact same name.

5. **Description – Enter** <description>
6. Check **Availability** to include in this calendar when availability is displayed

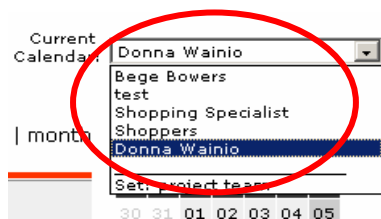


7. Click **OK**
8. **View** the calendar by clicking on its name under the **Calendar** column

OR



9. Click the **View** tab, select the calendar name from the **Current Calendar** drop-down menu



### Grant Viewing Permissions

By default, all users of MyYSU can subscribe to any calendar, see availability, and send out invitations.

To change these permissions:

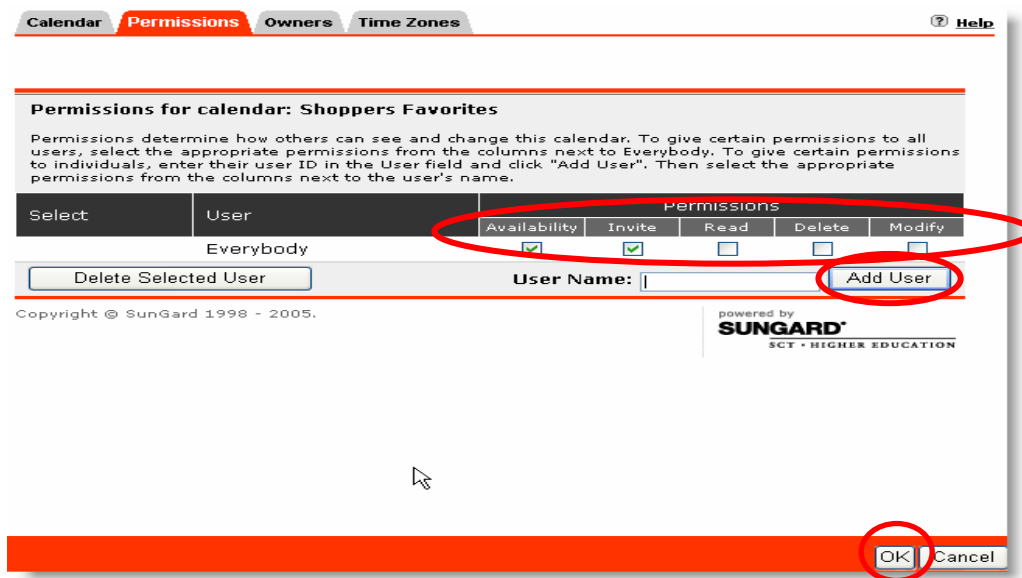
1. Click **Calendars** tab
2. Click **Edit** link to the right of the calendar  
(Only permissions to calendars personally created can be changed.)

3. Click **Permissions** tab

The following options are listed:

- **Availability** – user, or everyone, can see availability (not events)
- **Invite** – user can send invites for meetings or events
- **Read** – user can view the calendar (and all events) but not edit
- **Delete** – user can delete events from the calendar (user must have **Read** permission as well)
- **Modify** – user can modify events that are on the calendar (user must have **Read** permission as well)

4. Type <CUE User Name> in the **User Name** box
5. Click **Add User**
6. Check appropriate boxes for the type of access next to each User Name
7. Click **OK**



## Modifying Individual Calendar Options

Override the global changes to the calendars by making individual changes to a specific calendar.

1. Click **Calendars** tab
2. Click **Edit** link next to calendar

## Owners Tab

Another user can be designated as an owner by the original owner of the calendar and may act on the owner's behalf.

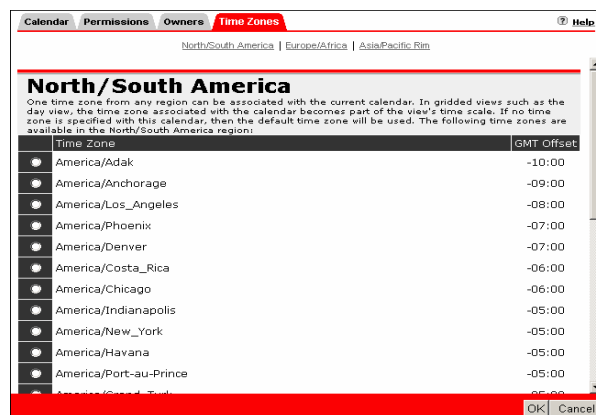


### To Add an Owner:

1. Click **Owners** tab
2. Type designated <CUE User Name> in the **Owner Name** box
3. Click **Add Owner**
4. Click **OK**

