



Indiana University of Pennsylvania  
IT SUPPORT CENTER

# CGP Calendar User Guide

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imail

IT Support Center

3/5/2014

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

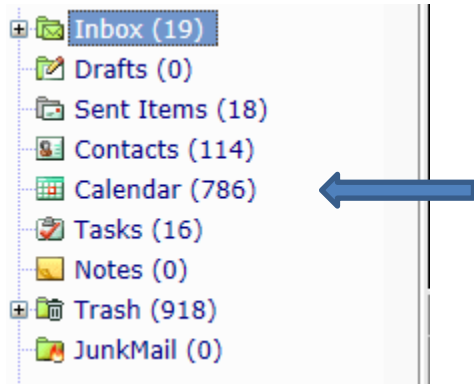
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## I. How to Use your CGP Calendar

### Access your CGP Calendar

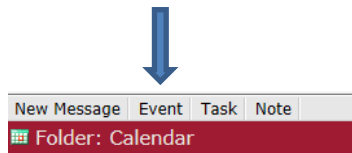
There is no setup required to use your calendar in imail. It will automatically appear as a ‘folder’ in the folders pane (on the left side) when you login to imail: <https://imail.iup.edu>

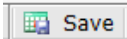
Click the **Calendar folder** once to display your CGP Calendar in imail.

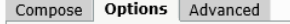


### Schedule a Single Event in your CGP Calendar

Click the **Event button** (in the upper left corner).

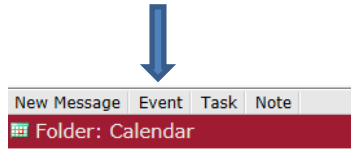


1. Complete the information in the Compose window (where applicable):
  - **Subject:** Enter the subject of the event you are creating
  - **Attach a file** – Click to attach a file to the event (such as an e-mail message or agenda)
  - **Where:** The location of the event
  - **Starts:** The date and start time of the event
  - **Duration:** How long the event lasts (not the finish time)
  - **Recurrence:** Select if the event will repeat (this will be covered later)
  - **Alarm:** Set an e-mail reminder prior to the start of the event
2. If you wish to include more information about the event, click the **Message** tab and enter the additional information there.
3. (We will cover Inviting Others and the Attendees and Availability tab later.)
4. Verify that the information is correct and click **Save**. 

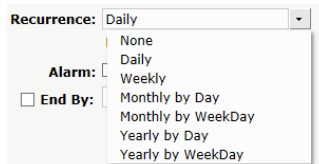
**Note:** If you would like your event to be Private, click the Options button  and place a check in the Private Item box. The event will only show as visible on your Calendar.

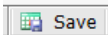
## Schedule a Repeating Event in your CGP Calendar

1. Click the **Event button** (in the upper left corner).



2. Complete the information in the Compose window (where applicable)
3. In the Recurrence field, click the down arrow and choose the appropriate **recurrence pattern** (daily, weekly, monthly, or annually).




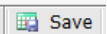
4. Your options will then vary depending on which of these you choose, allowing you to schedule meetings every two weeks, or monthly on the same day, or monthly on the fourth Tuesday, for example.
5. Place a check in the **End By:** field (by clicking on the box).
6. **Choose the End By date** using the Calendar template and clicking on the end date desired.
7. Verify that the information is correct and click **Save**. 

Tip: If the repeating event runs daily from Monday through Friday, choose Friday as the “End By” day.

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

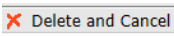
## Edit or Delete an Event in your CGP Calendar

To Edit:

- Single click the event you want to **Edit**
- Click the **Edit** button 
- update the field(s) you want to update
- click the **Save** button 

Note: If this is a repeating event, this will edit all events, not just this one. To edit a portion of a repeating event, it is recommended that you delete the repeating event and then recreate it with either a single event or multiple repeating events.

