



# CalAgenda

Introduction to Oracle Collaboration Suite  
Calendar 10.1

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CAL People and Computer Training  
University of California, Berkeley

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For more information about the CAL PACT program, to sign up for courses, or to download course documentation, please visit our website at <http://calpact.berkeley.edu/>



Use this  
space for notes

## Introduction

This **CalAgenda** course has been created for CAL PACT participants to learn more about the features of the Oracle Collaboration Suite Calendar scheduling software. The course covers introductory level material that applies to both the Windows and Macintosh computer platforms. This document serves as a future reference for you as you continue to gain experience on your own. Some topics may not be covered in as much detail during the course as they are in this document. Documentation for previous versions of the CalAgenda service, Oracle Collaboration Suite Calendar (formerly called Oracle Calendar or CorporateTime), as well as for other courses, is available on the CAL PACT website: <http://calpact.berkeley.edu>.

### Skills you need for this course

- How to use the mouse
- Familiarity with the Windows or Mac operating systems

### Skills and concepts you will learn in this course

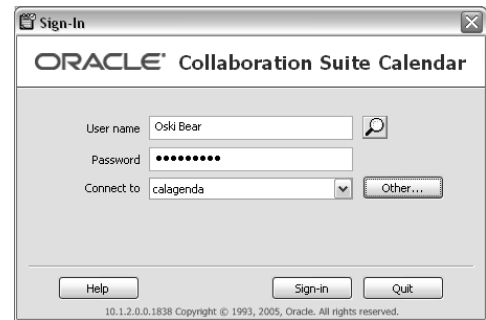
- Accessing your account
- Changing user information and passwords
- Searching for users, resources, or groups
- Working with and scheduling events, notes, and tasks
- Creating and managing groups
- Setting access rights and user preferences
- Accessing your schedule via the web

### Conventions used in this document

Menus and menu commands are separated by a vertical bar ( | ). In the document they will appear as **Menu|Command**. An example of this is: “Select **File|New....**”

## Starting Up and Signing On

Upon opening Oracle Collaboration Suite Calendar, the dialog box shown at the right will appear. Enter your user name, type in your password, and then choose which server you wish to connect to or choose the **Off-line** option if a network connection is not available. If no server is listed, click the **Other** button.



When you click the **Other** button, you will see the dialog box at the right appear on your screen. To create a new server, click on the **New** button and fill in the appropriate information. The **connection name** is not important (you may choose whatever you wish), but the **Server name** is important! Most people on campus will use the server `calagenda.berkeley.edu`. If you wish to make `calagenda` your default server, highlight **calagenda** and click on the **Make Default** button.

Once you are logged in to your account, a graphical indicator in the lower right status bar is available to show the current program status.



Indicates that the program is running off-line.



Indicates that the program is running on-line.



Indicates that there are new entries in the In-tray.

## Signing on as a resource

If you are responsible for the scheduling of a conference room or other “resource” in your department, you may be considered a *designate* for that resource. You may sign on as the resource name, and have the ability to change access rights and the password for that resource. Access rights will be discussed towards the end of this handout, but they are very important for resources! Access rights allow you to specify who has what types of privileges for resources you manage. To sign in as a conference room in Evans Hall, you would type **r:Evans** in the User name field, then select the specific resource you wish to sign in as.

## Changing Your Password

To change your password, select **Tools|Change Password**. When changing the password, it must be changed twice, once for the server and once for the Off-line option. Log in to the server and change the password. Exit the program, log in once more using the off-line option and change the password again. If this is not done, the software will ask for *both* passwords.

### Tip



Choosing the “Enable Automatic Sign-in” option in the Connection Manager dialog box means you will never be asked for your user name and password when you open the software. Just remember anyone who accesses your computer could access your calendar if you choose this option!

### Note



What is this program called? CalAgenda? CorporateTime? Oracle Calendar? The *software* was formerly named CorporateTime, then Oracle Calendar, now Oracle Collaboration Suite Calendar. The *service* on campus is called CalAgenda. You may hear these terms used interchangeably.

### Note




A designate user is someone who has access to modify another account -- either as a resource or another person, such as a Dean's assistant.

## Accessing Help

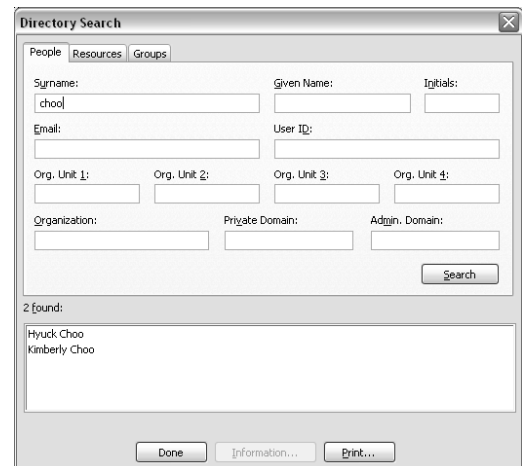
Oracle Calendar contains context sensitive help which can be accessed at any time by pressing the **F1** key on the keyboard (**⌘+?** on the Mac). The help screen will display information pertaining to the selected area on screen or the currently active dialog box. The general help screen can be accessed by selecting **Help|Contents (Help|Oracle Calendar Help** on the Mac). The help screens operate exactly as they do in other programs.

