

# WEBCAL CORPORATE EDITION



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PROFESSIONAL DEVELOPMENT**

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# Managing Your Calendar Account



The **Calendar** tab toolbar, the row of command icons and menus running horizontally along the top; and navigation pane to the left, below the application tabs, offer many ease-of-use features. Read this section to get the most out of each.

## Using the Calendar Toolbar

Throughout WebCal Corporate Edition, clicking a command icon (shown below) in a toolbar gives you the default behavior, clicking the menu icon  opens a shortcut menu. Mousing over a command button displays a “tooltip” with information on using the button.

The **Calendar** toolbar command menus are as follows:



- Click  **New** to open the **Add/Edit Event** window; click  for this menu:
  -  **Event**: Opens the **Add/Edit Event** window; for details, see [Adding Events or Meetings](#).
  -  **Category**: Opens the **Add/Edit Category** window; for details, see [Using Calendar Categories](#).
  -  **Filter**: Opens the **Add/Edit Filter** window; for details, see [Using Calendar Filters](#).
- Click  **Schedules** to open the **Schedules** page on which you can check other people’s availability; for details, see [Viewing Other’s Schedules](#).
- Click  **Tools**  for this menu:
  - **Categories**: Opens the **Categories** list page; for details, see [Using Calendar Categories](#).
  - **Filters**: Opens the **Filters** page; for details, see [Using Calendar Filters](#).
  - **Search**: Opens a search section. For details, see [Finding Dates, Events, Meetings or Tasks](#).
  - **Import/Export**: Opens the Calendar **Import/Export** page. For details, see [Importing or Exporting Calendar Data](#).
  - **Delete**: Lets you delete blocks of calendar events. For details, see [Deleting Events and Meetings](#).
- Click **Today** to open the **Day View** (see below).
- Click  **Day View** to display the current or selected day in hourly increments, morning to evening.
- Click  **Week View** to display the current or selected week in daily increments, Sunday through Saturday.
- Click  **Horizontal Week View** to display the current or selected week in daily increments, Sunday through Saturday.
- Click  **Month View** to display the current or selected month in daily increments, Sunday through Saturday.

- Click  **List View** to display a list of all your scheduled events.
- Click  (tooltip: **Print**) to open your browser's **Print** dialog box and print your calendar as its displayed in the current view.


## Using the Calendar Navigation Pane

The **Calendar** navigation pane begins with the **Thumbnail Calendar**, that allows you to quickly change the date of the main display. See [Working with the Thumbnail Calendar](#) for details.

Below the **Thumbnail Calendar** is the **My Calendar** link; further down is the **Shared Calendars** and **Subscribed** links, which work in a similar way.

- Click **My Calendar** to open your calendar, in the last selected view, in the main display. Your calendar **Categories** and **Filters** display under the **My Calendar** link, in tree view. Click a **Collapse** icon  to close the branches of a tree view; click an **Expand** icon  to open the branch.
- Click **Categories** or **Filters** to open those pages, respectively. Click a category name to open in the main display only events created in that category (see [Using Calendar Categories](#) for details). Click a filter name to open in the main display only events meeting those filter conditions (see [Using Calendar Filters](#) for details).
- Click **Shared Calendars** to open the **Shared Calendars** page where you can add a **User** calendar, those calendars which you have already added display under the **Shared Calendars** link; see [Viewing Shared Calendars](#) for details. If you add a calendar that does not have the permissions set properly, its name displays greyed-out in the navigation pane but, if you click it, a small “Permission denied” message displays.


## Color Theme




Select a theme from the shortcut menu and preview it in the screenshot that displays. If you like how it looks, Click  **Apply**.

Click  **Close** to dismiss the **Options** window.


## Adding Calendar Events and Meetings



To add an event or meeting, follow these steps.

1. In the navigation pane, click the **Calendar** tab.  
Your calendar displays in the view (**Day, Week, Horizontal Week, Month, List**) that was last displayed.
2. Click **New** and then **Event** in the toolbar or double-click in an open space.  
Result: The **Add/Edit Event** window opens with the **Description** tab displayed. The default date displayed is either the current date or the last date that you viewed in your calendar.
3. Use the  **Description** tab as follows:
  - **Title:** A name for the event; this name is used in the **Event Information** window and also as the **Subject** for **Reply to Owner** event emails.


