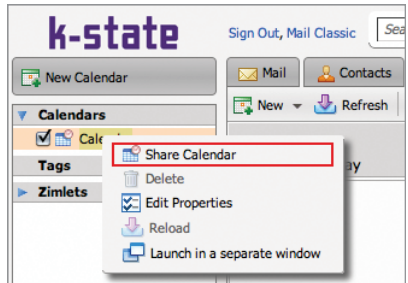


Managing another person's calendar

Before you can manage another person's calendar, the calendar owner must sign into Zimbra and share the calendar and calendar messages with you, giving you Manager level access.

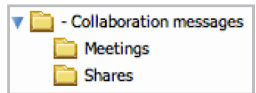
To share a calendar: right-click the calendar & then click Share Calendar.



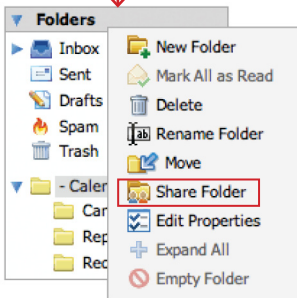
Managing collaboration e-mail

To schedule and respond to appointments and meetings on behalf of others without having access to their inbox, the calendar owner should first:

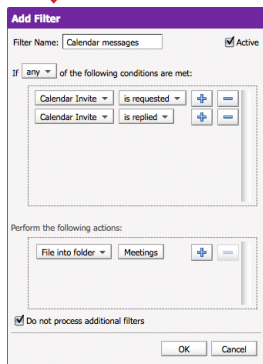
1. Create folders to hold collaboration e-mail.
2. Create filters to send e-mail to those folders.
3. Share the folders with anyone who will be managing the calendar and give them Manager level access.



To create a folder: on the Mail tab, click the New Folder button.



To share a folder: right-click the folder & then click Share Folder.



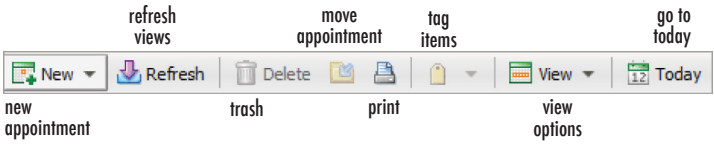
To create a filter: click the Options tab & then the Filters link. Lastly, click the New Filter button.

Note: Also useful for managing personal collaboration e-mail.

Managing rooms and equipment

Once a room or equipment (known as locations & resources in Zimbra) is setup, it will have it's own eID and password. You sign in to that account and manage it just like you would your personal account. Best practices recommend sharing it's inbox and calendar with a group account and granting the group account Manager level access. This will allow you to manage the calendar requests from the group account.

Calendar toolbar



Creating meetings, appointments, & events

You can create single or recurring appointments, meetings, or events, see if attendees are free before inviting them, reserve a room and equipment, and write a message from within Zimbra. When you click Save, an e-mail is sent inviting attendees and reserving the resources you requested.

To create appointments, meetings, or events: click the New appointment button on the toolbar or double-click a date on the calendar.

QuickAdd Appointment

*Subject: Department meeting

Location: HL-401-loc

Show as: Busy Mark as: Public

Start Time: 3/10/2010 @ 1 : 30 PM

End Time: 3/10/2010 @ 2 : 30 PM

Repeat: Every Month No end date.

Reminder: Never

More Details... OK Cancel

Create calendars

By default, one calendar is created for you. This is the official K-State calendar that others at K-State can use to schedule meetings with you. You can create other calendars to keep track of different activities while keeping them separate from your K-State calendar.

To create a new calendar: on the calendar tab, click the New Calendar button.

Create New Calendar

Name: Project calendar

Color: Green

Exclude this calendar when reporting free/busy times

Synchronize appointments from remote calendar

OK Cancel

Viewing multiple calendars

The Schedule View lets you see multiple calendars selected from your Calendar list. The day-view shows a time bar, a free/busy indicator, and the calendars side-by-side.

To view multiple calendars: select the calendars you want to view & then click the Schedule View button on the toolbar.