## Searching

Searching for users, resources, and groups is an important tool in the Oracle Collaboration Suite Calendar. After all, it's impossible to schedule an appointment unless you can find people or resources to schedule with. The search screen can be accessed with the search button () in certain dialog boxes or by selecting **Tools|Search Directory (F3** on a PC, **⌘+S** on a Mac) at any time. Accessing the Directory Search is useful for finding information about a person or resource, but it will not allow the results to be added to an agenda item. When search is accessed with the search button from within a dialog box, the search results *can* be added to an agenda item.

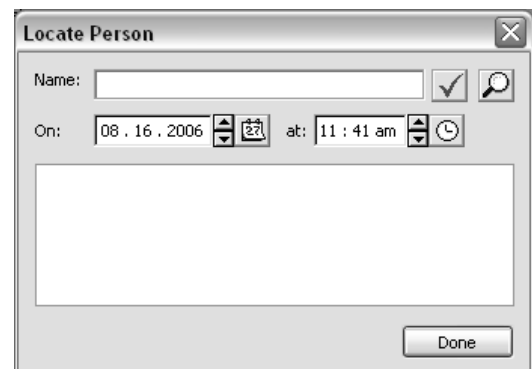
### Single User Searches

Single user searches are accessed when only one person, resource, or group can be used. The dialog box contains three tabs with the search topics. Enter the search criteria in one or more fields and click the **Search** button to perform the search. Entering partial information will return all results that match the criteria. Results are displayed in the lower portion of the window, but only a maximum of 200 results will be displayed. To narrow the search, enter more criteria and click the **Search** button again. Print the results by clicking on the **Print** button at the bottom of the window. To view specific information about a result, highlight the result and click the **Information** button.



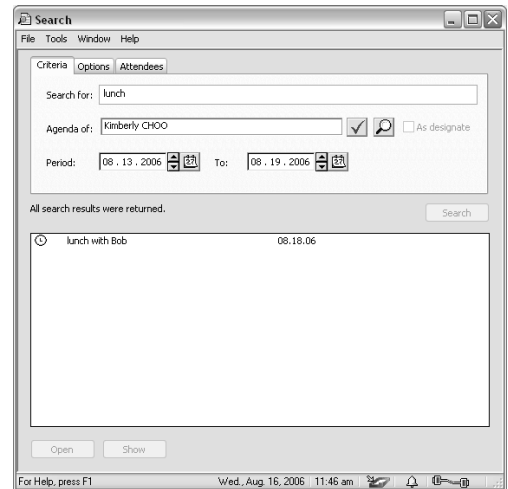
### Locating a Person

Select **Tools|Locate a Person...(ctrl+L** on a PC, **⌘+L** on a Mac) to search for the activity of a person, resource, or group at a specific time and date. In the window, enter the search parameters and click on the green check. Notice that a tab for resources or groups is not available. Precede the search string with **r:** to search for a resource, or **g:** to search for a group.



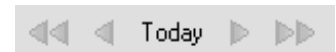
## Searching Your Agenda


To find specific items located in your agenda, select **Tools|Search Agenda** (ctrl+F on a PC, **⌘+F** on a Mac). On the PC, use the **Criteria**, **Options**, and **Attendees** tabs to set where and what the program will search for. On the Mac, click on the arrows in the center of the dialog box to modify where and what the program will search for. Clicking on the arrows expands each option. Make sure to select the period of time you wish to search. Note that the period will automatically default to your current view settings (day, week, or month). When all the options are specified, click the **Search** button.



## Choosing Dates

A date control bar will allow you to change dates. The single arrow will move the current date backward or forward by a single increment. The increment depends on the current view in the Oracle Collaboration Suite Calendar. For example, when viewing a single day, it will move one day; when viewing a month, it will move one month. The double headed arrows are used to move by larger increments; again, this depends on the view. When viewing one day, the double headed arrows will move one week; when viewing a month, the double headed arrows will move six months.



To choose specific dates, click the calendar button  and a calendar window open. (The PC calendar window is shown at right.) The arrows available at the top allow you to move through the months of the year. If you do not select a date, nothing changes. To make things easy, clicking on **Today** will automatically select the current date. When you select a date, you will stay in your current view (day, week, or month), but your calendar will change to the day, week, or month that includes the chosen date.



## Opening an Agenda

To open an agenda, go to the **File** menu, select the **Open** option, then select **Agenda** (ctrl+O on a PC). On the Mac, choose **File|Agenda|Open** or **⌘+O**. This allows for opening an individual agenda. In the dialog box, enter the name of the agenda to view, then click **OK**. Notice that the search button is available to search for an individual or resource. If a resource agenda is desired, precede the name with **r:**, **re:**, or **res:**.


If you manage someone (or something) else's calendar (such as your manager or a resource calendar), you should choose **File|Open As Designate|Agenda** so that

you can perform work on their behalf in their calendar. (Choose **File|Agenda|Open as Designate** on the Mac.) The owner of the agenda must give you proper access rights in order for you to be a designate.

For ease in scheduling with multiple attendees, you may view the agendas of several people at once by using Group View. Select **File|Open|Group Agenda**. (If you are a designate working on someone else's behalf, select **File|Open As Designate|Group Agenda**.) Choose **File|Group|Open** on the Mac. This combined view of agendas is a great time saver!