### To Delete an Owner:

1. Click **Owners** tab
2. Check the box next to desired person
3. Click **Delete Owner**
4. Click **OK**



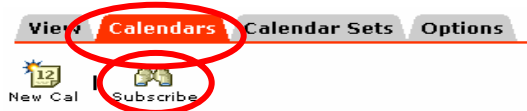
## Time Zones Tab

1. Click **Time Zones** tab
2. Select <desired time zone>
3. Click **OK**

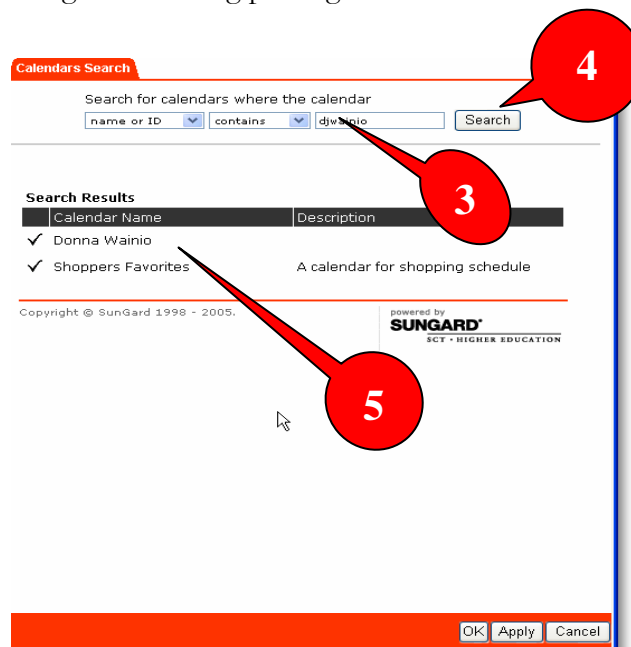
## Subscribing to a Calendar

To view another calendar, **subscribe** to it and the owner then grants viewing privileges for that calendar.

1. Click **Calendars** tab
2. Click **Subscribe** icon



3. Type <first or last name> or <CUE User Name> in **Search** box
4. Click **Search**
5. Check the box next to the calendar to subscribe to
6. Click **OK**



## Editing a Calendar

1. Click **Calendars** tab
2. Click **Edit** link next to calendar
3. Click <desired tab>
4. **Edit** <desired description, permissions, owners and/or time zone options>
5. Click **OK**

## Removing a Calendar

1. Click **Calendars** tab
2. Click **Select** box next to desired calendar
3. Click **Remove Selected**

Only a calendar system administrator can delete calendars. Contact John Dalbec, (330) 941-3761, or send an e-mail to [jpdalbec@ysu.edu](mailto:jpdalbec@ysu.edu) if there are calendars that need to be deleted from the system.

**Calendars**

List of calendars you own or have subscribed to. To view a calendar, click the calendar name. To edit a calendar, click Edit.

Select	Calendar	Description	Properties
<input type="checkbox"/>	<a href="#">Bege Bowers</a>		<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Donna Wainio</a>		<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Shoppers Favorites</a>	A calendar for shopping schedule	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Joseph Blankenship</a>		<a href="#">View</a>

## Calendar Sets Tab

The **Calendar Sets** tab is used to create calendar sets. Calendar sets are comprised of calendars grouped together to see more than one calendar simultaneously.