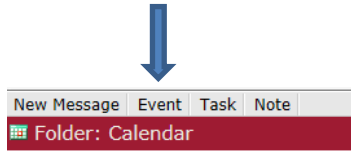
To Delete:

- Single click the event you want to **Delete**
- Click the **Delete and Cancel** button 

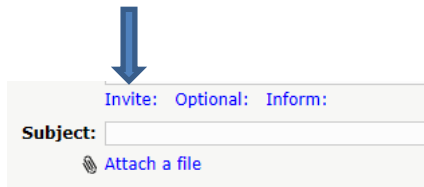
Note: If the event is a repeating event, it will delete all occurrences.

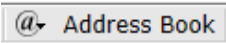
## Invite others to an Event from your CGP Calendar

1. Click the **Event button** (in the upper left corner)

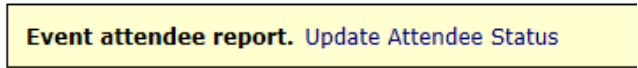


2. Complete the information in the Compose window (where applicable):
  - a. **Subject:** Enter the subject of the event you are creating
  - b. **Attach a file** – Click to attach a file to the event (such as an e-mail message or agenda)
  - c. **Where:** The location of the event
  - d. **Starts:** The date and start time of the event
  - e. **Duration:** How long the event lasts (not the finish time)
  - f. **Recurrence:** Select if the event will repeat (not recommended when inviting others)
  - g. **Alarm:** Set an e-mail reminder prior to the start of the event
3. Click Invite (under the From: field)



4. Then add the additional Attendee(s) in one of the following ways:
  - a. Enter the e-mail address of the person(s) you are inviting directly into the **Invite:** field (separated by a comma and each e-mail address on its own line).
  - b. Use the IUP Directory
    - Click the **Address Book** button 
    - Then choose **IUP Directory (LDAP)**
    - In the **[filter addresses]** field – on the left – type in the last name of the person you are inviting
    - In the Search Results, double click the person's name to invite them
    - Continue inviting in this manner until everyone has been invited
  - c. Use one of the other available Address Books
    - Click the **Address Book** button
    - Choose any Address book (other than IUP Directory)
    - Double click the name or resource of the attendee
    - Continue inviting in this manner until everyone has been invited
5. Check the availability of the attendees by click the **Attendees and Availability** tab
6. Use the color codes (Green = Free, White = Busy) to identify if someone is available or not.
7. If you need to look at other times, return to the Event Schedule Tab and change the date and time. Then check the Attendees and Availability tab again.
8. Once you are sure everything is correct, click **Save**

9. The attendees will receive an e-mail invitation to the event. When each person responds, the organizer will receive a reply e-mail message. The organizer must update the status by clicking the **Update Attendee Status** button in the reply e-mail message.



## 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. After doing this, your Calendar will be updated accordingly.
4. If you do not click 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.

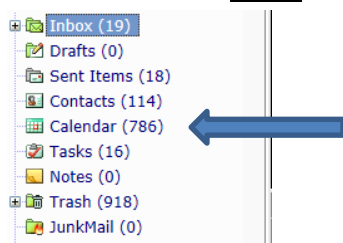
If you have a need to restrict access to your Calendar, please open a call in ihelp for assistance with this. <https://ihelp.iup.edu>

## III. Viewing Other Calendars

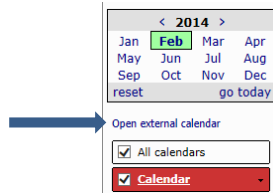
Note: Setting up a view will allow you to ‘see’ another person’s calendar. The view does not allow you to edit or create an event on another person’s calendar – that is done by a Proxy Calendar, which is covered in another section.

### View someone else’s Calendar

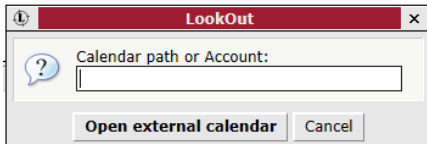
1. Login to imail: <https://imail.iup.edu>
2. Click the **Calendar** folder on the left hand side



3. Click the **Open External calendar** link



4. In the **Calendar path or Account:** field, enter the **e-mail address** for the person whose calendar you would like to view (example: username@iup.edu).



