

JHEM Calendar

To access JHEM Calendar Express, login into JHED at <http://jhed.jhmi.edu> and click the Calendar link. This link will be available only if you have a JHEM account.

Calendar Express is a web-based calendar program.

- Create and change calendars
- Make your calendars available to other people
- Access other user's calendars
- Create a calendar group, a collection of several calendars, that can help you to manage more than one calendar
- Create or change events such as meetings, appointments, birthdays, or any item with an associated time and date
- You can create tasks such as to-do items and set a timed deadline for completion of these tasks
- You can set reminders and notifications for events and tasks
- You can let other people view your calendars without logging in
- **Coming Soon:** Synchronize your calendar with your personal digital assistants (PDAs). .

When you first start Calendar Express, you automatically have a personal calendar displayed as your main view. The default view upon opening Calendar Express is Overview. Click on links for day, week, month, year, and comparison view to change this view.

◀ **Sunday** View: **overview** | [day](#) | [week](#) | [month](#)
▶ January 13, 2002 [year](#) | [comparison](#)

Overdue from Jan 5
[Prepare JHEM Presentation](#)

The Week Ahead

Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19
+	+	+	+	+	+

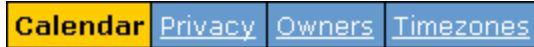
Near the top of the Calendar Express screen is a set of tabs, similar to tabs on file folders. Clicking a tab selects it, and the contents of that tab appear. The tabs allow you to view different calendar information.

View Calendars Groups Options

Creating and Subscribing to Calendars

The Calendars tab allows you to manage calendars. You have the ability to create as many calendars as you wish, as well as subscribe to other calendars that you have been granted access to.

Click the New Cal icon to create a new calendar. A window opens to allow you to create your calendar and provides the following options:



In the Calendar window you will give the calendar a name and description

Click the Privacy tab to grant access to this calendar to other JHEM users. To add a user, type the person's JHED Login ID in the User Name field and click Add User. You can then select the checkboxes to grant different levels of access.

The Owners tab allows you to add additional owners to your calendar. An owner has the ability to act on behalf of the primary owner. That is, they can reply to invitations, create, modify, and delete group meetings on behalf of the primary owner.

One time zone from any region can be associated with the current calendar. Select the Timezones tab to set that preference.

Click OK when you are finished.

To subscribe to a calendar click the Subscribe icon to search for available calendars.

In the search results list, click the checkbox to the left of each calendar you wish to subscribe to. Click the Subscribe button.

Managing Calendars

In the Calendars window you will see all of the calendars that you have created or subscribed to.

Click the name of the calendar to view it. Click the Edit Properties link in the right column to modify calendar preferences.

Creating and Managing Groups

Click the Groups tab

To create a group:

- Click the New icon to create a new group.
- Provide a Group Name

- A calendar list in the left column shows a list of all calendars that you currently own or are subscribed to. Highlight the calendar that you wish to add and click the ADD>> button to move it.

To modify a group:

- From the Groups window, choose Edit Properties (right column) for the group you need to modify.
- Add or remove calendars by highlighting a calendar either in the right or left column and clicking the appropriate buttons.

Click OK when complete.

Options

The Appearance option allows you to change color scheme and font.

Settings allows you to:

- Select a group to display after logging into Calendar Express
- Set date views
- Use 12 or 24 hour clock
- Day and Start times for your calendars
- Event Reminder preferences
- Time zone preferences.

Be sure to select Save Changes when complete.

Import & Export windows allow you to import or export data in xml or ical format.

New Event

Use this icon to create an event. Clicking this icon displays another window that lets you enter a title, date, start and end time for the event, repeat the event, invite or notify a person of the event by email, and remove an invitee from the event. You can use the Details, Reminders, Availability, Calendars, and Preview tabs to complete more information about the event.

To create an Event:

1. Click the New Event icon from the View tab, or from one of the other views.

You see a Compose dialog box that allows you to add basic information about your event. You can also bring up this dialog by clicking the small circle with the plus sign from a view.

2. Enter a name for the event in the Title text field.

3. Enter the date, start time and duration for the event in the Date and Time fields.

You can use the Jump To icon at the end of the date range to go to a specific date. If the event does not have a time associated with it, click the No Time checkbox. This is useful if you want to create an all day event. An example of an all day event is a Birthday.