## Using Calendar Sets

Click **Calendar Sets** tab to view personal calendar sets

View **Calendar Sets** Options Exit Help

New Set

**Calendar Sets**

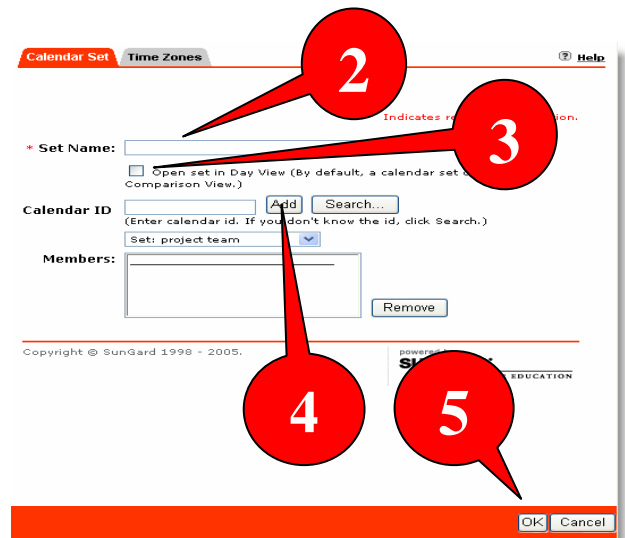
Use a calendar set to see multiple calendars at one time. To view a calendar set, click the set name link. To add or remove calendars from a set, click the Edit link.

Select	Set Names	Change
<input type="checkbox"/>	<a href="#">project team</a>	<a href="#">Edit</a>

### Add a New Calendar Set

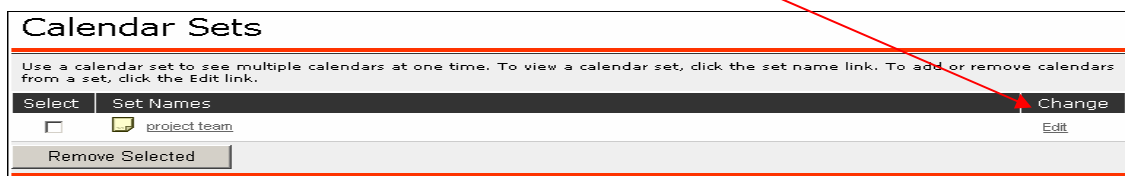
1. Click New Set icon
2. Type <name for set>
3. Check, if desired, to have the set open in **Daily** view rather than **Comparison view**
4. Enter or search for the **Calendar ID**
5. Click **OK**

**Note:** You must be subscribed to the person's calendar before you can add it to a calendar set.



### Edit a Calendar Set

1. Click **Edit** link to the right of the calendar
2. Make changes
3. Click **Save**

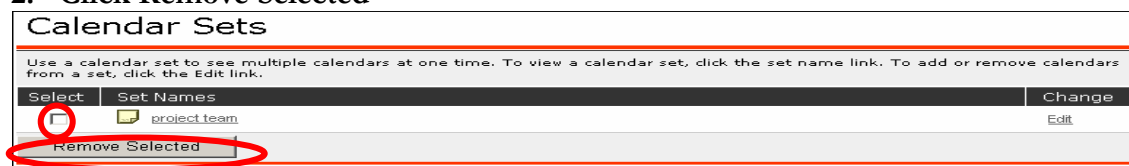


### View a Calendar Set

1. Click <calendar set name>  
OR
2. Click **View** tab and select <calendar set name> from the **Current Calendar** drop down menu

### Remove a Calendar Set

1. Click **Select** box next to desired calendar
2. Click **Remove Selected**



# Events

## Creating a New Event

An event is time reserved on a calendar, either for an activity, or a meeting. There are two ways to create an event:

1. Click **Add icon** closest to day or time of event



Or

2. Click **New Event icon**



If there are multiple calendars, **click** the **Calendars** drop-down menu to **select** the calendar to enter the event. An event can only be added to one calendar at a time.

3. **Event Title – Type** <event title>
4. **Date – Enter** <date> or **click on Jump To icon** for a specific date
5. **Time – Select** start time and duration
6. **Repeat – Select** if it is a re-occurring event (See instructions below.)
7. **Location – Type** <location for event>
8. **Description – Type** <notes or agenda>
9. **Invite other users or resources**
  - a. **Type** <CUE User Name> of person to invite
  - b. **Click Invite**OR  
**Locate CUE User Name to Invite**
  - a. **Click Search** to find CUE User Name
  - b. **Type** <name of person to invite>
  - c. **Click Search**
  - d. **Check** the box next to desired person
  - e. **Click OK**
10. **Inform other users or resources**
  - a. **Type** <CUE User Name> of person to inform
  - b. **Click Inform**OR
  - a. **Click Search** to find CUE User Name
  - b. **Type** <name of person to inform>
  - c. **Click Search**
  - d. **Check** the box next to desired person
  - e. **Click OK**
11. **Click Reminders tab**
  - a. **Check Remind** box to enable e-mail reminder

