



Indiana University of Pennsylvania
IT SUPPORT CENTER

CGP Calendar User Guide

Thunderbird

IT Support Center
3/5/2014





This document contains information on how to setup the CGP Calendar in Thunderbird. It also contains information on how to schedule events for both yourself and others (using a Proxy Calendar).

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I. How to Use your CGP Calendar

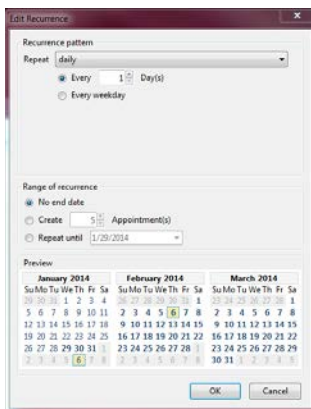
Schedule a Single Event in your CGP Calendar

1. Click the Event button in the upper left 
2. Complete the information in the New Event dialog box (where applicable)
 - Title: Enter a Title for the event
 - Location: Enter a Location for the event
 - Calendar: verify your e-mail address is selected
 - Start: Enter the start time for the event
 - End: Enter the end time for the event
 - Repeat: Used for repeating events (covered in another section)
 - Reminder: Set up an e-mail reminder before the event starts
 - Description: Enter details about the event
3. Verify that the information is correct, and click **Save and Close**.

Note: If you would like your Event to be Private, click the Privacy button  and then choose Private Event. The Event will only show as visible on your Calendar.

Schedule a Repeating Event in your CGP Calendar

1. Click the Event button in the upper left 
2. Complete the information in the New Event dialog box (where applicable)
3. In the Repeat section, click the down arrow and choose **Custom**
4. Select the **recurrence pattern** (daily, weekly, monthly, or annually). Your options will vary depending on which of these you choose, allowing you to schedule meetings every two weeks, or monthly on the same day, or monthly on the fourth Tuesday, for example.



5. Select the **Range of occurrence**. It's best to choose an ending date under **Repeat until**.
6. Click **OK**.
7. Verify that the information is correct, and click **Save and Close**.

Tip: If the repeating event runs from Monday through Friday, you will need to choose Saturday as the “Repeat Until” day for the event to show up on Friday.

****Important Note**** It is ok to schedule a repeating event for your calendar, but it is not recommended when inviting others.

Edit or Delete an Event in your CGP Calendar

To Edit:

- Double click the event you want to **Edit**
- update the field(s) you want to update
- click **Save and Close**


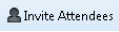
Note: If this is a recurring event, you will need to choose if you want to **Edit just this occurrence** or **Edit all occurrences**. It is best to **Edit just this occurrence**, delete it, and then create a new single event in its place.

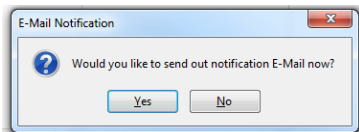
To Delete:

- Double click the event you want to **Delete**
- Click the **Delete** button

Note: if this is a recurring event, you will need to choose if you want to **Delete just this occurrence** or **Delete all occurrences**.

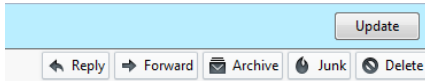
Invite others to an Event from your CGP Calendar

1. Click the **Event** button in the upper left 
2. Complete the information in the New Event dialog box
3. Click the **Invite Attendees** button 
 - a. Enter the e-mail address of an attendee (not the alias) in the left hand column. Use the color-coded key on the screen to identify available time slots.
(An example e-mail address is jdoe@iup.edu and example alias is j.a.doe@iup.edu.)
 - b. You can update the start and end date and time manually, or you can drag the borders of the light teal box to adjust the times. You can also use the **Previous slot** and **Next slot** buttons to view other time slots.
 - c. Click **OK** when the desired time slot has been identified and the attendee(s) have been entered.
4. Verify the **Notify attendees** button is checked.
5. Verify that the information is correct, and click **Save and Close**.
6. If you are prompted with the **E-mail Notification** dialog box, click **Yes**.



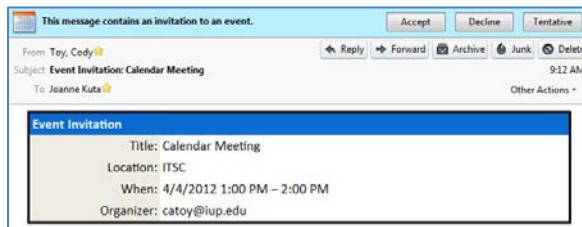
7. The attendees will receive an e-mail invitation to the event. When they respond, the organizer will receive a reply e-mail message indicating that “This message contains an update to an

existing event.” The organizer must update the status by clicking the Update button in the reply. After doing so, the message will indicate that “Event has been updated”.



Accept or Decline an Event Invitation

1. When you are invited to an event, you will receive an e-mail message indicating that you are invited to an event.



2. Choose the appropriate button to Accept, Decline, or tentatively accept the request.
3. If you do not choose any of the options in this e-mail message, the event will **not** show up on your calendar.

