CONNECT CALENDAR GENERAL USER

The following gives detailed explanations of commonly used functions in Connect Calendar, when accessed from the Google Web Application [GWA]. For more information regarding using Connect Calendar via other desktop clients, please see Connect Google Apps: http://www.connect.ucsb.edu/usage/google-apps

Logging in

1. Go to: www.connect.ucsb.edu/calendar .
2. Type your UCSBnetID followed by @ucsb.edu [ex: janegaucho@ucsb.edu].
3. Press the **Next** button.
4. Type your UCSBnetID password.
5. Press the **Sign in** button.

Navigation

Navigate forward and backward in Connect Calendar using the **Today** and **< >** buttons along the top while in the Day, Week, Month, 4 Days, and Agenda views.

Finding and viewing another person's calendar

1. Go to the left- side under "Other calendars."
2. In the box that reads "Add a coworker's calendar" type the First and Last Name of the person whose calendar you want to view.
3. Choose the address ending with @ucsb.edu
4. On the main portion of the calendar you will be able to see their calendar.
5. Calendars in the "Other calendars" section show a banded pattern.
   a. If desired, select a new color from the pulldown menu accessible when hovering on the right of their name.

Events versus meetings, tasks, day events, and daily notes

Connect Calendar simply uses "events," and does not differentiate between tasks, meetings, day events, or daily notes. You can however, specify the type of event in its description.

Creating an event

There are several ways to create an event in Connect Calendar:

Click the Create button

1. In the top left-hand corner, click **Create**.
2. Add a title to the event and add any event details.
3. If you have multiple calendars, choose the calendar where you want to add the event from the "Calendar" dropdown menu.
4. At the top of the page, click **Save**.

You can also click an empty time in your calendar or use the Quick add feature, which is detailed here: https://support.google.com/calendar/answer/72143?hl=en

Interacting with an event block

For Calendars in the "My calendars" section, you can:

- Click on an event to view and edit more information
- Click and drag an event block to a different time or date in real time
- Drag the bottom of the event down to extend it

Edit Specifics

1. Click on the event
2. Click **Edit event**.
3. Make changes to your event.
   a. Click **All day** to make it an all-day event.
   b. Change the Notification and Visibility settings.
4. Click **SAVE**.

Creating a repeating event

1. Click **Create**.
2. Add the event title, date, and time.
3. Under the date and time, check the box next to **Repeat**.
4. Choose how often the event repeats, and how many events are in the series.
5. Click **Done**.
6. Click **Save** at the top of the page.

Example: Jenny wants to create an event that repeats on the first Tuesday of every month starting in June until November. She would create an event on the first Tuesday of June. Next she would choose the following settings:

- **Repeats:** Monthly
- **Repeat every:** 1
- **Repeat by:** day of the week
- **Ends:** On 11/3/2015
- **Summary: Monthly on the third Tuesday, until Nov 3, 2015**

Adding notes to an event

1. Click the event
2. Choose the **Edit Event** link.
3. Edit the "Description" section.
4. Add attachments if desired.
5. At the top of the page, click **Save.**

Deleting an event

1. Click on the event.
2. Click **Delete**.
3. Choose if you want to update your guests that the event is being cancelled

Responding to an event invitation

Responding via the email invite

If you are using your UCSB GWA account online, you can respond to an event invitation by choosing Yes, Maybe, or No in the email notification.

If you are using your UCSB GWA account with an email client, you might need to follow the link in the email notification, and choose Yes, Maybe, or No, and click the **Submit Response** button. Otherwise, these options will be displayed in the email.

Responding via the event on your calendar

1. Click on the event block.
2. Select your response next to **Going**?.

Inviting/Checking meeting attendees

1. Click on the event block title.
2. Note the **Guests** section on the right-hand side.

   a) ✓ on the left of the Guest denotes they are attending
   b) ? denotes Maybe
   c) ⊘ denotes No

3. Type the name of the person you would like to invite and press enter.
4. Always select the address ending in "@ucsb.edu."

Identifying who proposed an event

If the person proposing the meeting is using their default UCSB Connect Calendar, double click on the event block, and note the name or email address next to the **Calendar** field on the left-hand side of the screen.

If the person proposing the meeting is using their *custom* UCSB Connect Calendar, double click on the event block, and note the name or email address next to the **Created by** field on the left-hand side of the screen.

For more information on creating *custom* calendars visit:
https://support.google.com/calendar/answer/37095?hl=en

Sharing calendar access

1. Under "My calendars," hover over the calendar you would like to share.
2. Click the pulldown menu displayed on the right-hand side and choose **Share this Calendar**.
3. In the "Share with specific people" section, type the first and last name of the person to whom you want to delegate your calendar and select the email address ending with "@ucsb.edu."
4. In the drop-down box under "Permission Settings," select the appropriate option.
5. Click **Add Person**.
6. Click **Save**.

