Baya V2

Baya, high performance Web client; a single interface for accessing all your collaboration applications.

Baya Calendar allows you to create and share tasks, meetings, priorities with your colleagues. Go through FAQs for more information.

Update account settings and customize the application behavior using the Settings interface. Access the Quick Online tour for a brief description of all the key elements of the Settings application.

Manage Tasks and Events

Tasks are activities or piece of work to do that you have assigned to yourself or that someone else has assigned to you; they have a Due Date but typically no particular time associated with it. And, an event is an activity scheduled for a specific place, date and time.

For example:

You can consider a task as a project to do. You can decide the dead line or due date to complete this project. Now, to complete this project you create events, schedule meetings, create a list of things to do where you can involve all the related members to the that particular task or the event.

Let us consider a scenario, you have given responsibility to hire 10 new employees in your organization. So hiring 10 new employees is a task assigned to you. To complete your task, you can create a list of todo things so that you wont miss anything.

Such as,

- Decide criteria for employees
- Publish an advertisement in a news paper, job search engines and other sources
- Participate in job fair
- Collect resumes
- Short list resumes
- Arrange interviews
- Short list candidates
- Arrange final technical and HR interviews
- Issue offer letters to selected candidates
- Perform joining procedure for all new joiners

To complete this task of hiring new employees, you have to arrange meetings, events, and activities some of them are time bounded and some are status bounded.

Manage Tasks

Add a task

Steps for creating a task

- 1. Add a task from Task and Reminders pane
- Provide Basic details for the task
 You need to provide Basic details which are compulsory for the task creation.
- Provide more Details of the task
 You can provide more Details which are optional for the task creation.
- Provide Recurrence information for the task If the task repeats after a certain period of time you can provide recurrence details for the task. This step is optional in the task creation procedure.
- Provide Scheduling information of the event You can schedule the task by inviting specific attendees and scheduling it on specific time. This step is optional in the task creation procedure.

On the Tasks & Reminders pane, click the down arrow and choose the Add Task option from the list box.

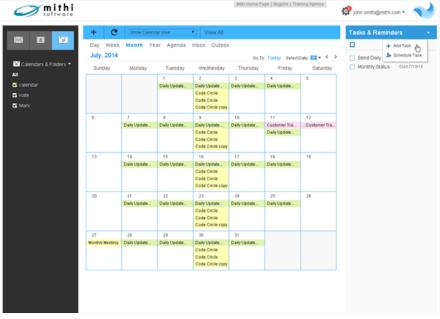


Figure: Add/ Schedule Task icon on the Calendar interface

Provide Basic Details of the task

Select the Basic tab and provide compulsory information of the task like Task Title

Note:

Refer the topic Provide Basic details of an event for the detail description of each object present on the tab.

Add Task	×
Basic Details Recurrence Scheduling	Calendar: Browse Calendar calendar Title: Date & Time □ All Day ♥ Floating □ Store As UTC Start Date 2014-06-24 🛐 00 ♥ 00 ♥ Asia/Kolkata ♥ Due
	 Date Duration 0 days 1 hours 0 minutes OR 0 weeks This task has no duration / end date Affects free/busy Yes (opaque: event status affects your free/busy) No (transparent: event status does not affect your free/busy)
	Close Save

Figure: Add Task- Basic Settings tab

Provide More Details of the task

Select the Details tab to provide more details about the task.

Note:

Refer the topic Provide more Details of the event for details description of each object present on the Detail tab.

Add Task		×
Basic Details	Location	
Recurrence Scheduling	Choose Select	
	Event Link	
	Description	
	Status	
	Confirmed Tentative Canceled	
	Close Sav	9

Figure: Add Task – Details tab

Provide Recurrence Information of the task

Under Recurrence leave as this task does not recur. If the task repeats in specific duration you can provide recurring information which saves time.

Note:

Refer the topic Setting up a recurring event for detail description of each object present on the Recurrence tab.

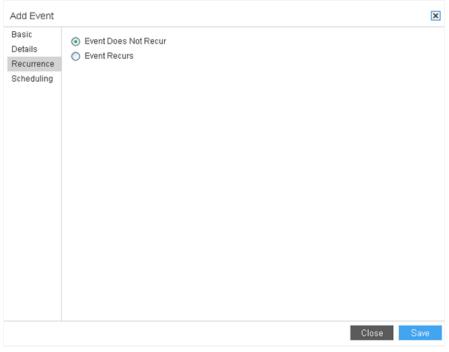


Figure: Add Event- recurrence tab

Provide Scheduling Information of the task

If you wish schedule the task and involve other members to this task into meeting, select the scheduling tab and click the Schedule this task with other users.

Note:

Refer the topic Schedule a meeting for detail description of each object present on the Scheduling tab.

Add Task	Σ
Basic Schedule this task with other users	
Recurrence	
Scheduling	
	Close Save
	01030

Figure: Add Task- scheduling tab

Save the task

Click the Save button to save the task or Close button to cancel the task.

- i. If you are working with more than a single calendar, Browse Calendar to select the required calendar. By default application saves the task in default calendar.
- ii. Type in a Title for the task. Make your title descriptive so that it briefly expresses what the task is about.
- iii. If you want to make the task time bound, provide Date and Time of the task.

Set up a recurrence task

You can add a task that re-occurs on a regular basis.

To set up a recurrence task:

Note:

Refer the topic Setting up a recurrence event for detail description of each object present on the Recurrence tab.

1. On the Tasks & Reminders pane, click the down arrow and choose the Add Task option from the list

box.