- **Start and End** date and time for the event:  
Enter the **Year, Month, Day**, or click the **Date** icon  to open the thumbnail calendar and navigate to the date you want. Enter the **Hour and Minutes**, or click the **Clock** icon  to open a time bar and navigate to the time you want; as you scroll through the time bar, the hour column is to the left, the minutes column is to the right, and the time is indicated at top. **Note:** You can change the **Time Mode** in **Options**, see [Presentations](#).
- **Priority:** You can mark your event with a priority, **Highest, High, Normal** (default), **Low**, or **Lowest**. Your event emails display the priority icon selected.
- **All day:** Whether or not the event is an all-day event; select the checkbox for **Yes**, leave it deselected (default) for **No**.
- **Show as busy:** Whether the event displays as **Busy** for you in a **Free/Busy** lookup. De-select the checkbox if you want to be able to schedule other events in the same time slot and not get Conflict warnings.
- **Private:** The event displays only in your calendar and not in other calendars even if **Read** or **Subscribe to** permissions are set.
- **Description** text box: Enter a description of your event/meeting; an excerpt of the description shows in the calendar display.
- **Email reminder:** From the shortcut menu, choose a time when you want to receive a reminder for the event. For information on setting account defaults for reminders, see [Reminders](#).
- **Mobile reminder:** From the shortcut menu, choose a time when you want to receive a reminder for the event. For information on setting account defaults for reminders, see [Reminders](#).
- **Attachments:** Add a file attachment, such as an agenda, to your meeting email notifications by clicking **Browse** to navigate to the attachment and clicking **Open** to add it. The file name of the attachment displays beneath the **File** text box. Click the **Delete** icon  to remove it.
- **Categories and More>>:** Select an event category from the drop-down list. To characterize the event with more than one category, click **More>>** and select additional categories for the event. For details on categories, see [Using Calendar Categories](#).

4. Use the  **Schedules** tab as follows:

- **User:** Add people to your meeting by entering the name or nickname of a WebCal user or a contact in your contacts list and clicking **Add**. Find a user to add by clicking the blue **User** link to open the **Find Users** window; see [Using the Find Users Window](#) for details. **Note:** Attendees invited in this way must have **Request Meetings** permissions selected (this permission is selected by default). Remove attendees from the **Users** list box by clicking the **Delete** icon . Invite external attendees—people not entered on your WebCal system—by entering their full email address.
- **Choose a Resource:** Use the drop-down list to select resources set up by your system administrator. A **Free/Busy** lookup is performed.
- **Location** text box: Add locations or resources not set up by your administrator.

Click the  **Conflicts** menu icon  and then **Check Conflicts** or **Suggest Times**.  
Result: If you clicked **Check Conflicts**, people who have scheduled events that conflict with your proposed time are highlighted in red in the **Users** column. If you clicked

**Suggest Times**, the event's time block moves to a time period later in the free/busy grid where there are no scheduling conflicts.

5. Use the  **Repeat options** tab as follows; choose one from the first six options:
  - **Do not repeat** (default): The event is a one time only event; does not repeat.
  - **Repeat every day**: The event repeats every day at the time specified on the **Description** tab.
  - **Repeat every** (select one) **week** (default) OR **2 weeks**, **3 weeks**, or **4 weeks** AND select a day of the week **Sun** (Sunday), **Mon** (Monday), **Tue** (Tuesday), **Wed** (Wednesday), **Thu** (Thursday), **Fri** (Friday), **Sat** (Saturday). You may select more than one day of the week: The event repeats as specified at the time specified in **Event time**.
  - **Repeat on the** (select one) **first** (default) OR **second**, **third**, **fourth**, or **last** AND choose a day of the week from the shortcut menu AND choose a monthly increment from the drop-down list (default is **month**): The event repeats as specified at the time specified in **Event time**.
  - **Repeat every month**: The event repeats every month as specified in **Event time**.
  - **Repeat every year**: The event repeats every year as specified in **Event time**.

Choose one of the last two options to specify an end time for the repeating event; either:

- **Repeat until**: The event repeats until the entered date. Specify an ending date by entering the date in the text box (the date format depends on your locale). Alternatively, you can click the Calendar icon (picture), display the desired month by clicking the forward and backward arrows or use the scroll bars, and click the desired date. The date displays in the **Repeat until** box.
  - **Repeat forever**: The event repeats as specified, indefinitely.
6. Click **Add Event** or **Cancel**.  
Result: If you clicked **Add Event**, the event is added to your calendar. A dialog box also displays, asking whether you want to send email notifications to your attendees. (Click **OK** if you want the emails sent, or click **Cancel** if not.) If you clicked **Cancel**, the add or edit event operation is terminated. You are returned to the **Calendar** page.

See also [Editing and Deleting Events or Meetings](#).



If you add a mailing list name to your **Attendees**, all of the individual group member names display in the list box unless it is a large group (by default, a 100+ members, although this can be adjusted by your system administrator), which only displays the group name. The member schedules of a large group are not subject to free/busy lookups.