Example: Jenny has her calendar shared with Bob, and has selected **Make changes AND manage sharing.** Bob can sign in to his calendar and manage Jenny's calendar. Bob would follow the steps below to create a new event on Jenny's calendar:

1. Verify that the delegated calendar shows up in the "My calendars" list.
2. In the drop-down list next to the delegated calendar, select **Create a new event on this calendar**.

CONNECT

Printing & Refreshing in Connect Calendar

With the easy-to-use sharing feature of Google Calendar, you should be able to avoid ever having to print calendars. However, if you have to print, see the procedure comparison below:

1. Select the calendar you want to refresh or print.
2. Select the view you would like to refresh or print [Day, Week, Month, 4 Days, or Agenda].
3. Click on the **More** button on the upper right-hand side of the calendar.
4. Choosing **Print** will present you with a Calendar Print Preview window.
5. Choose the Print Range, Font size, Orientation, and press the Print button.
6. If you wish to create a PDF click the **Save As**… button.
7. Choosing **Refresh** refreshes and reloads your calendar.

Central-campus posting of holidays

There will be a custom Connect Calendar automatically shared with everyone in the UCSB organization reflecting UCSB events and holidays.

Customizing your calendar

Controlling Visibility

1. Under "My calendars," hover over the calendar you would like to edit and click **Share this Calendar** from the dropdown menu.
2. Your default calendar is automatically shared with everyone in the organization UCSB Connect, but you can control whether or not to show the details of your events.

   NOTE: A custom calendar is not shared with anyone.

   For more information regarding visibility settings:
   https://support.google.com/calendar/answer/34580

Setting a default week view

CONNECT

1. In the top right corner, click Settings ⚙▾ > **Settings**.
2. In the "General" tab, scroll down and find "Week starts on."
3. Using the drop-down menu, select your new default.
4. Click **Save**.

Setting default working hours

You can only set default working hours for your default personal calendar, not custom calendars or calendars that are delegated to you.

1. In the top right corner, click Settings ⚙▾ > **Settings**.
2. In the "General" tab, scroll down and find "Working hours."
3. Using the drop-down menu, select your new default. Non-working hours will be grayed out when users view your availability using the "Find a time" function.
4. Click **Save**.

Notification Settings

You can edit your default notifications for both regular events and all-day events. You can also choose to be notified with pop-up notifications, emails, or both. The default setting is for a pop-up notification. To get notifications on your computer, you need to have Connect Calendar open in your browser.

1. In the top right, click Settings ⚙▾ > **Settings**.
2. At the top of the page, click the **Calendars** link.
3. To the right of the calendar you would like to edit, click **Edit notifications**.
4. Edit your "Event notifications" or add another notification.
5. To remove a notification, click **remove** to the right of each notification.
6. Click **Save**.

More notification options:

Email updates – Get notifications when you are invited to an event, an event is changed, canceled, or someone responds. Check or uncheck the box under "Email" on the Edit Notification page mentioned above.

Daily agenda - Get a schedule of your day's events around 5 AM local time.

For more information on notifications:
https://support.google.com/calendar/answer/37242?hl=en

Creating a Tasks list

The "Tasks" list can be toggled on or off and is located under "My calendars." When toggled on, your list of tasks will open on the right.

1. To add a task click **+** at the bottom on the list.
2. Enter your item.
3. To include notes and set due dates, click **>** to edit a task's details.
4. For more Google Tasks information see:
   https://support.google.com/calendar/answer/106237?hl=en&vid=1-635756053505056652-6097488053649524420

Tasks with due dates will show on your calendar like all-day events.

CONNECT

Want more practice?

Complete the following training activities to test your knowledge of Connect Calendar.
You might want to complete these activities with a co-worker.

Activity 1
Add my calendar to your "Other calendars" section.

Activity 2
Create an event titled "Juggling practice" which repeats on Thursdays for four
occurrences. Description: Practice juggling with circus friends. Change the second event
in the series to be an hour later. Delete the third event in the series.

Activity 3
Create an event titled "Ice cream social" and invite your co-worker's account.

Activity 4
Share your calendar with a co-worker (there may be a delay, don't worry if it doesn't
show up right away). Give them permission to "Make changes to events AND manage
sharing."

Activity 5
Change the visibility of your calendar to hide the details of events to the UCSB Connect
Organization. Change your week view to show only business days. Change your
working hours to M-F 8am-5pm.

Activity 6
Change the notifications settings to receive emails 1 hour before an event and receive
your daily agenda in email form.

Activity 7
Create a task called "Pay the bills" and give it a due date of Nov. 1st, 2015. Delete the
task.