- 2. Provide Basic details of the task you are creating.
- 3. Provide more Details of the task to make it descriptive which are optional.
- 4. Under Recurrence tab, choose the Event Recurs option and define the Recurrence Rules

Schedule a task

To set up a recurrence task:

- 1. On the Tasks & Reminders pane, click the down arrow and choose the Schedule Task option from the list box.
- 2. Add attendees with whom you want to share and schedule the task.
 - Enter email id of an attendee in the Attendees box.
 - Specify the Role of the attendee from list box whether required participant, optional participant, chair or non-participant.
 - Select the Status from list box whether needs action, accepted, declined, tentative, delegated.
 - Click the Add button.
- 3. Application adds the said user to the list and displays their Free/Busy schedule for the week.

chedule Tas	sk												
Add New Attendees													
Attendees:	mark@mi	mark@mithi.com ×											
Role:	Required Participant												
Status:	atus: Needs Action												
										Add			
Attendees													
Attendee		Role	Status										
john.smith@	gmithi.com	Chair	Accepted										
Freet	ousy For :	All Attendee:	s										
								PM					
12	2	4 6	8	10	12	2	4	6	8	10			
12 6-15 6-16	2		8	10	12	2	4	6	8	10			

Calendar Schedule Task Window

- 4. Provide Basic details of the task you are creating.
- 5. Provide more Details of the task to make it descriptive which are optional.
- 6. Define the Recurrence Rules if the task repeats in specific period.

Note:

Refer the topic Setting up a recurrence event for detail description of each object present on the Recurrence tab.

- 7. On the Scheduling tab, confirm all the attendees involved.
- 8. You can,
 - Click the Save button to save the meeting schedule.
 - Click the Save & send invitations button to save the meeting schedule and send invitations.
 - Click the Cancel button to cancel the meeting schedule.

View details of a task

You can choose any task to view all of its details like its organizer, location, description, date and time of occurrence, status of the task and calendar holding the task.

To view details of a task:

• On the Tasks & Reminders pane, hover the mouse over the task title to be viewed and click the down arrow to choose the View Details option.

mithi software		м	thi Home Page Bugzilla Training Agenda	🤣 john.smith@mithi.com = 🐋
		Year Agenda Inbox Outbox		Tasks & Reminders +
Catendars & Polders * All C calendar C kole C Mark	Week of June 15, 201 Duration 330 pm - 430 pm > CONFIRM 330 pm - 430 pm > CONFIRM 330 pm - 430 pm > CONFIRM 400 pm - 500 pm > CONFIRM 400 pm - 500 pm > CONFIRM 330 pm - 430 pm > CONFIRM 300 pm - 430 pm > CONFIRM 300 pm - 430 pm > CONFIRM 300 pm - 430 pm > CONFIRM 330 pm - 430 pm > CONFIRM	4 Task Task Monday, June 16, 2014 ED: Daily Updates from tram Turesday, June 17, 2014 ED: Daily Updates from tram Wednedday, June 17, 2014 ED: Daily Updates from tram ED: Code Circle ED: Code Circle ED: Code Circle copy Thursday, June 19, 2014 ED: Daily Updates from tram Finday, June 20, 2014	00 To: Today SelectDate 201 + ACSON + + + + + + + + + + + + + + + + + + +	Monthly Status Send Daily Send Daily Copy Copy Devided
		ED: Daily Updates from team Friday, June 20, 2014		

Calendar Task Options

• Application displays all the information about the event which you can download on your machine.

iew Task	2
	Product Presentation
Task	👱 Download
When:	Friday, June 27, 2014 12:00 am - 1:00 am Floating Time
Calendar:	calendar
Description:	A small project of creating product presentation for the latest release.
Status:	CONFIRMED
	Close
	Close

Calendar Task Details Window

Edit a task

You can edit any task to modify its details.

To edit an event

- On the Tasks & Reminders pane,
 - click the task to edit its details
 - hover the mouse over the task title to be edited and click the down arrow to choose the Edit option.
- On the Edit Task window, change the fields need to be corrected.
- Once you are finished editing the task, click the Save button.

Create an instance of a task

Instead of creating a task with same details you can simply make a copy of that task and edit details if required.

To create an instance of an event:

- On the Tasks & Reminders pane, hover the mouse over the task title to be edited and click the down arrow to choose the Copy option.
- On the Edit Task window, you can change the fields if needed.
- Once you are finished editing the event, click the Save button.

Delete a task

You can delete a task which you think is not required in future.

To delete an event :

- On the Tasks & Reminders pane, hover the mouse over the task title to be edited and click the down arrow to choose the Delete option.
- Choose the All option to delete all the recurrences of that event. OR choose the Instance option to delete the current instance of the event.
- Click the Ok button to delete that event permanently from your calendar.

Manage events

Create an event

You can add an event to the calendar from action bar, calendar view, and free-busy view.

Steps for creating an event

- 1. Create an event You can choose the screen in the application to create an event.
- Provide Basic details of the event
 You need to provide Basic details for the event which are compulsory for an event creation.
- 3. Provide more Details of the event You can provide more Details of the event which are optional for event creation
- 4. Provide Recurrence information of the event If the event repeats after a certain period of time you can provide recurrence details for the event.
- Provide Scheduling information of the event Instead of making it a simple event you can convert it into a meeting by inviting specific attendees and scheduling it on specific time.