## Working with the Thumbnail Calendar

The Thumbnail calendar located in the left hand navigation pane, shown below, lets you quickly navigate to a particular date. Today's date is outlined in pink; that date becomes outlined in yellow if you move to another month.



Move incrementally through the selected main display view using the Thumbnail calendar by clicking the following:

- Click the **Previous** and **Next** buttons to view the following or previous month in the Thumbnail, and the corresponding selected view in the main display.
- Click a **Date** link to view that day in the main display.
- Use the scroll bar to move from month to month in the Thumbnail and main display




## Adding Calendar Categories

To add a calendar category with details, use the Calendar **Add/Edit Category** pop-up window. Follow these steps.

1. Click the **New** menu icon and then **Category**.  
Result: The **Add/Edit Category** window opens.
2. Enter the name of your category and select one:
  - **Use calendar permissions:** The category inherits the current calendar permissions. If this is your choice, skip to Step 4.
  - Or
  - **Override:** Use this option if you want to grant special privileges to certain users. To do this, continue with Step 3.
3. Allow one or more people special access permissions to the calendar category by doing the following:
  - a. Enter a **User** name and click **Add**; repeat as necessary. Or, click the underlined **User** link to use the **Find Users** window; see [Using the Find Users Window](#) for details.
  - b. Set access permissions for the selected users by selecting or deselecting the **Read Events** and/or **Modify Events** checkboxes for each. To remove a user from the list, select the appropriate **Delete** checkbox and click **Update Users**. The **Anyone** user applies to all users on your system.
4. When you are finished, click **OK**.  
Result: The **Add/Edit Category** window closes and the **Categories** page displays. Your category is now listed in the navigation pane tree view and on the **Categories** page. When you click a calendar **Categories** link, only the events that are in the category display.


## Renaming Calendar Categories

To rename a category, follow these steps.

1. Click **Categories** in the calendar navigation pane.  
Result: The **Categories** page displays.
2. Click the **Edit** icon  for the category that you want to rename.  
Result: The **Add/Edit Category** window opens.
3. Enter the new name for the category. Click  **OK** or  **Cancel**.  
Result: If you click **OK**, the category name changes. If you click **Cancel**, the edit operation is terminated.


## Deleting Calendar Categories

To delete a category, follow these steps.

1. Click **Categories** in the calendar navigation pane.  
Result: The **Categories** page displays.
2. Click the **Delete** icon  for the category that you want to remove.  
Result: A message displays indicating that the category is deleted; it is removed from the categories list.

## Calendar Category Quick Add




To quickly add a calendar category, use the **Categories** page. Follow these steps.

1. Click **Categories** in the calendar navigation pane.  
Result: The **Categories** page displays.
2. Enter a name for the category in the **Category** text box, and then click **Add**.  
Result: The page refreshes with your category listed.
3. Click the category's **Edit** icon  to set its access permissions.  
Result: The **Add/Edit Category** window opens.

## Using Calendar Filters

Calendar filters allow you to easily view all your calendar events of a particular sort.

To create a calendar event filter, follow these steps.

1. Click the  **New** menu icon  and then  **Filter**.  
Result: The **Add/Edit Filter** window opens. If you have existing filters, they display in alphabetical order.
2. Specify the following data:
  - o **Name:** A name for the filter. This name displays in the navigation pane; when you click it, your calendar displays only those events matching the filter.
  - o **Apply to:** Select one:

- **Any of the following:** The event must match at least ONE of the other filter criteria that you specify.
  - **All of the following:** The event must match ALL of the other filter criteria that you specify.
- **Occuring:** Select one:
  - **Anytime:** All events.
  - **In the future:** All events occurring after today's date.
  - **Between:** Choose either the **Start of Calendar**, or select an exact date; and choose either **End of Calendar**, or select an exact date. This sets the time frame for events you want to view.
- **Category** (optional): Events belonging to the specified category.
- **Title** (optional): Events having the specified title. Choose one:
  - **Matches exactly:** The event **Title** field must exactly match the text that you enter.
  - **Starts with:** The first few words of the event **Title** field must match the text you enter.
  - **Contains exact phrase:** The event **Title** field must contain the exact phrase that you enter.
  - **Contains any of the words:** The event **Title** field must contain at least one of the words that you enter. Separate each word with a space (for example, **test grade score**).
- **Description** (optional): The event description; choose one:
  - **Matches exactly:** The event **Description** field must exactly match the text that you enter.
  - **Starts with:** The first few words of the event **Description** field must match the text you enter.
  - **Contains exact phrase:** The event **Description** field must contain the exact phrase that you enter.
  - **Contains any of the words:** The event **Description** field must contain at least one of the words that you enter. Separate each word with a space (for example, **test grade score**)
- Optionally, you can also specify the following:
  - **Attendees:** Who was invited to the event.
  - **Owner:** Who created the event.
  - **External Attendees:** People invited to the event who are outside the WebCal system.
  - **Resources:** Resources selected for the event.
  - **Location:** Manually entered location text for the event.
  - **Attachments** (you can use wildcards such as \*.doc which would apply to all events with a .doc attachment).
- **Type (first drop-down list):** You can choose one of the following options:
  - **Repeating and non-repeating events:** Both repeating and non-repeating events, limited by the above selections, are filtered.