**Compose** Reminders Availability Preview ? Help

Calendar: Donna Wainio

Event Title: INB 7 Training

Date: 12 /21 /2005

Time: 08 : 00 am for 04 hour 00 minutes

All Day (For example, vacation or birthday)

Repeat [Change repeat pattern](#)

Location:

Description:

Invite other users or resources:

Enter userid, first or last name.  
Userid must be exact, full or last names can be partial.  
For example: John Smith, Jo", Smi\* or jsmith.  
If you don't know the name click Search.

---Quick Invite---

Invitees: Donna Wainio

Inform about Event:

**Note:** All day option does not reserve the entire day – it creates a “banner” at the top of the calendar to show that something is occurring on that day.

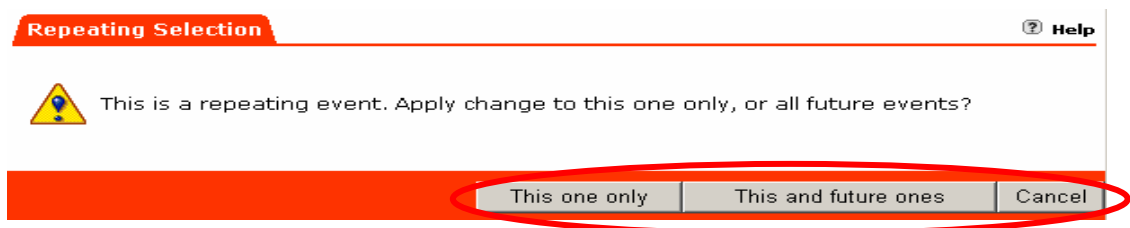
- b. **Type** <e-mail address> to receive the reminder
  - c. **Determine** <reminder time>
  - d. **Type** <desired message>
12. **Click Availability tab**
    - **Displays** schedules of person(s) invited
  13. **Click Preview tab**
    - **Displays** the event information and list of those invited, as well as who has accepted or declined the invitation
  14. **Click OK**

Those invited will see the invitation under the **Action Items** the next time the calendar is opened or refreshed.

### Editing Events

1. **Click** <name of event>
2. **Edit** the <desired options>
3. **Click OK**

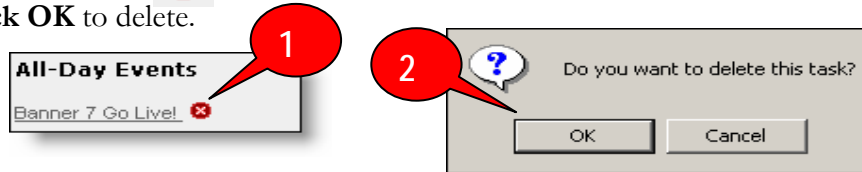
If this event repeats, at the prompt, **apply** changes by **choosing This One Only** or **This and Future Ones**. **Press Cancel** to discard changes.




### Deleting Events

There are two ways to delete events.

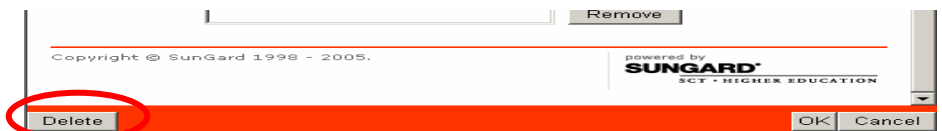
1. **Click** the **red X**  to the right of an event.
2. **Click OK** to delete.



**Note:** The **red X**  does not work in Internet Explorer on the Macintosh.

OR

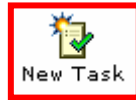
1. **Click**<title of event>
2. **Click Delete**
3. **Click OK**



If this event repeats, at the prompt, **apply** changes by **choosing This One Only** or **This and Future Ones**. **Press Cancel** to discard changes.