Detail steps of adding an event

Create an event

Choose any of the following option to create an event in your calendar account

Provide Basic Details of the event

Select the Basic tab and give following details

Add Event	×
Basic Details Recurrence Scheduling	Calendar: calendar Browse Calendar Title: Mithi CR Meeting Date & Time Image: Calendar
	 ✓ All Day ✓ Floating □ Store As UTC Start Date 2014-05-14 3 End © Date ③ Duration ④ 1 days OR ◎ 0 weeks ③ This event has no duration / end date Affects free/busy
	 Yes (opaque: event status affects your free/busy) No (transparent: event status does not affect your free/busy)
Figure: Add	d Event- Basic tab

Provide More Details of the event

Select the Details tab to provide more details about the event.

Add Event		×
Basic Details Recurrence Scheduling	Calendar: calendar Browse Calendar Title: Mithi CR Meeting	
Scheduling	Date & Time Image: All Day Image: Floating Store As UTC Start Start Date 2014-05-14	
	End Date Duration This event has no duration / end date Affects free/busy	
	 Yes (opaque: event status affects your free/busy) No (transparent: event status does not affect your free/busy) 	
	Close Sav	e

Figure: Add Event- details tab

Provide Recurrence Information of the event

Under Recurrence leave as this event does not recur.

Note: Refer the topic Setting up a recurring event for details. × Add Event Basic Event Does Not Recur Details Event Recurs Recurrence Scheduling Close Save

Figure: Add Event- recurrence tab

Provide Scheduling Information of the event

If you wish to convert this event into meeting, select the scheduling tab and click the make into meetinginvite attendees to send invitations to attendees.

Add Event	×
Basic Details Make into meeting - Invite attendees	
Recurrence	
Scheduling	
Scheduling	
	Close Save

Figure: Add Event- scheduling tab

Save the event

Click the Save button to save the event or Close button to cancel the event.

• Click the + button and select Add Event from the list box.

+ C Show Calendar View ↓ ● Add Event ↓ Click to Add an Event or Schedule Meeting ▲ Schedule Meeting Go To: Today Select Date: 🖼 ♥ < >										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
				1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				

Figure: Calendar User Interface

• On the Action Bar, choose the Show Calendar View option from the calendar views list-box. Click any date box on the page and select Add Event from the list box.

+ C	Show Calendar View					
Day Week May, 2014	Month Year Ag	genda Inbox C	Dutbox		Go To: Today S	Select Date: 🔛 🗸 🔺
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 Add Ev		10
11	12	13	14	15		17
18	19	20	21	Add a	e Date box to an Event or ule Meeting	
25	26	27	28	29	30	31

Figure: Calendar User Interface

• On the Action Bar, choose the Show Free/Busy option from the calendar views list-box. Click any box on Free/Busy map page and select Add Event from the list box.

+	G	Show Free/Busy View. All												
Day	Week	Month	n Year	Agenda	a Inb	ox Oi	utbo	х						
Wee	Week of June 1, 2014 Go To: Today Select Date: 🛅 🔻 < >													
View	View user's free/busy: Submit													
	Freebusy	For : mi	nali@mit	hi.com			_							_
											PM			
	12	2	4	6 8	3	10	12		2	4	6	8	10	
6-1														
6-2														
6-3						_			CIL-L	4	0			
6-4							+	Add				/ box ta ule Mei		
6-5								Auu		vent or	Suleu		eung	
6-6														
6-7														
											Free	Busy	💋 Te	entative

Figure: Calendar User Interface

• On the Action Bar, choose the Show List View option from the calendar views list-box. Click the + sign on the page and select Add Event from the list box.

+ C Show I	ist View View:All	
Day Week Month July, 2014	Year Agenda Inbox Outbox Go To: Today Select Date: 🛍 🔻 🔇	: >
Duration	Task Action	
	Tuesday, July 1, 2014	+ 13
10:00 am - 11:00 am »	CONFIRMED: Event in John's Calendar Schedule Event	
10:00 am - 11:00 am »	CONFIRMED: Event in John's Calendar	
	Thursday, July 3, 2014	+
10:00 am - 11:00 am »	CONFIRMED: Event in John's Calendar	
2:00 pm - 3:00 pm »	CONFIRMED: mark	
	Friday, July 4, 2014	+

Figure: Calendar User Interface

i. If you are working with more than a single calendar, Browse Calendar to select the required calendar.

Note: By default a new event is added to the default calendar set in your calendar preferences.

- ii. Type in a title for the event. Make your title descriptive so that it briefly expresses what the event is about.
- iii. Decide Date and Time of the event.
 - All Day indicates the event is valid for that whole day.
 - Floating option makes the event unrestricted of the time zones.
 - Store the date and time as UTC (Co-ordinated Universal Time).
- iv. If its not an All Day event, provide start Date and the Start Time for the event.
- v. To provide start date, select the calendar icon and select a Start Date, Start Time, Time Zone for the event.
- vi. Decide the End Date
 - You can choose the exact End date, End Time and Time Zone
 - OR Specify the Duration for the event in number of days, hours,
 - OR Choose This event has no duration / end date.
- vii. Choose yes or no to select and decide if the added event will Affect the Free/Busy status.
- viii. Select the preferred Location from list box which populates all the locations you have already used. Or In the Add New box, specify new location to be added to the list.
- ix. Enter a Event Link(URL) for the event, if you have a website with more information about it.
- x. Enter more details about the event in the Description.
- xi. Select one of the options confirmed, tentative, or canceled to decide the Status of the event.

Set up a recurrence event

You can add an event that re-occurs on a regular basis. For example, to add a meeting to a calendar that occurs every Monday between 8:30am and 9:00am, you can create a Recurring Calendar Event.

