CONNECT CALENDAR POWER USER GUIDE

The following gives detailed explanations of features in Connect Calendar such as managing space resources or being delegates for other's calendars. These guides are valid when accessing Connect Calendar with the Google Web Application [GWA] from a browser.

Creating a Custom Calendar

A custom calendar is not automatically shared with anyone, however it can be shared. For example a personal events calendar could be viewed simultaneously with your default work calendar and shared with people within or outside of the UCSB Connect Organization.

NOTE: You can only create new calendars on a browser on your computer or mobile device, not using a desktop client.

1. Go to "My calendars."
2. To the right of "My calendars," click the drop-down menu ▾ > **Create new calendar**.
3. Add a name for your calendar.
4. If you are ready to share the calendar select the appropriate sharing settings.
5. Click **Create Calendar**.
6. Refresh your browser to view the new calendar under "My calendars."

If you find yourself sharing things often with the same group of people, you can set up a "Google Group." With a Google Group, you can simply type the name of the group instead of each individual name. For more on Google Groups, see: https://support.google.com/groups/?hl=en#topic=9216

Sharing your calendar with people outside of the UCSB Connect Organization

To share your calendar with someone outside of the UCSB Connect network (contractors, affiliates, etc.), you can set your calendar to public or share your calendar directly with that person if they have a Google account.

NOTE: Even if you set the event you created to public, the calendar it was created on must be set to public or be shared.

1. Hover over the name of the calendar under "My calendars" and select "Share this calendar" from the drop down menu.
2. Check the box for "Share this calendar with others."
3. Check the box next to "Make this calendar public."
4. Choose whether to share Calendar settings or show free/busy.
5. Click **SAVE.**
6. Go to "Calendar Settings" once again by hovering over the name of the calendar.
7. Next to Calendar Address, click HTML to get a shareable URL.

Managing the delegate role for multiple people

A delegated calendar is a calendar that has been shared with the delegate with permission to "Make changes AND manage sharing."

Delegated calendars appear under "My calendars." Events on these calendars can be shown by clicking on the name of the calendar to toggle it on and off. If you have multiple calendars selected, events with overlapping times will be resized to fit in a single day column for simultaneous viewing.

As a delegate, you can:

- Receive notifications for the delegated calendar
- View all events on the delegated calendar
- Accept or decline events on behalf of the delegated calendar
- Add a note to the invitation response
- Create events on behalf of the delegated calendar

As a delegate, you cannot:

- Change the general settings of the delegated calendar

For more information on delegated calendars, see the Google Calendar for Administrative Assistants document: https://docs.google.com/document/d/1rJkSaZevyZF5hCxaoPjmnkeub8SJRPkgFQx8LUUOIzU/edit?hl=en&pli=1

Scheduling resources

To view the availability of a resource for a specific event/time, go to the "Rooms, etc." tab next to "Guests" when creating the event. The default setting should be "Show only available," which means the resources available will automatically be sorted for the time you have selected for the event.

1. Click "Rooms, etc."
2. Click **Add** to add a resource and **Remove** to remove it.
3. To view the availability of the resource, click **Find a time** next to **Event details.** Using the **Find a time** feature avoids double-booking a resource.
4. When you have added a resource and selected a time, click **SAVE** to reserve the resource for your event.

NOTE: If you need to use a resource, the easiest way to view its availability is to have the owner of the resource calendar share it with you. If you are an all-in department, contact your Connect Department Administrator [CDA]. If you are a calendar-only department, contact Connect Help.

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Sharing the availability of resources

If you are a delegate of the resource, meaning the resource calendar has been shared with you WITH the permission to "Make changes AND manage sharing," you can access a URL which will display the full availability of the resource for those who are not delegates or for those who are outside of the UCSB Connect Organization.

1. Hover over the name of the calendar under "My calendars" and select "Calendar settings" from the drop down menu.
2. On the "Share this Calendar" tab, check the box for "Share this calendar with others."
3. Check the box next to "Make this calendar public."
4. Choose whether to share Calendar settings or show free/busy.
5. Click **SAVE.**
6. Go to "Calendar Settings" once again by hovering over the name of the calendar.
7. Next to "Calendar Address" section, click **HTML** to get a shareable URL.