## Working with the Agenda

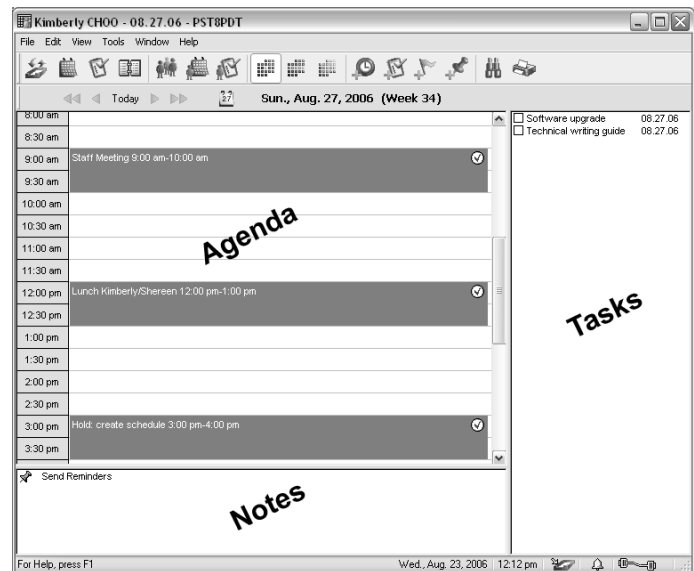
### Changing the View

There are three possible ways to view an Oracle Collaboration Suite Calendar agenda. These are broken down into day view (**ctrl+D** on a PC, **⌘+1** on a Mac), week view (**ctrl+W** on a PC, **⌘+2** on a Mac), and month view (**ctrl+M** on a PC, **⌘+3** on a Mac). To switch between the views, use the toolbar buttons  or choose the view from the **View** menu.

### The Day View

A sample of the day view is shown at right. The window is divided into three separate panes - the agenda, current tasks, and notes. Icons and colors within each pane are used to signify individual elements for each agenda event.

Each pane can be resized by clicking and dragging the border line between panes. When you mouse over a border, the mouse cursor will change to double headed arrows  then click and drag to resize.



The interval and size of time blocks on the agenda can be resized to suit the preferences of any user. Make the height of each time block smaller or larger by selecting **View|Decrease Row Height** or **Increase Row Height**. This does not change the interval of each time block, just the size. To change the time interval, select **View|Decrease Time Interval** or **Increase Time Interval** (**Increase/Decrease Time Slot** on the Mac). Each time block can be changed to represent a time interval between five and 60 minutes. You may also permanently change these options by selecting **Tools|Options|Agenda** (Choose **Oracle Calendar|Preferences|Agenda** on the Mac).

## The Week View

The week view will display five to seven days in the agenda depending on the set user preferences. The lower pane displays any notes associated with each day. In this view, your tasks are not visible.

The same controls exist in week view as in day view to change the interval and size of time blocks.

**Tip**

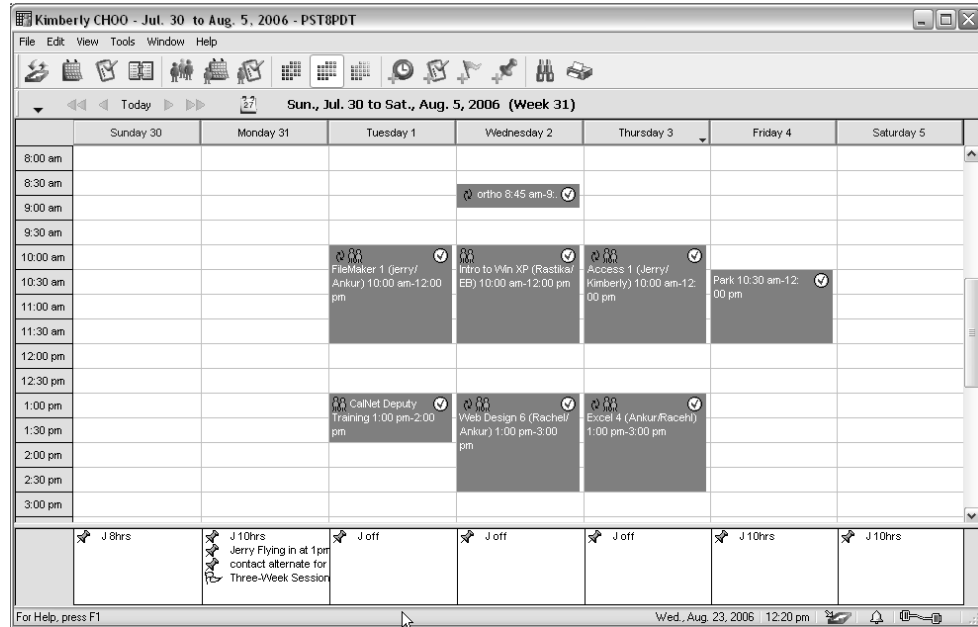


To choose to display Saturday and Sunday in your Agenda, select **Tools|Options (Oracle Calendar|Preferences|Agenda on the Mac) and go to the "Agenda" category.**


**Tip**



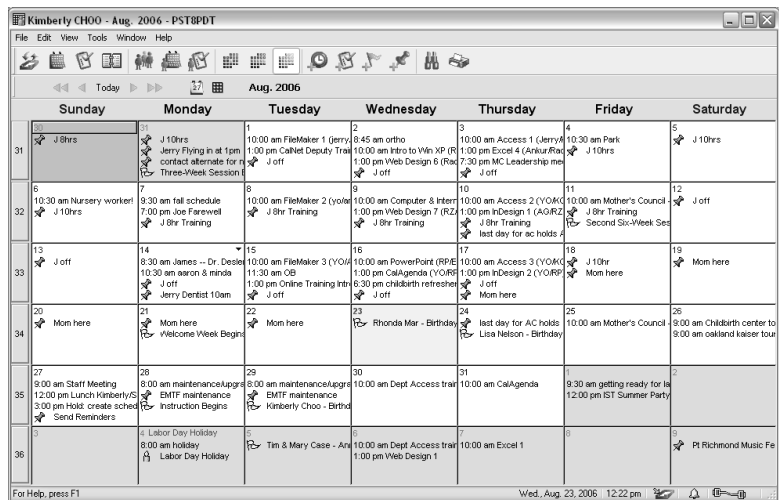
Note that it is possible to have multiple agenda items scheduled at the same time. This will be displayed in multiple columns on the same day.