5. Click the **Open external calendar** button
6. That person's calendar will now display.

**Note 1** - This view is only temporary. Once you leave the Calendar screen, this view will go away. To see it again, it will need to be recreated.

**Note 2** – You can only view one person's calendar at a time. If you are viewing one person's calendar and click the Open External Calendar link (Step 3) again, it will replace the current calendar with the new one.

## 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>.

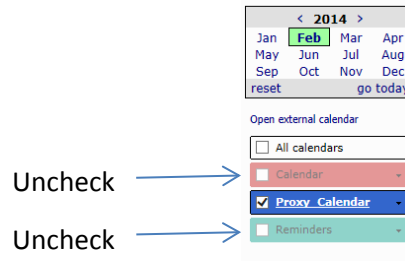
### Create your Proxy Calendar

To create a Proxy Calendar in imail:

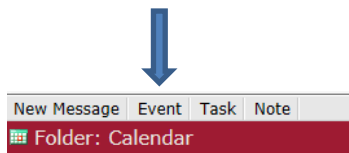
1. Login to imail: <https://imail.iup.edu>
2. In the leftmost window pane, **right click** on your e-mail account (it will be grayed out)
3. Choose **Create Folder**
4. In the Name: field, enter a folder name (example: Proxy\_Calendar)
5. In the Type: field, choose Calendar
6. Click the **Create** button
7. Verify your new Proxy Calendar shows in the leftmost window pane.

## Schedule a Single Event and Invite using the Proxy Calendar

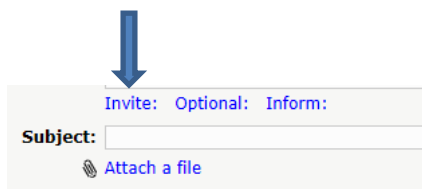
1. Click once on your newly created Proxy Calendar (see previous section) to highlight it.
2. Uncheck all calendars in the Calendar Section, except for your Proxy Calendar.

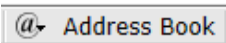


3. Click the **Event button** (in the upper left corner).



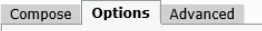
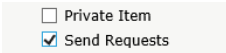
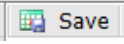
4. Complete the information in the Compose window (where applicable):
  - Subject: Enter the subject of the event you are creating
  - Attach a file – Click to attach a file to the event (such as an e-mail message or agenda)
  - Where: The location of the event
  - Starts: The date and start time of the event
  - Duration: How long the event lasts (not the finish time)
  - Recurrence: Select if the event will repeat
  - Alarm: Set an e-mail reminder prior to the start of the event
5. If you wish to include more information about the event, click the **Message** tab and enter the additional information there.
6. Click Invite (under the From: field)

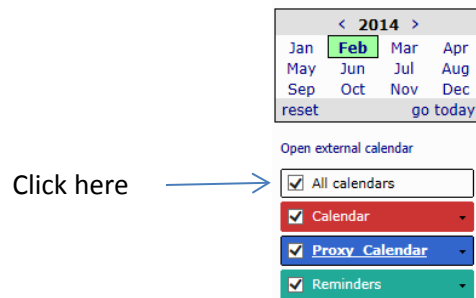


7. Then add the additional Attendee(s) in one of the following ways:
  - Enter the e-mail address of the person(s) you are inviting directly into the **Invite:** field (separated by a comma and each e-mail address on its own line).
  - Use the IUP Directory
    - i. Click the **Address Book** button 
    - ii. Then choose **IUP Directory (LDAP)**
    - iii. In the **[filter addresses]** field – on the left – type in the last name of the person you are inviting
    - iv. In the Search Results, double click the person’s name to invite them





## CGP Calendar – imail

- v. Continue inviting in this manner until everyone has been invited
- Use one of the other available Address Books
  - i. Click the **Address Book** button
  - ii. Choose any Address book (other than IUP Directory)
  - iii. Double click the name or resource of the attendee
  - iv. Continue inviting in this manner until everyone has been invited
8. Check the availability of the attendees by click the **Attendees and Availability** tab
9. Use the color codes (Green = Free, White = Busy) to identify if someone is available or not.
10. If you need to look at other times, return to the Event Schedule Tab and change the date and time. Then check the Attendees and Availability tab again.
11. Once everyone has been invited, click the **Options** tab. 
12. Place a check in the **Send Requests** field. 
13. Return to the Compose tab.
14. Verify that the information is correct and click **Save**. 
15. You have successfully created an event using your Proxy Calendar and have invited others.
16. Re-check All Calendars so that all your Calendars display again.