- **No repeating events:** Only non-repeating events, limited by the above selections, are filtered.
    - **Only repeating events:** Only repeating events, limited by the above selections, are filtered.
  - **Type (second drop-down list):** You can choose one of the following options:
    - **Regular and all-day events:** Both regular and all-day events, limited by the above selections, are filtered.
    - **Only regular events:** Only regular events, limited by the above selections, are filtered.
    - **Only all-day events:** Only all-day events, limited by the above selections, are filtered.
  - **Type (third drop-down list):** You can choose one of the following options:
    - **Include subscribed events:** Subscribed events as well as non-subscribed events, limited by the above selections, are filtered.
    - **Exclude subscribed events:** Only non-subscribed events, limited by the above selections, are filtered.
    - **Only subscribed events:** Only subscribed events, limited by the above selections, are filtered.
  - **Type (fourth drop-down list):** You can choose one of the following options:
    - **All meetings:** All existing events, limited by the above selections, are filtered.
    - **Confirmed meetings only:** Only events that you have accepted, limited by the above selections, are filtered.
    - **Unconfirmed meetings only:** Only events that you have not accepted, limited by the above selections, are filtered.
    - **Declined meetings only:** Only events that you have declined, limited by the above selections, are filtered.
- 3. Once you have created your filter, click **OK**.

Result: The system closes the window and accepts the settings; the filter name appears in the navigation pane tree view and on the **Filters** page. If you click on the name in the navigation pane tree view, your calendar display shows only those events matching the filter.


## Working with Calendar Events

### Editing Calendar Filters

Once created, you can easily edit calendar filters.


To edit a Calendar filter, follow these steps.

1. Click **Filters** in the calendar navigation pane.  
Result: The **Filters** page displays.

2. Click the **Edit** icon  for the filter you want to change.  
Result: The **Add/Edit Filter** window opens.
3. Change the filter using the methods described in [Using Calendar Filters](#). Click **OK**.  
Result: The system closes the window and applies your changes.

## Deleting Calendar Filters

To delete a Calendar filter, follow these steps.

1. Click **Filters** in the calendar navigation pane.  
Result: The **Filters** page displays.
2. Click the **Delete** icon  for the filter you want to remove.  
Result: The filter is deleted from the **Filters** page and the navigation pane. The **Filters** page refreshes, showing the remaining filters or a message that you do not currently have any filters

## Editing Events and Meetings

Once you've created an event or meeting, or if you have **Write** permissions on another's calendar, you can modify the event or meeting.

To edit a non-repeating event or meeting, follow these steps.

1. Right-click the title of the event in your main calendar to open a command menu, then click **Open**.  
(Optionally, you can simply double-click the event title.)  
Result: The **Add/Edit Event** window's **Description** tab opens; the **Schedules** and **Repeat Options** tab are also available.
2. Make your changes, for details on event options, see [Adding Events or Meetings](#), and click **Update Event**.  
Result: A confirmation **Send E-mail?** window opens. Click **OK** for all event invitees to receive an email of your changes; click **Cancel** to dismiss the window (no emails are sent).

## Editing Repeating Events

For repeating events, your edit options are slightly different than for non-repeating events.

To edit a repeating event, follow these steps.


1. Right-click the title of the event in your main calendar to open a command menu, then click **Open** to modify just that occurrence of the event, **Open event series** to modify the settings for all occurrences of the event, or **List occurrences** to get a list of all projected occurrences of the event.  
(Optionally, you can double-click the event title and then, in the resulting Open Event dialog box, click either **Open this occurrence** or **Open event series** as appropriate)  
Result: If you clicked **Open**, the **Add/Edit Event** window's **Description** tab opens; the **Schedules** tab is also available. If you clicked **Open event series**, the **Add/Edit Event** window's **Description** tab opens; the **Schedules** and **Repeat Options** tab are also available; changes you make effect all occurrences of the repeating event from that time

forward. If you clicked **List Occurrences**, the **Event: Occurrences of event title** page opens, click a **Title** link to open the **Add/Edit Event** window for that particular occurrence of the repeating event.