## The Month View


The month view will display an entire month with the associated agenda events and daily notes. Each day will display as many events or notes as possible. If more events or notes exist, the downward pointing arrow will appear. The additional items can be viewed by selecting a visible item and using the down arrow on the keyboard. Like other views in Oracle Calendar, the grid can be readjusted by clicking and dragging when the mouse is on one of the grid borders. To reset the grid, use the toolbar button .

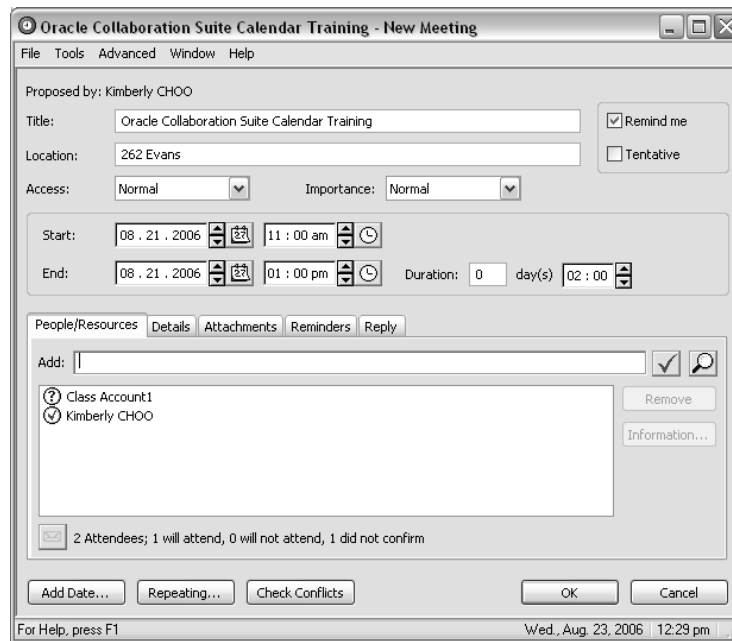
**Quick Trick:** Click on the date number and the day view for that day will automatically appear. To switch back to month view, use the toolbar button.



## Scheduling Agenda Events

Oracle Collaboration Suite Calendar offers a variety of methods to add agenda entries:

- Select **File|New|Meeting** (**ctrl+N** on a PC, **Edit|New|Meeting** or **⌘+N** on a Mac)
- Click the New Meeting button in the toolbar 
- Double click the time slot in the Day view or Week view.
- Select the block of time in the Day view or Week view, type the event title, and hit enter; double click on the event to subsequently edit settings.



The screenshot shows the 'New Meeting' dialog box in Oracle Collaboration Suite Calendar. The title is 'Oracle Collaboration Suite Calendar Training' and the location is '262 Evans'. The start time is 11:00 am on 08.21.2006 and the end time is 01:00 pm on 08.21.2006, with a duration of 02:00. The 'Proposed by' field is Kimberly CHOO. The 'People/Resources' section lists 'Class Account1' and 'Kimberly CHOO' as attendees. The dialog also includes options for 'Remind me' and 'Tentative', and buttons for 'Add Date...', 'Repeating...', 'Check Conflicts', 'OK', and 'Cancel'.

- Double click an empty region for a date in the Month view.

Using any of the above methods, the New Meeting dialog box will open. This dialog box allows you to specify many options for the event. Some of the fields may already contain information depending on the method used to add the new entry.

**Proposed by** - This entry cannot be modified. It specifies you as the entry creator.



**Title** - This field defines the title for the entry.

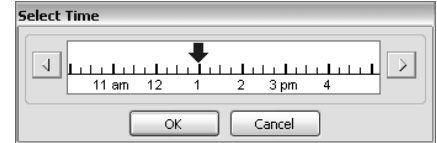
**Location** - This field defines the location for the entry.

**Access Level** - This field sets the access levels for others who view the agenda entry. (Your calendar preferences can be set at **Tools|Access Rights**.)

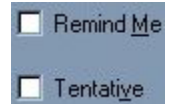
**Importance Level** - This field sets the importance level for the entry. A special indication only appears in the agenda view if the color scheme is set to the importance level. Color schemes can be set from **Tools|Options|Agenda|Colors** (**Oracle Calendar|Preferences|Agenda|Color** on the Mac). This will also be discussed later in the course.

**Start, End, Duration** - These fields set the date/time for the entry. Change them by


1. selecting a portion of the field and typing in the entry.
2. using the up and down arrows.
3. using the date button  to choose a date.
4. using the time control button . In the window, click and drag the blue arrow to automatically adjust the time for the field.




**Remind Me/Tentative Checkboxes** - Selecting the **Remind Me** check box will automatically remind you of this event based on the preferences you have set. (You can set your preference at **Tools|Options|Entry Defaults|Meetings** on a PC, **Oracle**



**Calendar|Preferences|Entry Defaults|Meetings** on a Mac.) Alternately, you can manually change the type of reminder from the **Reminders** tab, which will be discussed later. Selecting the **Tentative** check box will mark the entry as a tentative item. In the agenda view, the entry will appear in a different color.