4. If you want the event to repeat, click the Repeat button or the Change Pattern link. If not, skip to Step 6.

You see the Repeat dialog box where you have a choice of setting the repeat sequence daily, weekly, monthly, or yearly.

- o Select the pattern on which this event should repeat.
- o Enter the start date for the repeating events.
- o Indicate how long you would like the event to repeat.

You can set the event to repeat until a certain date, forever (the standard default is 60 times), or for a certain number of repeats. If you want this event to repeat other than daily, click the Weekly, Monthly, or Yearly tab; and follow the same procedure as the daily repeat.

5. When you have set the desired repeats, click OK.

You are returned to the Compose dialog box.

6. If you want to notify others about this event, enter their JHED Login ID or email address (preceded by mailto:) in the User text field.

You can enter their JHED Login ID or email address. To explicitly invite a user with an email notification, precede their email address with mailto:. If you don't remember the JHED Login ID of your invitee, click the search icon next to the invite or inform button.

7. Click the Invite button to invite the attendee or the Inform button to let an attendee know of the event.

You see the users (attendees) that you invited or informed in the boxes beneath the user field.

- o Invite - You would like the attendee to accept the invitation, so an invitation appears on the invitee's calendar.
- o Inform - You want the calendar user to know about the meeting, but it is not necessary for them to attend. So, the information appears on the calendar of the user you want to inform.

In most cases, notifications are automatically sent to a calendar user when you make changes to the event.

You can remove an invitee by selecting the user from the list box and clicking the Remove button.

New Task

A task is a single item that you need to do, often by a specific time. For example, completing a report might be a task that you need to do. Tasks have many of the same properties as events and are created in nearly the same way. The difference between Tasks and Events is that Tasks may or may not have a due date associated with it, and although tasks may be viewed, calendar users cannot respond to a task. You can keep track of tasks in the same way that you schedule and manage events, even assigning a due date to your task.

To add a Task:

1. Click the New Task icon from the View tab, or from within one of the views.

You see the Compose Task dialog box that allows you to add basic information about your task, such as the name, due date, location and so forth.

2. Enter a name for the task in the Title text field.

This appears as the title of the task on your calendar.

3. If necessary, enter the date, and due time for the task in the Date and Time fields.
 - o If the task does not have a due date associated with it, click the Not Due checkbox.
 - o If the task does not have a time associated with it, click the No Time checkbox.

You can use the Jump To icon at the end of the date range to move to a specific date.

4. Enter a location for the task, if necessary.
5. Enter a description about the task, if needed.

You can add specific details or information about the task here.

6. If you want the task to repeat, click the Repeat button or Change Pattern link.

You see the Repeat dialog where you have a choice of setting the repeat sequence daily, weekly, monthly, or yearly.

- o Select the pattern on which this task should repeat.
- o Enter the start date for the repeating task.
- o Indicate how long you would like the task to repeat.

You can set the task to repeat until a certain date, forever (the standard default is 60 times), or for a certain number of repeats.

7. Click OK to set your repeat sequence, once you have decided upon it.

You are returned to the Compose dialog box.

8. Click the Reminders tab to set an email reminder for the task.

You can set an email reminder; and before the task is due, set an amount of time that a reminder should be sent or choose a specific date and time that a reminder should be sent. This can help you keep track of and remind you to complete the task.

How do I create a Group Event? You may want to schedule an event with a large group of people.

To create a Group Event:

Follow steps 1-8 for Creating an Event.

10. Optional - Click the Availability tab to determine when the users you want to invite might be free. Attendees that don't have a calendar will be shown with a blank line and the word unknown in place of the schedule.
11. Optional - click the Preview tab to see a simple presentation of the event before scheduling.
12. Optional - Click the Calendars tab to add your event to another calendar.

If you add an event to another calendar, this is where the event will reside. All updates to the event must be made from this calendar. For example, if you add a meeting to your default calendar, you must always make changes to this calendar.

13. When you have completed all the information about your event and are ready to schedule it, click OK.

You can click the Cancel button to abort your changes at any time.