2. Make your changes, for details on event options, see [Adding Events or Meetings](#), and click **Update Event**.  
Result: A confirmation **Send E-mail?** pop-up window opens. Click **OK** for all event invitees to receive an email of your changes; click **Cancel** to dismiss the window (no emails are sent).

## Deleting Events and Meetings



Once you've created an event or meeting, or if you have **Write** permissions on another's calendar, you can modify an event. You can delete events in one of two ways:

- Individually: Right-click the title of an event in your main calendar to display an option menu, and then click **Delete**.
- By date: Click the  **Tools** menu icon and then **Delete** to open the **Delete Events** page. Use the options to specify a time range and then click **Delete**. Click **Delete** again on the confirmation page.


## Replying to Events and Meetings

When someone invites you to a meeting, the event displays on your calendar, right-click the title to act on it. You may also receive an email if the event owner elected to have the system send a notification message.

To reply to a meeting invitation, follow these steps.

1. Right-click the title of the meeting in your main calendar.  
Result: An option menu displays.
2. Click **Reply to owner**, **Accept**, or **Decline**.  
Result: If you clicked **Reply to owner**, a **Compose** window opens with the meeting owner's email address in the **To** text box and the meeting title as the **Subject**. If you clicked **Accept** or **Decline**, a dialog box opens with a space for you to enter a **Reason**. In the dialog box; enter text and click  **OK** or  **Cancel**. **OK** sends the Accept or Decline notice with the reason (or none if left blank); **Cancel** dismisses the window; no Accept or Decline notice is sent.
3. Optionally, you can also click **Open** or **Delete**.  
Result: If you click **Open**, the **Add/Edit Event** window opens with all options greyed-out (you cannot make changes) except the **Reminder** options. You can change those to send yourself reminders of the meeting at the times you want. If you click **Delete**, the event goes away from your calendar.

## Viewing Other's Schedules

You can view your and other calendar user's schedules by clicking  **Schedules** on the calendar toolbar. This is a good way to determine when a meeting can be best scheduled.

To check your or other's schedules, follow these steps.

1. Navigate to the date you want and click **Schedules** in the Calendar toolbar.

Result: A time grid for the week displays showing your free/busy availability (when you have scheduled events), along with fields below for entering an event's starting and stopping dates and times.

2. Specify the names of people, locations, or resources whose schedules you want to view by entering the name or nickname of a WebCal user or a contact in your contacts list in the **User** text box and clicking **Add**. People whose schedules you check this way must have **Request Meetings** permissions selected; this permission is selected by default. Locations and resources whose availability is checked in this way must be set up by the system administrator in order for the **Free/Busy** lookup to work.

You can also specify names by using the **Find Users** window; for details, see [Using the Find Users Window](#).

Result: The time grid shows scheduled events for each specified user, as well for yourself. Use the grid's horizontal scroll bar to navigate to the desired date and time.

3. (Optional) Use the fields and buttons below the grid as follows.
  - o Enter **Start** and **End** dates and times to change the time grid and easily see whether a user has an event scheduled during your proposed date/time.
  - o Click **Suggest Times** to have the time grid move to the next time when your users (as added attendees) are available.
  - o Click **New Meeting** to open the **Add/Edit Event** window with your added attendees in the specified time slot. See [Adding Events or Meetings](#) for details

## Using the Find Users Window

The **Find Users** window opens when you click:

- A blue **Address** link (To, Cc, or Bcc) in the **Compose** window.
- The **Find** button or blue User link on various pages and pop-up windows throughout WebMail and WebCal.

To use the **Find Users** window, follow these steps.

1. Specify the address book for your search by clicking the **Source** drop-down list. You can select from the following:
  - o **Contacts**: Your contacts database.
  - o **Groups**: Your contact groups database.
  - o **User Search**: Users on your WebMail/WebCal system.

Other search Sources can be added through the Directory Services page, see [Using Directory Services](#).



2. Enter a name in the **Name** text box; you can leave this text box blank if you want your search results to list all the users in the source database you specified (in Step 1). Click **Find**.

Result: A list of names that match your search criteria display in the window. If

necessary, navigate through your results with the Alphabet links at top or the **First/Prev/Next/Last** links at top right.

3. If you want to act on more than one contact, click **Add >>** for each person. If you want to act on a single contact, click their blue name link instead.

Result: If you click a name link, the **Find Users** window goes away and that person is displayed in the right place in your Compose or **New Event** window. If you click **Add >>** for multiple contacts, those people display in the **Selected Users** list in the window's right pane.




4. Continue adding additional people the same way. Once you are satisfied with your list, click  **OK**. Click a person's  **Delete** icon to remove them from the list.