To set up a recurrence event:

- 1. Follow the steps 1 to 3 mentioned in Steps to Add an event
- 2. Under Recurrence tab, choose the Event Recurs.
- 3. Define the Recurrence Rules
 - i. Decide Frequency of the event: daily, weekly, monthly, or yearly.
 - ii. Decide time to Repeat the event.

Note:

The end date you specify here is different from the end date you specified earlier for the event. The end date here is the date you want the recurrence to stop and not the end date for the event.

- Leave at Forever if you want the event to repeat forever.
- If not specify how many times you want the event to recur by selecting the Times radio button and typing the number times to repeat the event.

iii.	Add Event	×	C								
	Basic Details	 Event Does Not Recur Event Recurs 									
	Recurrence	CALIFIC CONS									
	Scheduling	Recurrence Rules									
		Show Advanced Recurrence Rules									
		Frequency: Repeat: None Forever Daily Forever Weekly Monthly Yearly Yearly									
		2014-05-14 Image: Content of a recurring event. Add Exception Add Recurrence									
		Close Save									

• Or alternatively select the Until radio button and specify an end date.

- Figure: Add Event- recurrence tab
- iv. Choose to view Advanced Recurrence Rules to add exceptions or additions to the rules.
 Be sure that the recurrence rules are simple and not too complicated. If the recurrence rules are too complex it can cause problems for the event, consider in that case submitting a new event listing for each occurrence of the event.

For example, if you want the event recurring every other month type in 2 under the interval label or any interval of your choice.

v. You can specify how you would like the event to recur.

For example, if you want the event to recur on the first Monday and Tuesday of the month and also on the last Monday and Tuesday.

Add Event		×						
Basic Details	_	anced Recurrence Rules						
Recurrence Scheduling	Frequency: None Daily Weekly Monthly Yearly	Repeat: Imme(s) Until 2014-06-08 Imme						
-		Interval: Every 1 Month(s) On						
		None The First The Second The Third The Fourth Sun Mon Tue Wed Thu Fri Sat						
		On These Days:						
	Recurrence and Exception Dates							
	2014-06-08	12 ▼ 00 ▼ Asia/Kolkata ▼						
		Add Exception Add Recurrence						
	Exception dat	es may also be created by deleting an instance of a recurring event.						
		Close Save						

Figure: Add Event- Advanced Recurrence Settings for Monthly Frequency

vi. You can also create exceptions for your recurring events.

For example, if there is a public holiday on a Monday you have designated your event to recur. Create an exception by selecting a date and time under the Recurrence and exception datesfield and select the add exception button.

Note:

The time you enter for the exception must be the same as the start time for the event. Deleting a recurrence instance of an event also creates an exception. See section on editing/ deleting events.

- vii. To create an exception to the recurrences for the event,
 - Select a date under the Recurrence and Exception dates field
 - Click the Add recurrence button.

4. View details of an event

You can choose any event to view all of its details like its organizer, location, description, date and time of occurrence, status of the event and calendar holding the event.

• Hover the mouse over the event title to be viewed from the Calendar view page, and choose the View option.

Day Week June, 2014		ar Agenda	Inbo	x Outbox		- Today Solar	t Date: 🎬 🗸 ≺
Sunday	Monday	Tuesday	W	/ednesday	Thursday	Friday	Saturday
1	2	3	4		5 Code Circle	6	7
					NFIRMED	L	
8	9	10		Monthly Meeting Time: 4:00 PM - 5:02 PM		13	14
	Daily Update	Daily Update	Dail	Calendar: ca		Daily Update	
15	16	17	18			20	21
	Daily Update	Daily Update	Dail	 View Details 		Daily Update	
			Coc	👱 Downlo	ad		
22	23	24	25	💉 Edit		27	28
	Daily Update	Daily Update	Dail	📮 Copy		Daily Update	
			Coc	👕 Delete		Monthly Meeting	
29	30						
	Daily Update						

View icon on the Calendar View Page

• Application displays all the information about the event which you can download on your machine.

View Event			×
	Monthly Meeting		
Recurring Mee	eting - Organizer: john.smith@mithi.com	👱 Download	
When:	Friday, June 27, 2014 4:00 pm - 5:02 pm Floating Time		
Where:	Baner Office		
Organizer:	john.smith@mithi.com		
Calendar:	calendar		
Description:	Monthly Meeting at Mithi occurs on the every last Friday of each mor	ith. One of the	
	departments of the company organizes the event where all the emp	loyees get together	
	share their experiences for the past month.		
Status:	CONFIRMED		
		Clos	e

Edit an event

You can edit any event to modify its details.

To edit an event

1. Hover the mouse over the event title to be updated from either Calendar view, or List View and choose the Edit option.

Day Week	Month Ye	ar Agenda	Inbox Outbox	ty Toriny Galacti	Dute: 📴 • < >	+ C Shows Day Week Month June, 2014	View ViewcAll Year Agenda Inbox Outbox	So Ta: Today SelectDate: 💴 • 🤇
Sunday	Monday	Tuesday	Wednesday Thursday	Friday	Saturday	Duration	Task	Action
'	2	3	4 5 Code Circle CONTINNED	•	7	5.00 pm - 6.00 pm = CONF	Finday, June 13, 2014	+ Edt 🖀 Delete 🛓 Download
•	9 Daily Update	10 Daily Update	1 Monthly Meeting Car Time: 4:00 PM - 5:02 PM Daa Calendar: calendar Car Type: Recurring Personal Event	13 Daily Update	14	5.00 pm - 6.00 pm > CONFI	Friday, June 20, 2014	•
15	16 Daily Update	17 Daily Update	11 Date View Details Cec ± Download	20 Daily Update	21	5:00 pm - 6:00 pm > CONF		
22	23 Daily Update	24 Daily Update	22 Edt Del 2 Copy Cec 2 Delete	27 Daily Update Monthly Meeting	20	Edi	t Event icon on List Vie	ew Page
29	30 Daily Update							

- 2. On the Edit Event window,
 - If it is a recurring event, decide if you want to edit that particular instance or want to update all the events.
 - Update the fields need to be corrected.
 - Once you are finished editing the event, click the Save button.