# Tasks

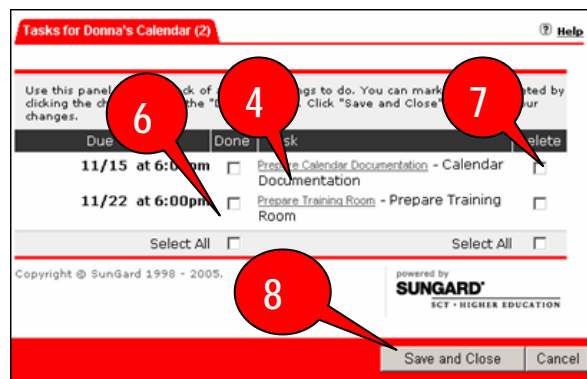
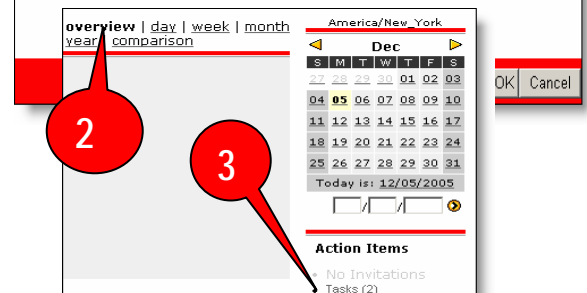
## Creating a New Task



1. Click **New Task** icon
2. **Task Title** – **Type** <title for task>
3. **Date** – **Enter** <due date for task>
  - a. Click **Not Due** if date is not relevant to task
4. **Time** – **Select** <start time>
  - a. Click **No Time** if time is not relevant to task
5. **Repeat** – **Select** if it is a re-occurring event  
(See instructions below.)
6. **Location** – **Type** <location of task>
7. **Description** – **Type** <notes or description of task>
8. Click **Reminders** tab
  - a. Check **Remind** box to enable e-mail reminder
  - b. **Type** <e-mail address> to receive the reminder
  - c. **Determine** <reminder time>
  - d. **Type** <desired message>
9. Click **Preview** tab
  - Displays task summary information
10. Click **OK**

## Displaying, Editing, Completing or Deleting Tasks

1. Click **View** tab
2. Click **Overview** link
3. Click **Tasks** from **Action Items**
4. Click <task name> to modify desired options
5. Click **OK**
6. Check **Done** box to **finalize** task
7. Check **Delete** box to **delete** task
8. Click **Save and Close**



## Setting the Repeat Option

Repeating events or tasks continue for more than one time frame.

1. **Select Repeat** option while creating/editing a task or event
2. **Select** <desired repeat pattern>
  - a. Repeat options vary depending on repeat pattern selected
3. **Select** <desired repeat options>
4. **Determine** <desired ending pattern>
  - a. **Select** number of instances to create
  - b. **Select No End Date** if event does not have a definitive ending date (this creates a maximum of 200 events)
5. **Click OK**

Recurrence Help

Repeat Pattern

Daily

Weekly

Monthly

Yearly

Every week

Every 2 weeks

Repeat On

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Due Date: 11/09/2005

\* End:  Create 5 tasks

11/16/2005

No end date

\* Creates a maximum of 200 instances

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OK Cancel

## Known Calendar issues

- If you are in the **View tab**, then navigate elsewhere (i.e., the Calendar Sets tab), then click back on the **View tab**, the default view (Overview) is displayed not the view selected prior to navigation.
- There are no customizable print layout features—such as the ability to print out the day’s schedule on 3x5 index cards.
- Days can only start and end on the hour.
- In order to subscribe to someone’s calendar, that person needs to have opened the calendar at least once or the search for the desired person’s calendar will return no results.
- There is no easy way to keep track of the meetings you have initiated.
- There is only PC syncing for PDAs. There is no Macintosh syncing for PDAs.
- Macintosh users do not receive the “timeout” warning unless they are using Netscape.
- Clicking on the red x to delete an event does not work in Internet Explorer on the Macintosh.
- The search feature does not display the events in chronological order.

## Help Feature

To launch the online Help system, **click the Help icon** located in the upper-right corner. For additional assistance, please phone the Tech Desk at (330) 941-1595, or send e-mail to [techdesk@cc.ysu.edu](mailto:techdesk@cc.ysu.edu) or visit the Tech Desk home page at <http://helpdesk.ysu.edu/> The Tech Desk office is located on the 4<sup>th</sup> floor in Maag Library.

## Exit

To close the MyYSU Calendar application, **click the Exit icon** located in the upper-right corner.