Result: The **Find Users** window closes and your selections are displayed in the text boxes, lists, or fields in which the **Find** engine was originally invoked. For example, if you used the **Find Users** window to fill in the **To** text box while composing a message, the full addresses of your selections display on the **Compose** tab of the **Compose** window. If you used the **Find Users** window to grant a person access to your calendar (from the **Options > Calendar > Sharing Controls** page), the **Sharing Controls** page displays with the user listed.

## Responding to Unconfirmed Meetings

Calendar provides an easy way to view meetings scheduled by others to which you have not responded.

To access all of your unconfirmed meetings and make responses, follow these steps from the **Calendar** tab.

1. In the calendar navigation pane tree view, click **Unconfirmed Meetings**, and click the **List** icon  in the toolbar.  
Result: Your main calendar displays in the view (today, month, and so on) that was last viewed. Meetings scheduled by others to which you have not responded are shown.
2. Right-click the title of an event to display an option menu. In the option menu, click **Reply to owner**, **Accept**, or **Decline**.  
Result: If you clicked **Reply to owner**, a **Compose** window opens with the event owner's email address in the **To** text box and the event title as the **Subject**. If you clicked **Accept** or **Decline**, a user prompt dialog box opens with a space for you to enter a **Reason**. In the dialog box, enter text and click  **OK** or  **Cancel**; **OK** sends the Accept or Decline with the reason entered (or none if left blank), **Cancel** dismisses the window; no Accept or Decline mail is sent. Once you accept or decline a meeting request, the meeting no longer appears in your **Unconfirmed Meetings** calendar




## Finding Dates, Events, Meetings or Tasks

With WebCal, you can search your calendar database for a specific date, event, or meeting; this operation works in an identical manner for **Task** searches.





Calendar provides a **Find** engine for people (contacts and other users on the system) on the **Schedules** tab in the **Add/Edit Event** window. The Find engine is also available in the following places: on a calendar view page that displays once you click **Schedules**, on the **Shared Calendars** page, and on the **Subscriptions** page.




## Searching for a Calendar Date

Use the thumbnail calendar in the navigation pane to search for a date. (The thumbnail calendar appears once you click the **Calendar** tab.) Use the **Previous** button  and **Next** button  as necessary to display the desired month. Click the specific date, and then click the **Day View** icon  to see events scheduled for that day.

## Searching for Calendar Events, Meetings, and Tasks

Click  **Tools** >  **Search** to open the search area. Click **Advanced** in the search area for more options.

To search for an event, follow these steps from the Calendar tab.

1. Click the  **Tools** menu icon  and then  **Search**.  
Result: A search area opens on the page.
2. Use one of the following methods:
  - In the text box, enter a text string to be used to search the **Title**, **Description**, and **Attendees** fields of events/meetings. The text string may be a complete or partial word or name. Example: Type **test**, **tes**, or **te** to search for all events/meetings with the letter combinations “test”, “tes” or “te” in their title, description, or list of attendees.
  - Click **Advanced** and fill in the additional search criteria options as necessary. Your criteria is used to search fields of scheduled events/meetings. Advanced options are:
    - **Any field**: Text string used to search in the **Title**, **Description**, **Location**, **Category**, **Attendee**, and **Resource** fields. You can enter partial words or names.
    - **Title**: Text string used to search **Title** field. Partial words are OK.
    - **Description**: Text string used to search **Description** field. Partial words are OK.
    - **Location**: Text string used to search **Location** field.
    - **Category**: Text string used to search **Category** field.
    - **Attendee or Resource**: Text string used to search **Attendee** and **Resource** fields.

When performing a text string search, you can utilize the AND and OR operators. In a search criteria text box, you can enter a combination of words, each word separated by a space. This syntax automatically uses the OR operator, returning all events containing any of the specified words. For example; type **test search time** to search for all events/meetings with the words “test” OR “search” OR “time” in their title or description. You can also enter a combination of words, using the AND operator in between. This syntax automatically returns all events containing all the specified words. For example; type **test AND search AND time** to search for all events/meetings with the words “test”, “search”, and “time” in their title or description.

3. Click **Search**.

Result: Events and meetings that match your search criteria are displayed in a list. Click an event's **Title** link to display all its details in the **Add/Edit Event** window

## Synching Your Calendar with Other Calendars

If your system is set up accordingly, you can synchronize your calendar's events and to-do/task items, as well as your contacts, with Microsoft Outlook. To do this, you must download and install the SynQ add-in, which—once installed—runs within Outlook.

Get the SynQ add-in by doing the following:

1. Click **Options** in the upper right corner and then click the **SynQ** link.  
Result: The **Outlook SynQ Add-in** page displays. For the text of that page, see [Downloads](#).
2. Complete instructions on the page for downloading the add-in. Instructions for using the add-in are provided in the SynQ online help system. Also, **Outlook SynQ Add-in** page includes links for accessing the SynQ user guide and release notes.