Day Wee		ar Agenda	Inbox Outbox				Year Agenda Inbox Outbox	
June, 201	4		001	lo: Today Selecti	Date: 🔛 + < 🗲	June, 2014		do To: Today SelectDate: 🔛 + 🤇 🕨
Sunday	Monday	Tuesday	Wednesday Thursday	Friday	Saturday	Duration	Task	Action
1	2	3	4 5 Code Circle	6	7		Friday, June 13, 2014	+
			CONFIRMED			5:00 pm + 6:00 pm = CONFIR	INED Weekly Updates	🗾 Edit 📱 Delete 🏦 Download
	9	10	11 Monthly Meeting Cwi Time: 4:00 PM - 5:02 PM	13	14		Priday, June 20, 2014	+
	Daily Update	Daily Update	Del Tame: 4:00 PM - 5:02 PM Del Calendar: calendar Type: Recurring Personal	Daily Update		5:00 pm + 6:00 pm > CONFIR	BMED: Weekly Updates	
			Cel Event				Friday, June 27, 2014	+
15	16 Daily Update	17 Daily Update	Dail • View Details	20 Daily Update	21	5:00 pm - 6:00 pm > CONFIR	MED: Weekly Updates	
			Cet ± Download			Edit	Event icon on List	View Bogo
22	23 Daily Update	24 Daily Update	Dail C Copy Cite Delete	27 Daily Update Monthly Meeting	20	Euit	Event icon on List	view Fage
29	30 Daily Update			0				
	dit Evo	nt is on	on Calendar Vi	ou Dog				

• You can modify the event to make it as a meeting and schedule it as per suitable time for all the attendees.

Edit Event	All O Instance	×
Basic Details Recurrence Scheduling	Calendar: Browse Calendar calendar Title: Code Circle Date & Time All Day Floating Store As UTC	
	Start Date 2014-06-05 3 16 ▼ 00 ▼ Asia/Kolkata ▼ End © Date 2014-06-05 3 17 ▼ 00 ▼ Asia/Kolkata ▼ Duration This event has no duration / end date Affects free/busy	
	 Yes (opaque: event status affects your free/busy) No (transparent: event status does not affect your free/busy) 	Save
	Close	Save

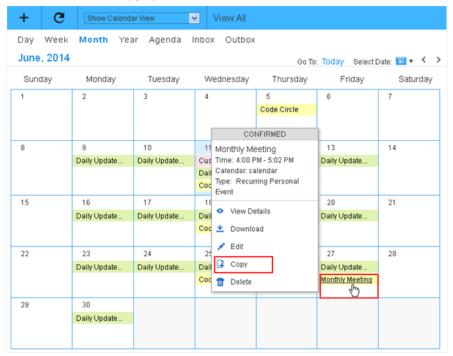
Edit Event Window

Create an instance of an event

Instead of creating an event with same details you can simply make a copy of that event.

To create an instance of an event:

• On the Calendar View page, hover the mouse over the event title of which you need to create a copy of. And, choose the Copy option.



Copy Event icon on the Calendar View Page

- On the Edit Event window, you can change the fields if needed.
- Once you are finished editing the event, click the Save button.

Edit Event	All Instance	x
Basic Details Recurrence Scheduling	Calendar: Browse Calendar calendar Title: Code Circle Date & Time	
Scheduling	 All Day Floating Store As UTC Start Date 2014-06-05 33 16 ▼ 00 ▼ Asia/Kolkata ▼ End ● Date 2014-06-05 33 17 ▼ 00 ▼ Asia/Kolkata ▼ Duration ● This event has no duration / end date Affects free/busy ● Yes (opaque: event status affects your free/busy) No (transparent: event status does not affect your free/busy) 	
	Close	/8

Delete an event

You can delete an event which you think is not required in future.

To delete an event :

- Hover the mouse over the event title to be deleted from either Calendar view or List View.
- Click the Delete icon.

+ C	Show Calend	(ar Vew	✓ ViewcAll			+ e	Show List View	View All	
Day Week June, 2014		ar Agenda	Ge Te		Oute: 🖬 + < >		Month Year		de To. Today : Select Date 📴 • 🤇 🗲
Sunday	Monday 2	Tuesday 3	4 5 Code Cecle CONFIRED	Friday 6	Saturday 7	Duration 5.00 pm - 6.00 pm		Task Finday, June 13, 2014 My Upstates	Action * Edit Towning & Download
*	9 Daily Update	10 Deily Update	1 Monthly Meeting Ceel Time: 4.00 PM - 5.02 PM Deal Calendar calendar Ceel Recurring Personal Event	13 Delly Updele	34	5:00 pm - 6:00 pm	 CONFIRMED. West 	Friday, June 20, 2014 My Updates Friday, June 27, 2014	•
15	16 Daily Update	17 Daily Update	Deal View Details Col Col Col	20 Daily-Update	21		> CONFIRMED Wee		
22	23 Daily Update	24 Daily Update	27 Edt Del G Corr Cel C Corr	27 Daily Update. Monthly Meeting	28		Delete Ev	ent icon on Li	st View Page
29	00 Daily Update								
De	lete Ev	ent ico	n on Calendar \	/iew Pa	ade	-			

- Choose the All option to delete all the recurrences of that event.
- OR choose the Instance option to delete the current instance of the event.

