

## Time zones

It is now possible to have a second time zone display in your calendar



To do this, click on FILE, PREFERENCES, USER PREFERENCES, INTERNATIONAL, CALENDAR and tick 'Add an additional time zone'. Give the time zone a label ie US and then select the correct time zone and click on OK

## Group Calendars

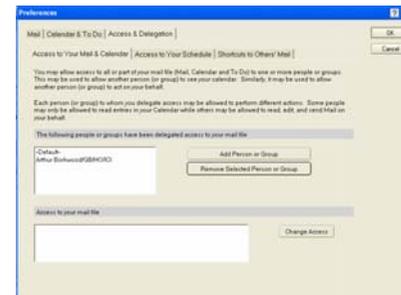
A group calendar helps you observe a set of individual calendars as a unit to allow you to look at several calendars at the same time. Useful to see a team's activities or for planning a meeting. Group calendars are managed separately to your own calendar

To create a group calendar, click on the drop down beside CALENDAR and select VIEW & CREATE GROUP CALENDARS



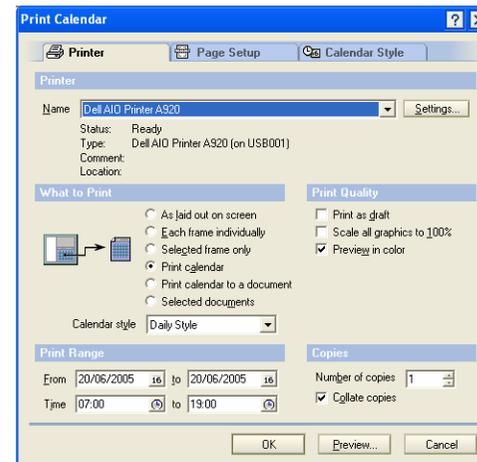
## Accessing other people's diaries

As long as you have been given access you can open another person's diary. From your diary click on the calendar dropdown arrow and choose the option to open another diary. Priviledges will be determined by the owner



## Printing a calendar

A new interface is now available. To access it click on the PRINT icon or press CTRL+P. The dialogue box below will display. There are 3 tabs, Printer, Page Setup and Calendar Style



## Lotus Notes 6.5 - Using Calendars

This guide covers existing and the new calendar enhancements that are available with the new version of Notes including:

- 🕒 Calendar entries can now be colour coded
- 🕒 Calendar navigation is faster with more choices
- 🕒 Calendar invites are more sensitive to time zones
- 🕒 Viewing the status of meetings is now easier
- 🕒 You can now have a second calendar displayed with a different time zone

The calendar is used to record appointments, meetings and anniversaries

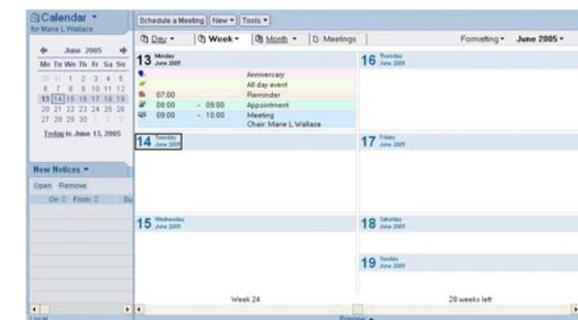
## To display your calendar:



Click on this icon on the welcome page

## The calendar

The calendar screen is arranged in two parts, a left and right frame. When an option is selected on the left the information displayed on the right changes. The bottom of the left frame is for new notices or for your to do list.



## Understanding the calendar icons



## Changing the Calendar Layout

Look at the screen shot in the previous column and you will see 4 tabs to help you navigate from day, week, month and meetings. Use the drop down arrows beside each to change the view.

Use VIEW, CHANGE FORMAT to view one day, two days, one week, one work week, two weeks, two work weeks, one month and one work month

Use VIEW, SHOW to display the calendar in summary mode or Time slots mode.

## Calendar preferences

The behaviour of the Calendar can be altered. The default week is Monday to Friday from 7am to 7pm. To customise the calendar with your diary open, choose the TOOLS, PREFERENCES AND DISPLAY button. The below options will appear



## Appointments

An appointment does not involve other people – it is a good way to block out time in the diary so that others can't schedule a meeting during that time. An appointment is good for a dentist appointment, leaving early.

To create an appointment, simply open your calendar and click on the NEW icon and choose APPOINTMENT. Notes will ask you for a subject (make sure it is meaningful), start and end times, duration, location, category and a description of the entry

## Meetings

Meetings involve other people. With meetings you can schedule a once off or repeating meeting, respond and manage invitations

To schedule a meeting, click on NEW and choose MEETING



**Who** – select the invitees

**Where** - reserve a location/ room / resources

**When** - decide on a date/time when you want the meeting and Notes will look at the invitees diaries, even if you don't have access to it, and check out their free time. Tick the REPEATS button if you would like the meeting to repeat at other future dates.

## Anniversaries

An anniversary is a calendar entry that marks a particular day as important but does not block out any time. It is by default an annual event, such as birthdays and anniversaries.

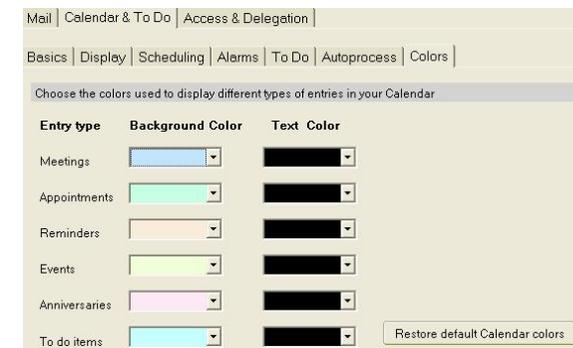
## All Day Event

An all day event blocks out a day at a time in the calendar. Your calendar will appear unavailable to others. Useful to block out a complete day or days

## Colour coding calendar entries

You now have control over the colour coding of entries for both the background and text colour to help you distinguish entries quickly.

To access click on TOOLS, PREFERENCES, CALENDAR and click on the COLOURS tab



## Granting other users access to your calendar

Use TOOLS, PREFERENCES and choose the Access and delegation tab, select the access to your mail & calendar