**People/Resources Tab** - Invite people, resources, or groups to the agenda entry. In the **Add:** field, type in names (or subsets of names to search) and click on the green check. To add a resource, type **r:[the name of the resource]**. For example, typing **r:Evans** would bring up a list of all available resources in Evans. To add a group, type **g:[the name of the group]**; for example, **g:staff list**. The directory search button  can also be used as an alternate method to search for people, resources, or groups.

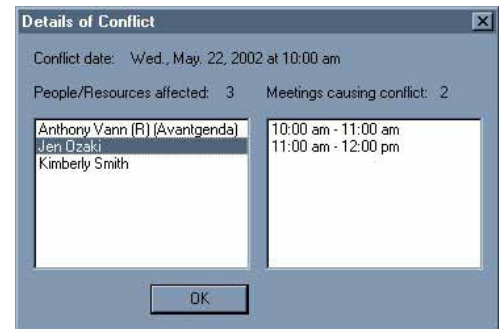
**Search** - Multiple (or single!) user searches are accessed through the search button.  The functionality of the search tabs operates the same as searching from the **Tools|Search Directory** menu, but there is a difference in the results list. The search results are displayed on the bottom left of the window. Then, to add search results, begin by selecting the desired result(s) from the left pane. Use the Shift key on the keyboard to highlight multiple consecutive results or the Control key to highlight multiple nonconsecutive results. Once the desired results have been selected, click the **Add** button to move the results to the right hand portion. Use the **Add all** button to add the entire list of search results. To remove names that have been added, select the name(s) from the right side of the screen and click the **Remove** button.

**Add Date** - This button will allow you to add an additional meeting date. However, if you wish to have a meeting repeat on a consistent basis (a weekly staff meeting, for example), use the **Repeating** button.

**Repeating** - This button is used to automatically schedule an entry multiple times in the future (i.e. standing meetings). Adjust the desired setting and Oracle Collaboration Suite Calendar will list all of the dates. The maximum number of dates is **200**. "Maximum Exceeded" will be displayed if necessary to alert you.

**Delete** - If multiple dates are listed in the event date box, this button will be available for use. Select one of the dates to remove, and click the **delete** button.

**Check Conflicts** - This button checks the entry against the schedules of the attendees listed in the People/Resources section for conflicts. For meetings with only one date (not repeating/multiple dates), clicking the Check Conflicts button will show the details of the conflict. If the meeting has multiple dates, the conflicting entry date will have a red **X** displayed to the left of the particular date. Double click on the conflicting date to show the conflicts found.



### The Details Tab

The Details tab is a useful area to include comments or a better description about the event. The description will be seen by all invited individuals.

### The Attachments Tab

In the right portion of the window, an **Attach** button is available to attach documents (such as a meeting agenda) to the event. This is similar to an attachment for e-mail. Only one attachment can be added per event, even if it is a repeating event. If a file has been attached, select the file and then click on **Save as...** and a dialog box will prompt you as to where you wish to save the file. To remove the attachment, click the **Remove** button.

### The Reminders Tab

The Reminders tab is used to provide on-screen reminders for agenda events. Check the appropriate radio button to activate the reminder and choose the desired settings. Note that any pop-up reminders will only “pop up” if your calendaring software is open on your computer.

### The Reply Tab

The Reply window is most commonly used when you are invited to an event. This window allows for accepting or refusing a proposed event. Check off the desired options and close the window. The event status will be automatically updated in the agenda of the event creator in the People/Resources tab. Marking the checkbox **“Would prefer another time”** will display a small clock with a red line through it next to your name in the People/Resources tab. This checkbox works independently of the other options. Note that the Reply tab is only available if the event was previously created and you have reopened the event to view its details.

**Tip**

If you don't want to be asked about emailing the event participants, you can set this from the **Tools|Options|Scheduling|Send Notification** (or **Oracle Calendar|Preferences|Scheduling|Notification** on the Mac).



## Finalizing the Agenda Entry

After adjusting all of the agenda entry settings, finalize the entry by clicking on the **OK** button. If people were invited to the event, a dialog box will appear asking if you'd like to send e-mail to the invited attendees. Choosing to e-mail the participants will send an actual e-mail to them with the event details. This can be a useful feature for participants who do not regularly access the Oracle Collaboration Suite Calendar. If a listed attendee uses Oracle Collaboration Suite Calendar regularly, an e-mail may not be necessary because they will automatically receive notification of the new event while using the software. Note that individuals may choose to never receive e-mail from the CalAgenda system, in which case they would not receive your e-mail. Also, if the message is not delivered because of an error, you will *not* be notified.

## Viewing and Editing Agenda Entries

In any of the agenda views, all your agenda entries will be displayed. In the day and week views, each entry will be color coded and display icons showing the status of the entry. In the month view, only the entry title will be shown. To view the details of an entry, double click the entry and the entry dialog box will appear. If you are the creator of the entry, you will have the option of changing the entry details. If the entry was created by another person and you were invited to it, the entry details will only be shown and you will not be allowed to edit the fields.

## Alternate Methods of Editing Entries

When using the day or week views, the title and time setting for an event can be changed without opening the event dialog box. Click on an existing event to select the time block and notice that the appearance of the event changes. A thick, dark line will appear at the top and bottom. Directly edit the title by clicking once more and typing. To increase or decrease the time span of the event, place the mouse on one of the event borders. The mouse pointer will change to double headed arrows () . Click and drag to increase or decrease the time span of the event. To move the entire event to a new time, place the mouse inside the time block. The mouse pointer will change to four headed arrows () . Click and drag to move the event block to another time. In week view, the event can also be moved between the days of the week shown on screen.