II. Calendar Security

By default, anyone at IUP can view your Calendar and invite you to Events.

If you have a need to restrict access to your Calendar, please open a call in ihelp for assistance with this. <https://ihelp.iup.edu>

III. How to Setup a View

Note: Setting up a view will allow you to ‘see’ another person’s calendar. The view does not allow you to edit or create an Event on another person’s calendar – that is done by a Proxy Calendar, which is covered in another section.

View someone else’s Calendar

1. Click the Calendar tab
2. On the left side, below the list of Calendars, right-click and choose **New Calendar**.
3. Select **On the Network**
4. Click **Next**
5. Select **CalDAV**

6. In the Location field, enter the following:
<https://imail.iup.edu/CalDAV/~username@iup.edu/Calendar>
 - a. where username = the username of the person's e-mail address (not the alias).
 - b. This is case-sensitive and must be entered exactly as it appears.
7. Click **Next**
8. In the Create New Calendar dialog box, enter the following information:
 - a. For name, enter the person's e-mail address in this format: username@iup.edu
 - b. For color, select a color for the background of this person's calendar entries.
 - c. Uncheck **Show Reminders**.
 - d. For e-mail address, click the down arrow and select **None**.
9. Click **Next**
10. Click **Finish**
11. Right click on the calendar, and choose **Properties**
12. Place a check next to **Read Only**
13. Click **OK**

IV. How to Setup a Proxy Calendar

A Proxy Calendar is a calendar used to schedule an event that you are not attending. The Proxy Calendar is used to schedule Events for others (e.g. an administrative assistant creating a meeting for a supervisor), as well as resources (e.g. a conference room).

Note: To schedule (invite) a resource calendar, you will need to have permission to schedule that resource calendar.

If you need to setup a proxy calendar, please open a call in ihelp for assistance: <https://ihelp.iup.edu>.

Step 1 - Create your Proxy Calendar in imail

The creation of a Proxy Calendar occurs initially in imail (not Thunderbird).

To create a Proxy Calendar in imail:

1. Login to imail: <https://imail.iup.edu>
2. In the leftmost window pane, **right click** on your e-mail account
3. Choose **Create Folder**
4. In the Name: field, enter a folder name (example: Proxy_Calendar)
5. In the Type: field, choose Calendar
6. Click the **Create** button
7. Verify your new Proxy Calendar shows in the leftmost window pane.
8. Click **Log Out** in the upper right corner to logout of imail.

Once the Proxy Calendar is created in imail, it can then be setup in Thunderbird.

Step 2 - Set up your Proxy Calendar in Thunderbird

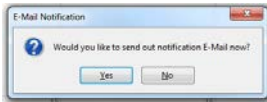
Note: The proxy calendar must be setup in imail first before this step can be completed.

1. Open Thunderbird
2. Click the Calendar tab
3. On the left side, in the leftmost window pane, and in the blank area, right-click.
4. Choose **New Calendar**
5. Select **On the Network**
6. Click **Next**
7. Select **CalDAV**
8. In the Location field, enter: <https://imail.iup.edu/CalDAV/~username@iup.edu/foldername>
 - a. where username@iup.edu = your imail username@iup.edu, not your alias@iup.edu
 - b. and foldername = the folder name you created in imail (e.g. Proxy_Calendar from Step 4 in the Create your Proxy Calendar section).
 - c. This is case-sensitive and must be entered exactly as it appears.
9. Click **Next**
10. In the Create New Calendar dialog box, enter the following information:
 - a. For name, enter the folder name of your Proxy Calendar (e.g. Proxy_Calendar)
 - b. For color, select a color for the background of this Proxy Calendar.
 - c. Uncheck **Show Reminders**.
 - d. For e-mail address, click the down arrow and select **your e-mail address**.
11. Click **Next**
12. Click **Finish**
13. Right click on the new Proxy Calendar that was just created (e.g. Proxy_Calendar)
14. Choose **Properties**
15. In the Refresh Calendar field, click the dropdown arrow and choose how often you would like that calendar to refresh
16. Click **OK**

Schedule a Single Event and Invite using the Proxy Calendar

1. Click the calendar tab
2. On the left side, in the list of Calendars, click once on your Proxy Calendar.
3. Double click the day you want to schedule a meeting. This will open a New Event.
4. In the New Event window, complete the following fields:
 - a. **Title** – the name of the event and who is hosting
 - b. **Location** – the location of the event
 - c. **Start** – the start time of the event
 - d. **End** – the end time of the event
5. Click the **Invite Attendees** button

6. On the left hand side (under your e-mail address), type the e-mail address of the attendee or the resource that you are inviting:
 - a. If a person, enter username@iup.edu where username = the username of the attendee (not the alias).
 - b. If a resource (e.g. conference room), enter resourcenam@calres.iup.edu where resourcenam = the name of the resource (strgt_g35@calres.iup.edu for example)
 - c. If you are inviting more than one person, enter the e-mail address for each attendee on a separate line.
7. Click **OK**
8. Verify **Notify attendees** is checked
9. Click **Save and Close**
10. When prompted to send e-mail notification now, click **Yes**.



