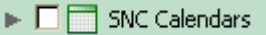


Managing Shared College-wide and Departmental Calendars in Zimbra

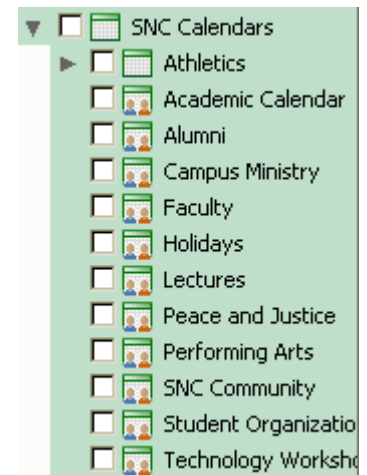
This handout is for those who manage shared College-wide or departmental calendars in Zimbra. For information about how to use Zimbra, see the *Zimbra Basics* handout, available at http://www.snc.edu/techsupport/handouts/E-mail+_Discussion_Lists/Zimbra_Basics.pdf.

College-wide calendars

Several College-wide calendars are available in Zimbra, including College Holidays, Athletics, Performing Arts, Lectures, and others. These calendars help inform the College community of the many different activities and events taking place and also assist in planning events. These College-wide calendars will continue to grow and evolve over time.

College-wide calendars are automatically available to all St. Norbert College Zimbra users under the “SNC Calendars” heading. To expand the heading and view the available calendars, click the arrow next to the “SNC Calendars” heading. 

The College-wide calendars are updated and refreshed nightly. Users should not attempt to delete or rename these calendars, as they will be re-added when they are updated overnight. Users may change the calendar colors if desired, as colors will not be reset at night. To display the calendars, check the boxes next to them; to turn them off, uncheck them.




Departmental calendars

Special shared calendars may be created for departments, committees, and other groups for such things as meetings, vacation schedules, etc. These calendars can be shared with the individuals in the department, on the committee, or involved in the group. If such a calendar is needed, please request it through the Service Request Form at <http://www.snc.edu/service>.

Entering events

The procedure for entering events on shared calendars is the same as for personal calendars, but with a few additional considerations.

1. Click the New button on the Calendar toolbar , or click the down arrow next to it and choose New Appointment. You can also double-click on the start time on the calendar itself, or drag through the meeting time on the calendar. This opens the smaller “QuickAdd Appointment” box. Click the More Details button to open the full appointment screen.
2. Enter the location by building and room number (or be as specific as possible).
3. From the “Show as” drop-down menu, choose Busy. If you do not do this, the event will appear as partially transparent or grayed out on the calendar. This “busy” designation will not effect your free/busy times.
4. From the “Mark as” drop-down menu, choose Public.
5. From the “Calendar” drop-down menu, choose the appropriate College-wide calendar for the event.
6. Do not enter anything in the “Attendees” box.
7. In the large box at the bottom, enter any appropriate information about the event, including links to web pages that describe the event. This will assist individuals in finding out as much information about the event as possible.
8. From the “Reminder” drop-down menu, choose Never. Reminders do not work on shared calendars anyway, so there’s no point in setting them for College-wide events.
9. Save the event using the Save button on the menu bar in the upper left.

Managing College-wide calendars

When entering information into a College-wide calendar, please keep the following in mind:

- Events on these calendars are intended for a wide audience, so they should not include events that apply to only a small group of people, such as committee meetings. Again, separate calendars can be created for departments, committees, and other groups as needed.
- The purpose of these calendars is to provide the entire College community with lists of events by type or category. Therefore, these calendars are arranged by event type/content, not necessarily by the department or person who manages the information, although in some cases those may be the same (e.g., Athletics). On these calendars, it's important for the events to appear where members of the community – those *outside* of your department – can most easily find them, regardless of who owns or manages the event information.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.