When working with the month view, events can be moved to different days, but the time settings cannot be changed. Click and drag the desired event to a different day to move it.


## Duplicating or Rescheduling Events

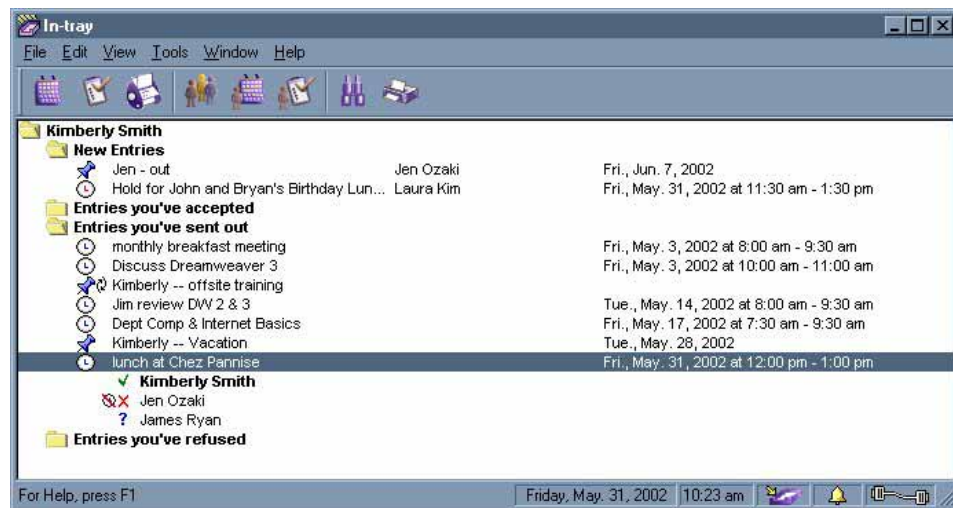
To duplicate or reschedule an event, click to highlight the event and select **Edit|Duplicate** (**ctrl+2** on a PC, **⌘+D** on a Mac) or **Edit|Reschedule...** (**⌘+shift+R** on a Mac). In the dialog box, make the necessary changes and click **OK**. Oracle Collaboration Suite Calendar will provide a warning if there is a conflict with the selected day or time.

## Deleting Events



To delete an event, click to highlight the event and either press the **Delete** key or select **Edit|Delete**. You can only delete meetings you have created.

## The In-Tray


The In-Tray is the primary source for managing entries received or sent to other users. Open the In-Tray by selecting **File|Open|In-Tray**, using the keyboard shortcut **ctrl+I** (PC) or **⌘+I** (Mac), or by using the toolbar button (  ). The In-Tray window will appear with four folders for each user: **New entries**, **Entries you've accepted**, **Entries you've sent out**, and **Entries you've refused**. Double click on a folder to open or close the folder. (If you are a designate, you will also see these four folders for each calendar you manage.)



When you have been invited to an event, the CalAgenda server will automatically notify you of the event in the New entries folder. By default, Oracle Collaboration Suite Calendar will check for new entries every 50 minutes. To force any folder to refresh the entries, open and close the folder. You may also select **View|Refresh All (F5 on a PC, ⌘+R on a Mac)**. Double click on any of the entries to view the details of the event and open the reply screen. An alternate method to reply to events is to click and drag them from one folder to another. For example, to accept an invitation to a new event, click and drag the entry from the **New Entries** folder to the **Entries you've accepted** folder. Oracle Collaboration Suite Calendar will automatically adjust all of the necessary settings.

One quick way to view the participation status for an event is to click on the icon for the event (  ). The event listing will expand to show the participants and their associated status. A green check means the participant will attend; an X means the participant will not attend; a blue question mark means that the participant is undecided. If any icon is accompanied by a gray circle with a red slash through it (  ), this means that the participant would prefer another time to meet.

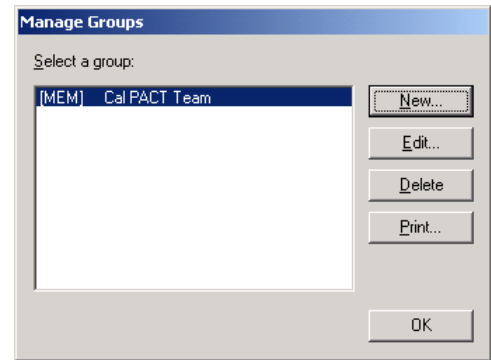
## Creating and Managing Groups

Occasionally, agenda entries are scheduled with a recurring group of individuals. In these instances, it is time consuming and inefficient to search for each person every time a new entry is scheduled. Oracle Collaboration Suite Calendar has a feature to create groups of individuals and resources. When scheduling agenda entries, the group can be referenced instead of the individuals. This is usually accessed by the group icon  or by searching for the group. To create or to edit groups, select **Tools|Manage Groups**. Three types of groups exist:

- **Public Groups** - These groups are available to everyone on the system, but they can only be changed by the group owner. Currently, only administrators may create public groups.
- **Private Groups** - These groups are only available for the group owner.
- **Members Only Groups** - These groups are available only to the members of the group

To create a group, click on the **New** button. Enter the group name and set the type of group this will be. Now add the group members using the standard Oracle Collaboration Suite Calendar search feature.