## Importing or Exporting Calendar Data

WebCal allows you to import calendar information from applications using vCalendar, a format identified by the .vcs extension. You can also export WebCal calendar information for use with other calendar programs that support the same mandatory vCalendar elements.



WebCal supports dates between midnight January 1, 1970 and December 31, 2035 only. Although WebCal does not allow you to enter a date outside this range, some calendaring clients (such as Microsoft Outlook) do not have this restriction. Please be aware that importing a calendar file that includes an event with an out-of-range date is likely to cause problems with your WebCal calendar.



These procedures were written using Internet Explorer. Actual steps for your browser may differ slightly.

## Importing a Calendar File

To import a calendar file, follow these steps.

1. Click the  **Tools** menu icon  and then **Import/Export**.

The **Import/Export** page displays.

2. Click **Browse**.

Result: A **Choose file** dialog box opens.

3. Navigate to the calendar file (VCS) you want to import, select it, and click **Open**.



Result: The selected file name appears in the Import/Export text box.

4. Click **Import**.

Result: The file data is imported into your calendar.

## Exporting a Calendar File

To export a calendar file, follow these steps.

1. Click the  **Tools** menu icon  and then **Import/Export**.

The **Import/Export** page displays.

2. Click **Export**.

Result: A **File Download** dialog box displays.

3. Click **Save**.

Result: A **Save As** dialog box appears.

4. Navigate to the directory where you want to save the file. You can enter a name for the file, or use the default name. Click **Save**.

Result: The Calendar information is exported and saved in the selected directory.


## Getting Calendar Reminders

WebCal provides a mechanism for you to receive reminders to events, you can set default reminder specifications, and change them on a by-event basis. You can receive reminders via an email address or a mobile device, such as a pager. You set default reminders using the **Options > Calendar > Reminders** page.

## Setting Default Event Reminders

You can set a default time for email and/or mobile device reminders; and, also, change the email address to which reminders are sent and specify a mobile device phone number.

To set default event reminders, follow these steps.

1. On the **Options > Calendar > Reminders** page in the area at top, specify the following for email and a mobile device, if applicable.
  - **E-mail:** Enter an email address for reminders to be sent; the default address used is whichever address Calendar uses to send you an event invitation. Additionally, choose a time increment from the shortcut menus to select **minutes** (in multiples of 5), **hours**, **days** and/or **weeks** (up to 4 weeks). The default value for is **5 minutes** before an event begins.
  - **Mobile Device:** Enter a phone number for your mobile device. Additionally, choose a time increment from the shortcut menus to select **minutes** (in multiples of 5), **hours**, **days** and/or **weeks** (up to 4 weeks). The default value is **Disabled** (no reminders are sent).
2. Click  **Apply**.

Result: Your event reminders are sent as specified. You can adjust this on a by-event basis using options on the **Add/Edit Event** window **Description** tab.

Click  **Close** to dismiss the **Options** window.


## Getting Calendar Summaries

You can receive an email or mobile device summary of your calendar events summarized **Daily**, **Weekly**, and/or **Monthly**.



The email address and/or phone number you enter in the **E-mail** and **Mobile Device** text boxes (respectively) at the top of the **Options > Calendar > Reminders** page is used for summaries as well as event reminders. To set the default email address or mobile device number, see [Setting Default Event Reminders](#).

To do this, follow these steps.

1. On the **Options > Calendar > Reminders** page in the **Summary Reminders** area specify the following for email and a mobile device, if applicable.
  - **Daily E-mail** (disabled by default): Select from the drop-down list a time at which you want the summary to be sent; additionally, specify **Send present day's events** (default) or **Send following day's events**.
  - **Daily Mobile Device** (disabled by default): Select from the drop-down list a time at which you want the summary to be sent; additionally, specify **Send present day's events** (default) or **Send following day's events**.
  - **Weekly E-mail** (disabled by default): Select from the drop-down list a time at which you want the summary to be sent; additionally, specify **Sunday** (default) or select a day from the drop-down list. All values produce a summary for the current week.
  - **Monthly E-mail** (disabled by default): Select from the drop-down list a time at which you want the summary to be sent; additionally, specify **First day of the month** (default) or select a day from the drop-down list. The default value, **First day**, produces a summary for the current month's scheduled events; all other values produce a summary for the following month's events.
2. Click  **Apply**.  
Result: Your event summaries are sent as specified.

Click  **Close** to dismiss the **Options** window.

## Sharing and Subscribing to Calendars

Click **Options** in the banner, and then **Sharing Controls** or **Subscriptions** in the **Options** window, to manage your calendar access permissions and your subscriptions to other calendars, respectively.