Delete Event	×
O All	
🔿 Instance	
	Close

Delete Event message box

• Click the Ok button to delete that event permanently from your calendar.

Delete all rec	urrences of this event?	ra Da	iy Updat Delete	this instance of event?	ra Dal
	Cancel			OK Cancel	
Delete Event All Instance		×	Delete Event All Instance		X
	I	Close			Close

Schedule a meeting

You can schedule an event to meet your colleagues for discussion on certain topic. Meeting requests must have one or more attendees and one originator (usually the current user) who schedules an event.

- Pre-scheduling an event or meeting, you should decide attendees for the event and verify their Free/Busy status.
- As per suitable Date/Time and Place for all the attendees, you can Schedule a meeting and send meeting request or invitation
- These meeting requests are sent in the Inbox folder of the default calendar of all the Attendees.
 Where, all the attendees process these meeting requests manually or automatically as per preferences.
- Scheduling responses to external users go to the outbox. They may be immediately processed and at some point removed from the outbox.

Schedule a meeting and send invitation

1. On calendar, click the add button and select Schedule Meeting from the list box. Or

Click any date box in your calendar and select Schedule Meeting from the list box. Or

Click any box in Free/Busy map. The Schedule Meeting/task page is displayed.

- 2. Add New Attendees as the participants for the meeting.
 - i. Type in an email id of the attendees in Add Attendees box.

The auto complete address book feature suggest the matching email ids present in address book.

ii. Specify the Role of the attendee from list box whether required participant, optional participant, chair or non-participant.

iii. Select the Status from list box whether needs action, accepted, declined, tentative, delegated.

iv. Click the Add button to add the user to the attendee list.

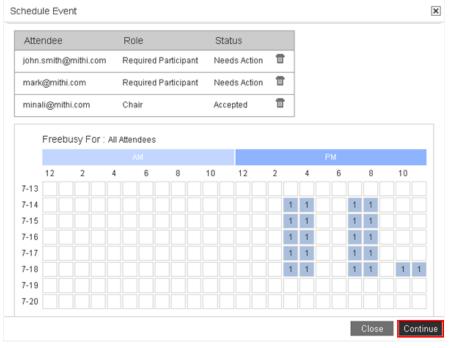
The Free/busy schedule for all attendees displays available time for all attendees in the list. You can schedule the meeting as per their availability.

If you are adding any external user (User from other domain) you need to confirm his/her Free/Busy status. As Free/Busy schedule for external users is not displayed.

Add Event											×
Add New Att	endees										
Attendees:	john.sr	mith@mith	i.com »	E							
(ii) Role:	Requir	ed Particip	ant								•
(iii) Status:	Needs	Action									•
-										(iv)	Add
Attendees										_	
Attendee		Role	Stat	us							
minali@mi	thi.com	Chair	Acce	pted	T						
Free	busy Fo	r : All Atter	ndees								
									PM		
12	2	4	6	8	10	12	2	4	6	8	10
5-11											
5-12											
										Close	Continue

Schedule Meeting

3. Once all the attendees are decided, click the Continue button to provide further details.



Schedule Meeting

- 4. Provide the meeting preferences like Basic, Details, Recurrence information.
- 5. Select the Scheduling tab to confirm the list of attendees. Edit Attendees if required.

Save the meeting schedule.

Or

Save & send invitations to all the participants. Or

Cancel the scheduling to exit the procedure.

Basic Details	Attendees			
Recurrence	Attendee	Role	Status	
Bcheduling	jane@mithi.com	Required Participant	Needs Action	
	john.smith@mithi.com	Required Participant	Needs Action	
	mark@mithi.com	Required Participant	Needs Action	
	minali@mithi.com	Chair	Accepted	

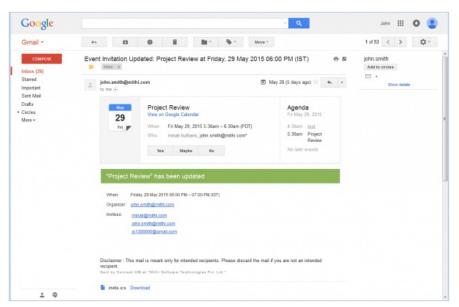
Schedule Meeting More Details

• All the attendees on same domain receive invites in the Inbox folder of the calendar application.

mithi software		Mithi Home Page Bugotta Training Agenda	mth@mithi.com • 🐋
	+ C Show Catendar View • View:All	Tasks	& Reminders +
	Day Week Month Year Agenda Inbox Outbox		
	Inbox	Go To: Today Select Date: 101 + < > Then	e are no tasks to display.
Calendars & Folders *	mark@mithi.com	unprocessed 2014-07-09 05:18	
All	Meeting sceduled by Mark 9 July		
🖌 calendar	kate@mithi.com	processed 2014-05-30 10:41	
Mark_Gates			
Personal Cale	mark@mithi.com	processed 2014-06-12 10:21	

Schedule Meeting Invitations

All the participants on external domain get email invite which they can process further.
 From Baya version 3.20, all the participants on external domain get email invite/update when you schedule/update a meeting using any mobile/desktop client



Schedule Meeting Invitations for external domain users

Attendees process the invitations received in their Inbox folder of Calendar application to decide their status for the event. The updated status of attendees is sent to the Calendar Inbox of organizer and all the other attendees of the event.

You or the organizer can resend the invitation to confirm the status of the event scheduled.