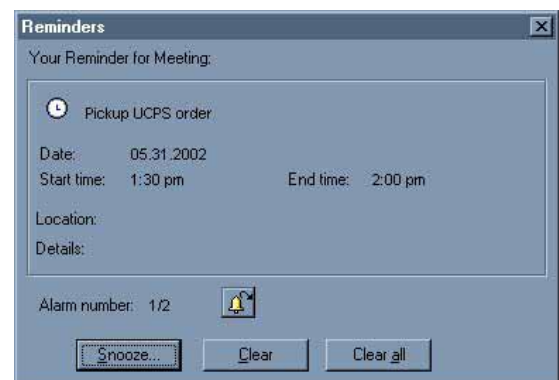
In the example to the right, the members only group "CAL PACT Staff" consists of two members.



## Working with Reminders

Whenever a reminder has been set for an event, Oracle Collaboration Suite Calendar will open the reminder window (if the program is open on your computer!). An example of a pop-up reminder is shown here. It displays the details for the event with buttons at the bottom of the window.

**Snooze** - Click this button and a window will open for you to enter the amount of time for which the reminder will snooze. After the set time has passed, the reminder window will reopen.





**Clear** - Click this button to clear the reminder message.

**Clear All** - Click this button if multiple reminder messages are on screen. All of the reminder windows will be closed.

**Alarm number** - The number of reminders you have awaiting you is listed here, with a bell button to allow you to 'flip' through the different reminders.



## Scheduling Day Events and Daily Notes

Day events are scheduled events which occupy a large portion of a day. This event will not block out time slots in the Agenda; instead it will appear in the notes section of the day and week views. Daily notes operate similarly to day events. The only difference between a day event and a daily note is that each appears with a different icon. The day event appears with a yellow flag icon () and the daily note appears with a blue pushpin (). Logistically, a day event might refer to an event which will occupy most of the day, while a daily note might refer to an event which must be accomplished sometime during the day but does not occupy the whole day.

*Tip*




It is a good idea to use daily notes or events to inform your colleagues about being on vacation or away from the office. This will avoid having your day-long events appear on their agenda.

To schedule a day event or daily note, use the toolbar buttons:  for a day event and  for a daily note. (You may also select **File|New|Daily Note** or **Day Event** from the menu on a PC, **Edit|New|Daily Note** or **Day Event** on a Mac.) An alternate method to create a daily note is to double click in the notes section when in day view or week view. In the dialog box that appears, set the desired setting for each window tab. The window tabs that appear are the same tabs which appear for scheduling a new event, but without the hours fields.


## Scheduling New Tasks

Scheduling tasks can be accomplished in a number of ways.

- Select **File|New|Task** (**ctrl+shift+T** on a PC, **Edit|New Task** or **⌘+T** on a Mac)
- Click the **New Task** button in the toolbar 
- Double click inside the task pane of the day view or the task view (Task View can be found from **File|Open|Tasks** on a PC, **File|Tasks|Open** on a Mac)
- Type a task name in the New window inside the task view and click the green check mark

When the new task command is selected, a dialog box will appear containing three window tabs: **General**, **Reminders**, and **Details**. First enter the task name in the **Description** box. In the General tab, adjust the specific settings for the task. Notice that checkboxes exist for the due date, start date, and completion date. These fields can be used, but it is not necessary. The **Reminders** and **Details** tabs operate similarly to the tabs described earlier for events. Once everything has been set, click on **OK** and the new task will be created.

## Viewing and Editing Tasks

To view all of the scheduled tasks, select **File|Open|Tasks** (**ctrl+T** on a PC, **File|Tasks|Open** or **⌘+K** on a Mac) or use the toolbar button (  ). Similar to opening an agenda, you may choose to open your own tasks or the tasks of another person. The task window that appears will display a listing of all the scheduled tasks along with the respective details. To make the listing easier to view, click once on a column header and the list will be sorted by that column.

One nice feature for tasks is found in the **View** menu. Select **View|Show** and select which types of tasks you would like to see: All, Incomplete, Completed, or Active.

## Setting Access Rights

Access rights are the privacy controls used when other users or a designate works with your schedule. Select **Tools|Access Rights....** In the window there are four tabs: **Designate**, **Viewing**, **Viewing Tasks**, and **Scheduling**. To give particular viewing access rights to someone on the CalAgenda system, first select the “Viewing” tab and then add their name in the lower portion of the window by typing their name and clicking on the green check. To remove any user in the list, select the name and click on the **Delete** button (**Remove** on a Mac).

*Tip*



Set the viewing rights to restrict (or allow) other CalAgenda users from viewing your agenda items.

To set the access privileges, highlight the user name in the list box at the bottom of the window. In the upper portion of the window, use the checkboxes to set the individual rights. **View Entries** will allow the individual to see all the details of an

event, whereas **View Times Only** will only allow the individual to see that the time is blocked off, and they will not see any information about the event. Not checking either option (**View Entries** or **View Times Only**) for a certain type of event (be it **Normal**, **Personal**, or **Confidential**) means that the individual will see only open space on your agenda. (On a Mac, you would choose **None**.)

## Setting User Preferences

All the user preferences are found under **Tools|Options** (or **Oracle Calendar|Preferences** on the Mac). Each category is listed with its associated preferences. You can click on each category to set certain preferences, or click on the **+** sign to expand out other preferences. Some preferences may require that you exit and reopen Oracle Collaboration Suite Calendar before the changes take effect.

### Tip



To avoid having refused meetings appear on your agenda, make sure to turn off display of refused meetings in the agenda display preferences.