The meeting will then update on the resource calendar depending on the 'Refresh Calendar' setting in your View (example Every 30 minutes). You will also receive an e-mail message indicating that the resource has been scheduled. Click the **Update** button in that e-mail message.



Note: To update a calendar sooner than 'every 30 minutes', right-click below the list of calendars (on the left-hand side) and choose **Synchronize Calendars**.

Edit or Delete an Event using the Proxy Calendar

To Edit:

- Double click the event you want to **Edit**
- update the field(s) you want to update
- click **Save and Close**

To Delete:

- Double click the event you want to **Delete**
- Click the **Delete** button

The attendee(s) will receive an e-mail message indicating that the event has been deleted. They will need to click on Delete in this e-mail message to remove this event from their Calendar.

V. How to Print your Calendar

1. Click **File** (in the upper left corner)
2. Click **Print**
3. Complete/Adjust the following fields as needed:

Title: Enter a title for the Calendar

Layout Options:

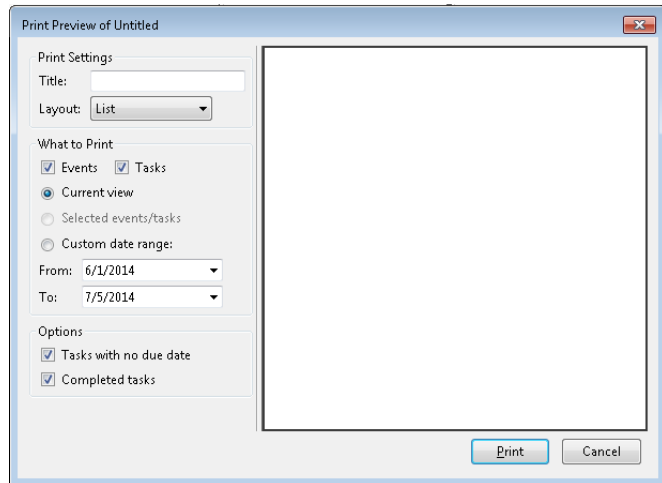
- List
- Monthly Grid
- Weekly Planner

What to Print: Leave checked if you want to print Events/Tasks

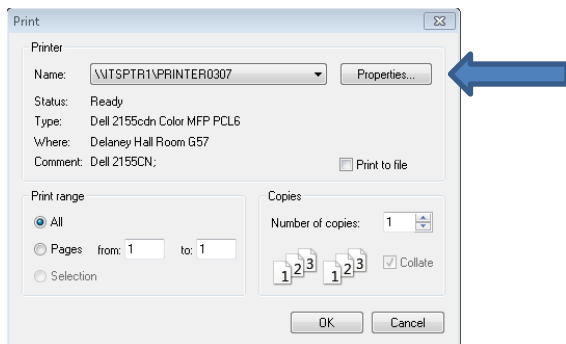
Current view: Stays marked unless you choose Custom date range

Custom date range: (if different than what is on the screen)

Options: Leave checked unless you don't want these items, then uncheck



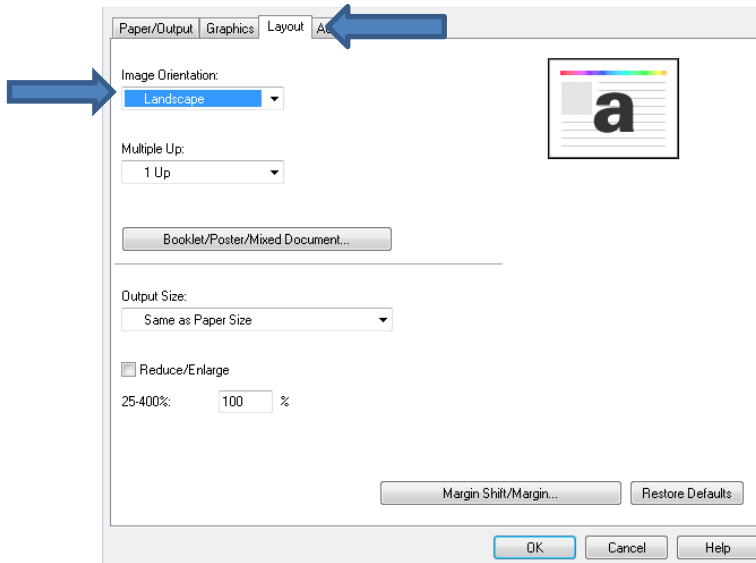
4. Click **Print**
5. **Verify** the printer you are printing to.
6. Click **OK** (this will print the calendar in **Portrait** mode)
7. If you would like to print in **Landscape**, prior to clicking OK in step 6, click the **Properties** button in the Print window:



8. Next, click the **Layout** tab

Step 8

Step 9



9. Change the Orientation to **Landscape**

10. Click **OK**

Note: Some printer properties windows will look different than these ones. If you have any trouble changing the orientation of your Calendar to Landscape, please contact the IT Support Center for assistance.

Also note if you have multiple calendars setup and you only want to print 1 of them, then you will need to deselect the other calendars prior to printing.