Once all the attendees confirm their attendance the event gets confirmed to be held on the date time and place mentioned in the event.

Process a meeting request

- As per user scheduling/meetings preferences, meeting requests are processed automatically. If time is available for the incoming request it will be accepted, otherwise it will be declined. It is also possible to indicate that acceptances will be automatically processed; a meeting will have the attendee status updated automatically when the incoming response is an acceptance.
- You can process these meeting requests received in your Inbox manually to decide whether you want to accept, decline or make it a tentative plan. Also, you can delegate it or send a request suggesting change in suitable Date/Time for you.
 Accepting the meeting request
- 1. Go to the Inbox folder in the Calendar application.
- 2. Select to open the unprocessed meeting request.

Change Status of Meeting Request

- 3. Click the Change My Status link to update your meeting request status.
- 4. Decide the Action to be taken either
 - You can Reply As :

 Accepted to accept the event and send in your confirmation to the organizer and all the other attendees of the event.

– Declined to decline the event and send in your status to the organizer and all the other attendees of the event.

– Tentative to keep and send in the status of the event as tentative to the organizer and all the other attendees of the event.

View Request	×
Meeting Request (Update) Organizer: minali@mithi.com	
Title: Project Review Calendar: calendar Description: Not Described Date & Time: Jul 23, 2014 17:00 - Jul 23, 2014 18:00 Location: Not Specified Status: CONFIRMED	
Action: reply as accepted delegate declined counter (tentative erent date, time, and/or location)	
Comment	
	Cancel Update

Change Status of Meeting Request

• You can Delegate it to another user.

View Request		×
Meeting Req Organizer: mina	uest (Update) ali@mithi.com	
Date & Time: Location:		
Action:	 reply as accepted delegate to kate@mithi.com (uri or account) counter (suggest a different date, time, and/or location) 	
Comment		Cancel Update

Change Status of Meeting Request

• You can Counter to send in your reply with comment suggesting new Date/Time/Location.

View Request	
	 counter (suggest a different date, time, and/or location)
New Date/Time:	All Day Event
	Start: Date Jul ▼ 23 ▼ 2014 17 ▼ 00 ▼
	End: O Date
	Duration 0 days 1 hours 0 minutes OR 0 weeks
	This event has no duration / end date
New Location	Choose Select
Comment	
	Cancel Update

5. Set up alarm

You can set up alarms for the calendar events and meetings using Baya. The alarms will be sent you in the form of email alerts, ensuring that you are alerted about the event even if you are not logged into your calendar client.

The sections below describe how to set the alarms from different calendar views.

The last section also describes the email format for the alert.

Setting alarm from the calendar view

- Go to the calendar and choose the Calendar view
- Click the event/meeting scheduled and select the Set Alarm option.

+ G	Show Calenda	ar View		View:All				
Day Week	Month Yea	ar Agenda	Inbo	x Outbox	(
October, 2	014				Go 1	o: Today Select	Date: 🛅 🔻 <	
Sunday	Monday	Tuesday	W	/ednesday	Thursday	Friday	Saturday	
			1		2	3	4	
			Daily	Updates	Daily Updates	Daily Updates		
			Quic	CO	NFIRMED	Quick Review		
				Quick Rev	iew			
5	6	6 7			PM - 5:00 PM	10	11	
	Daily Updates	Daily Updates	Daily	Calendar: ca	alendar rring Personal	Daily Updates	Customer Tr	
	Quick Review	Quick Review	Quic		rnng Personal	Quick Review	Customer Tr	
						Customer Tr		
12	13	14	15	 View Details 		17	18	
Customer Tr	Event from tab (3)	Daily Updates	Daih	↓ Downlo	ad	Daily Updates	10	
ousioner n	Daily Updates	Quick Review	Quic			Quick Review		
	Quick Review	QUICK REVIEW	GUIC	J# Edit		QUICK REVIEW		
	QUICK Review			🗗 Сору				
19	20	21	22	📅 Delete		24	25	
	Daily Updates	Daily Updates	Daily	-		Daily Updates		
	Quick Review	Quick Review	Quic	Set Alar	m	Quick Review		
				.//				
26	27	28	29	9	30	31		
	Daily Updates	Daily Updates	Daily	/ Updates	Daily Updates	Daily Updates		
	Quick Review	Quick Review	Quic	k Review	Quick Review	Quick Review		
		and the second s	GUITO					

Setting alarm from the list view

- Choose the List view
- Choose the event/meeting scheduled from the list and select the Set Alarm option.

+ C Ist	how List View 🗷	View:All
Day Week Mor	nth Year Agenda Int	box Outbox
Week of Octobe	r 12, 2014	Go To: Today Select Date: 🛍 💌 < 🗲
Duration	Task	Action
	Sunday,	r, October 12, 2014 +
« 10/11 - 1:00 am »	CONFIRMED: Customer Traini	ing
	Monday	r, October 13, 2014 +
10:00 am - 11:00 am »	CONFIRMED: Event from tab	تتا ا
2:00 pm - 3:00 pm »	CONFIRMED: Daily Updates	
4:00 pm - 5:00 pm »	CONFIRMED: Quick Review	
	Tuesday	y, October 14, 2014 +
2:00 pm - 3:00 pm »	CONFIRMED: Daily Updates	🖋 Edit 🖋 Set Alarm 👕 Delete 坐 Download
4:00 pm - 5:00 pm »	CONFIRMED: Quick Review	Set Alarm
	Wednesda	ay, October 15, 2014 +
2:00 pm - 3:00 pm »	CONFIRMED: Daily Updates	
4:00 pm - 5:00 pm »	CONFIRMED: Quick Review	