### Agenda

In the **Display** section of the agenda preferences, set the hours and days which are displayed. In the **Colors** section of the agenda preferences, set the color-coding method which you wish to apply to your agenda entries. Meetings can be color-coded according to Importance Level, Attendance Status, or Ownership. You may also click on any particular color box to customize the color settings.

### In-Tray

Use the In-Tray preferences to set the display options for **Accepted**, **Sent Out**, and **Refused** meetings.

### Entry Defaults

The preferences set in this area are used to control the default values whenever a Meeting, Task, Day Event, or Daily Note is created. These settings only affect the default values that appear. You can still adjust any of the values when creating a particular entry.

### Scheduling

This section's preferences deal with the scheduling of agenda entries. The preferences set in the **Hours** section only apply when Oracle Collaboration Suite Calendar is asked to suggest another time for an event. The preference for each individual day can be adjusted; for example, if you work different hours each day you might set a different schedule for different days. However, to simplify things, after one day has been set, click the **Apply to All** button to apply the current setting to every day.

In the **Receive Notification** section and the **Send Notification** section (simply **Notification** on a Mac), you can specify your preferences for being alerted and alerting others when new agenda entries are created.

### OffLine

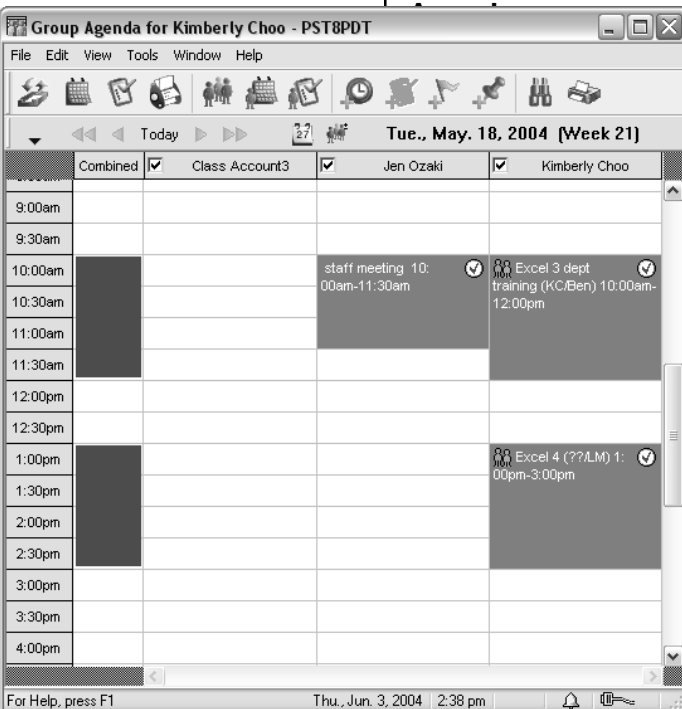
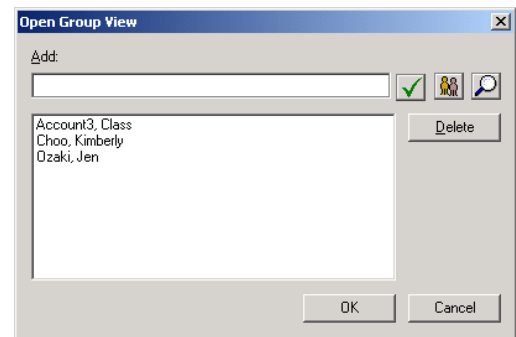
The Offline preferences are set for those users who will use Oracle Collaboration Suite Calendar away from a network connection. The settings are used to specify the amount of information that should be uploaded and downloaded, and those accounts for which information should be downloaded.

### General

The **General** preferences are used to adjust the formats for names and dates along with the time zone. You may also specify your **Startup** preferences for the Agenda Startup and the In-Tray.

### Group Agendas

A group agenda will allow you to look at multiple agendas of other individuals for a particular day. To open a group agenda, select **File|Open|Group Agenda (ctrl+G)** on a PC, **File|Group|Open** or **⌘+G** on a Mac) and the dialog box shown to the right will appear. If you are opening and viewing multiple agendas on behalf of someone else (as their “designate”) you should choose **File|Open As Designate|Group**



s' or resources' names which you wish to view (type a name week), then click **OK** to open the group agenda. The group

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the time blocks in the “Combined” column and double-click to start a new entry. Each person will automatically be added in the People/Resources tab.

To schedule with one person, select the time blocks in the column for that particular individual and start a new entry. To schedule with a subset of the individuals or resources shown, uncheck the box to the left of the individuals' name, and their agenda will be disregarded as you create a new entry.

To change the individuals or resources shown in the group agenda, use the toolbar button (  ). This will display the selections for the group agenda. Modify the listing and click OK to display the new selections.



The image shows a login dialog box for Oracle Calendar 9.0.4. It features the Oracle logo and the text "Oracle Calendar 9.0.4" on the left. On the right, there are two input fields: "User ID" and "Password". Below these fields are two buttons: "Sign in" and "Help".

## CalAgenda Website

You can access your CalAgenda account via the web at:

**<http://calagenda.berkeley.edu>**

Choose **View Your Calendar** from the center of the screen.

The website offers most of the functionality of the Oracle Collaboration Suite Calendar, such as creating new events and checking your schedule. The CalAgenda website also supplies information on how to transfer your schedule to a PDA. If you have any problems or questions about CalAgenda, please check with your departmental technical support for assistance.