Your calendar access permissions allow you to control which others on your system can check your schedule availability (**Free/Busy Lookup**) and invite you to meetings (**Request Meetings**), share your calendar (**Read**), or allow your calendar to be subscribed to (**Publish**).

Your **Subscribed** calendars are those shared or public calendars to which you have subscribed, making them accessible to you through your calendar. Your **Shared Calendars** are those calendars whose owners have granted you **Read Events** permission

## Viewing Shared Calendars

Use the **Shared Calendars** page to add users to your shared calendars list. When you add a shared calendar whose owner has granted you the **Read Events** permission, its display is accessible through the **Shared Calendars** tree view in your calendar navigation pane. If you add a calendar whose user has not granted you the required permission, you get a “permission denied” message when you click its link.

This feature is particularly useful for a group calendar where one person maintains the group’s calendar and all the members of the group access that shared calendar. In that manner, all the data entered in the group calendar is easily available and accessible to the group members.

To view shared calendars, follow these steps.

1. Click **Shared Calendars** in the calendar navigation pane

Result: The **Shared Calendars** page displays.


2. Do one of the following:

- o If you know that the particular person whose calendar you want to view is on the system, enter his/her name in the text box and click **Add**.
- o Click **Find** and use the **Find Users** window; for details, see. [Using the Find Users Window](#).


Result: The user displays in your shared calendar list in the navigation pane.

3. To view the user’s calendar, click its link in your **Shared Calendars** tree view in the navigation pane.

Result: If person has granted you access permissions, her calendar displays in your contents pane. If you have not been granted access, a denied-access message displays.

4. To remove users from your Shared Calendars list, go to the **Shared Calendars** page and click the **Delete** icon  for that user

## Subscribing to Calendars

Use the **Options > Subscriptions** page to subscribe to other calendars. When you subscribe to another calendar, all its events automatically appear in your calendar. Subscribed-to events are indicated with a purple meeting flag . You do not need to subscribe to other calendars in order to access their schedule data when planning meetings.



The owner of the other calendar must have selected the **Publish my calendar** option on their **Options > Calendar > Sharing Controls** page in order for you to subscribe to their calendar. Public calendars are automatically subscribe-able.



The subscribed calendar feature is intended for general, published information such as company holidays, sporting-event schedules, and TV schedules, rather than other user's schedules. Because all of the events in a calendar to which you subscribe display in your own calendar, you may clutter your calendar and make it difficult to use. Viewing and modifying events on another person's calendar can be accomplished through the shared calendars feature, see [Sharing and Subscribing to Calendars](#), which won't add events to your own calendar.


You can access the **Subscriptions** page in two ways:

- By clicking **Subscriptions** in the **Calendar** navigation pane.
- By clicking **Options** in the upper right corner to display the **Options** window, and then clicking **Calendar > Subscriptions**.

You can find lots of interesting public calendars that you might want to subscribe to at <http://www.icalshare.com/>.

On the **Subscriptions** page, you can subscribe to a calendar in three ways:

- **URL:** Enter the URL of a public, Internet calendar and click **Add. Important Note!** Sometimes clicking the **Subscribe** link at another site does not work; in that case, copy the Download URL and paste it into the **URL** text box.
- **User:** Enter the user name of a calendar that has subscribe permissions set and click **Add**.
- Leave the **User** text blank and use the **Find** engine. For details, see [Using the Find Users Window](#).

Result: The URL or user name displays in a Subscriptions list below with a Status message. Use the **Delete** icon  to remove them from the list.



WebCal does not verify that you correctly entered the calendar data

## Publishing Your Calendar

Publishing your calendar allows other users on your system to subscribe to it; you do this on the **Options > Sharing Controls** page **Publish Calendar** area. However, you may never need to do so. This feature is intended for a system administrators who wants to set up a calendar that's useful for all employees (for example, a calendar that lists corporate holidays or pay dates). In this scenario, your system administrator must publish the calendar, and you must subscribe to it if you want the holidays or pay dates to display in your calendar.

Preferably, instead of publishing, you would use the shared calendar feature to allow others to view and/or modify your calendar (and vice versa). See [Sharing and Subscribing to Calendars](#).

To publish your calendar, follow these steps.

1. On the **Options > Calendar > Sharing Controls** page in the **Publish Calendar** area, click the **Yes** radio button for the **Publish my calendar** option and click  **Apply**.

Result: Your calendar becomes available for other WebCal users to subscribe to.

2. Inform the other users that your calendar may now be subscribed to. Once another user subscribes to yours (from their **Options > Calendar > Subscriptions** page), all your events automatically appear in that user's calendar