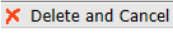


## Edit or Delete an Event using the Proxy Calendar

To Edit:

- Single click the event you want to **Edit**
- Click the **Edit** button 
- update the field(s) you want to update
- click the **Save** button 

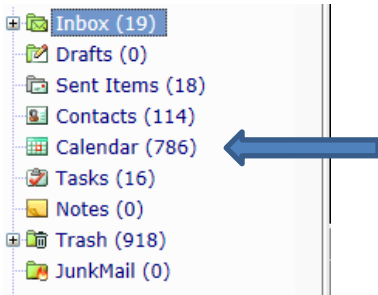
To Delete:

- Single click the event you want to **Delete**
- Click the **Delete and Cancel** button 

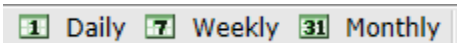
The attendee(s) will receive an e-mail message indicating that the event has been deleted. They will need to click on Delete in this e-mail message to remove this event from their Calendar.

## V. How to Print your Calendar

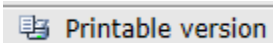
1. In the left-pane window, (left) click the **Calendar folder** once to display your Calendar in imail



2. Click the timeline that you would like to print (along the top).



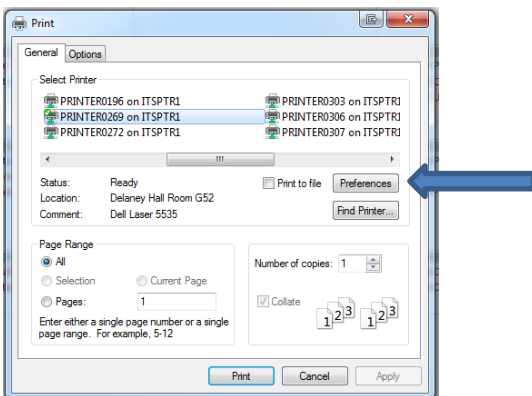
3. Click the **Printable version** button (in the upper right).



4. Click Print

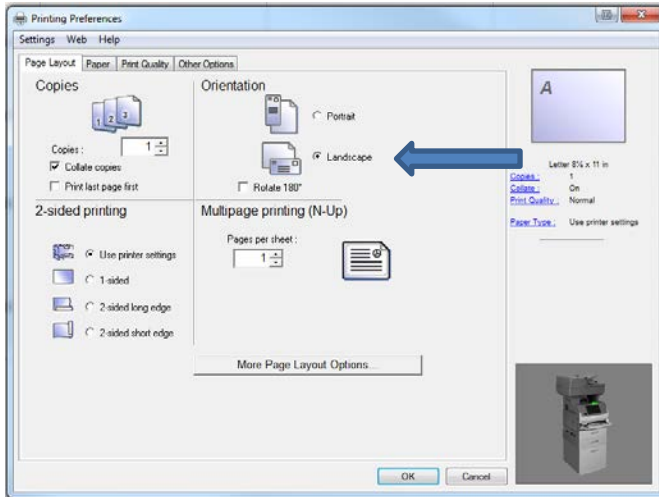


5. Choose the printer you would like to print to.
6. Click **Print** (this will print the calendar in **Portrait** mode)
7. If you would like to print in **Landscape**, prior to clicking Print in Step 6, click the **Preferences** button in the Print window:



(Continued on the next page)

8. Change the Orientation to **Landscape**



9. Click **OK**

10. Click **Print**

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.