Viewing availability and scheduling a resource time for multiple users

You can use the "Find a time" feature to check the availability of another Connect Calendar user or resource in the UCSB Connect Organization.

1. Click **Create**.
2. Click the "Find a time" tab next to "Event details."
3. Invite you guests' address which ends in "@ucsb.edu."
4. If they have set their default working hours, their non-working hours should be grayed out.
5. Find a time which is neither scheduled with an event block nor grayed out. Use the arrows at the top to navigate between days.
6. Once you've found a time, click the area within the calendar grid. The time will update at the top of the page.
7. Edit "Event details" if necessary and click **SAVE**.

All-day events: All-day events are shown at the top of the calendar grid. If a guest has an all-day event, they will appear available in the "Find a time" tab unless their event is set to show as "Busy."

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Releasing resources

To remove a resource from an event, you can follow the same procedure as removing a guest from a calendar.

1. Click on the title of the event.
2. Click **X** next to the name of the resource.
3. Click **SAVE.**

Assigning permission to schedule resources

The person who created a resource or requested the creation of a resource is the "owner" of that resource, and can grant permission to schedule the resource. Once the resource has been activated, it will appear under on the owner or requestor's "My calendars" section. The owner can grant permission to schedule a resource by sharing the resource calendar with specific rights.

1. Under "My calendars," hover over the calendar you would like to share.
2. Click the pulldown menu and choose **Share this Calendar**.
3. In the "Share with specific people" box, type the email address of the person to whom you want to delegate your calendar. You can also share it with a Google Group or contact group.
4. Click **Add Person**.
5. In the drop-down box under "Permission Settings," select **Make changes AND manage sharing** if you want that person to be able to share permission to the resource with another person. Other options include:
   a) Select **Make changes to events** if you would like them to be able to schedule the resource.
   b) Select **See all event details** or **See only free/busy (hide details)** according to what information about the resource you would like them to access.
6. Click **SAVE**.

"Adding" or viewing multiple accounts simultaneously

Google allows you to be logged in to multiple Google accounts simultaneously, meaning you could be logged in to your UCSB Connect account and your personal account and/or a department functional account on the same browser.

The different accounts are presented in separate tabs on your browser. The account name of the calendar you are viewing will always be in the upper right-hand corner.

1. When viewing your calendar, click your account name in the top right-hand corner.
2. At the bottom of the window which appears, click **Add account.**
3. Type the account address.
4. Press the **Next** button.
5. Type your password.
6. Press the **Sign in** button.

Viewing multiple calendars in one window

1. Under "Other calendars" on your Connect Calendar homepage, search for and select the user whose calendar you wish to view.
   a) If they are already in your "Other calendars" section, make sure their name is toggled on. If it is, the colored square next to their name should be solid.
2. When you have multiple calendars selected, events with overlapping times will be resized to fit in a single day column for simultaneous viewing.
3. You can compare up to 20 schedules at once.

Desktop client access

If you need help using Connect Calendar with a desktop client such as Thunderbird, iCal, or Outlook, contact your Department workstation support technician.

You can also access more information here: http://www.connect.ucsb.edu/usage/google-apps

Connect Calendar mobile

There is a Connect Calendar app for basic Calendar functions, however, not all of the features of the web version are available.

To download the app: http://www.google.com/calendar/about/

For more information: https://support.google.com/calendar#topic=6076998

Length of retention of data

There is no specified length of retention of data for Connect Calendar. Your data will exist in your account unless you delete it.

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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

Change your calendar to public. Copy and paste the URL into a different browser.

Activity 2

Share your calendar with a co-worker's. Give delegate permissions (to Make changes AND manage sharing). You may need to refresh your browser.

Activity 3

Create a new event on your co-worker's calendar which has been shared with you.

Activity 4

Schedule an event titled "Potluck" with a resource for you and a co-worker. Use the "Find a time" function to check availability for your guest and the resource. DO NOT **SAVE.**

Activity 5

Create a custom calendar called "Vacation schedule" and share it with a co-worker.