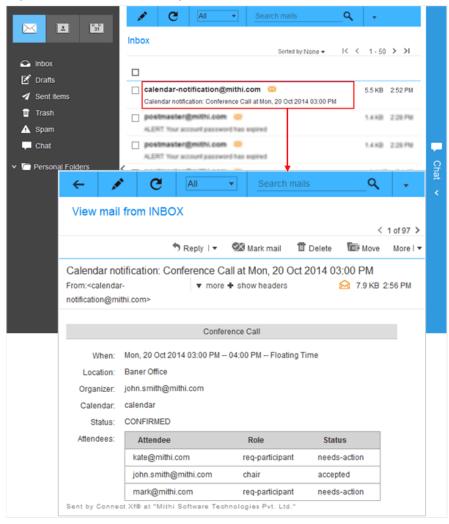
Setting alarm time

• On clicking on the Set Alarm menu option, a dialog box will pop-up, giving you different time options at which to receive the alarm.

Select an appropriate time and click on Save.

Set Alarm	٥	<
Set alarm for: No	Alarm 😋)
	Close Save	
Set Alarm		×
Set alarm for:	No Alarm	
	No Alarm	
	5 Minutes Before Event Starts	
	15 Minutes Before Event Starts	
	1 Hour Before Event Starts	
	1 Day After Event Ends	
	1 Day Before Event Starts	
	5 Minutes After Event Ends	
	1 Hour After Event Ends	
	The Moment The Event Starts	
	The Moment The Event Ends	

Baya will send an email alert to you and the other calendar subscribers at the selected time.



View calendar entries

You can view the calendar entries in various ways. You can view details of a particular calendar entry on a particular day or view calendar entries for a particular week or month.

To view calendar entries:

 By default, Baya displays All the calendar entries present in your default calendar, folders, subscribed calendars and folders.

+	e	Show Caler	dar View	View All				Tasks & Reminders
	/ Week		ear Agenda					
		Month Y	ear Agenda	INDEX OUTED				<u>ц</u>
Calendars & Folders *	y, 2014				Go To	Today Select	Date: 🛍 🔹 < 🗲	Send DailyStart7/1/14
St.	inday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Task createStart7/9/14
			1	2	3	4	5	Monthly Status -Start7/19/14
calendar			Event in Joh	Event in Joh	Event in Joh	Event in Joh		
Mark_Gabes					mark	mark		
Personal Cale •		7	8	9	10	11	12	
	yul, 8 gri	Event in Joh	Event in Joh	Meeting 9 Ju	Event in Joh	Customer Tra.	Customer	
	19 1 2017	mark	mark	Meeting sced	mark	Event in Joh	Tra	
Birthdays				Event in Joh		mark		
				mark				
13		14	15	16	17	18	19	
		Event in Joh						
		mark	mark	mark	mark	mark		
20		21	22	23	24	25	26	
		Event in Joh	test					
		mark	mark	mark	mark	mark		
27		28	29	30	31			
	nly Meeting	Event in Joh	Event in Joh	Event in Joh	Event in Joh			
Month	nly Meeting	mark	mark	mark	mark			

Figure: Calendar View

• You can select the specific Calendar/calendars to view calendar entries in that particular calendar/calendars only.

mithi software					Mithi Home Pa	age Bugzilla Trai	ning Agenda	🔅 john.smith@mithi.com • 💉
8 B B	+ e	Show Calend	lar View	View:All				Tasks & Reminders
	Day Week	Month Ye	ar Agenda	Inbox Outbox	¢.			
	July, 2014				Go To	Today Select	one: 1891 + < →	Task createStart7/9/14
Calendars & Folders *	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
All			1	2	3	4	5	
calendar				kate	Code Circle	Code Circle copy		
S kale					kate	kate		
					mark	mark		
Mark_Gates	6	7	0	9	10	11	12	
Personal Cale		kate	kate	Meeting sced	Code Circle	Customer Tra	_Customer Tra_	
Anniversaries		mark	mark	kate	kate	Code Circle copy		
Birthdays				mark	mark	kate		
						mark		
	13	14	15	16	17	18	19	
		kate	kate	kate	Code Circle	Code Circle copy		
		mark	mark	mark	kate	kate		
					mark	mark		
	20	21	22	23	24	25	26	
		kate	kate	kate	Code Circle	Code Circle copy		
		mark	mark	mark	kate	kate		
				Project Review	mark No Title	mark		
	27	28	29	30	31			
	Monthly Meeting Monthly Meeting	kate	kate	kate mark	Code Circle kate			
	woneny sleeping	mark	mark	mark	mark			

Figure: Calendar View

Define a calendar view

You can choose the Preferred View to check the calendar entries viz Calendar view, Free/Busy view or List view. You can select the view from a dropdown at the top.

Calendar View

In Calendar view, you can view the calendar entries of a particular Week, Month, or Year. The Day, Agenda, Inbox and Outbox entries are not shown in Calendar format. The Calendar View with current Week entries is the default view whenever you open calendar.

	+ C ay Week	Show Calend		View.All Inbox Outbox	¢			Tasks & Reminders
	uly, 2014				Go To	Today Select	Date: 🛍 🗸 🗸 🗲	Send DailyStart7/1/14
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Task create0tart7/0/14
i calendar Mark_Gates			1 Event in Joh	2 Event in Joh	3 Event in Joh mark	4 Event in Joh mark	5	Monthly Status -Start7/19/14
Personal Cale • e Anniversaries Mo	eting 9 July	7 Event in Joh mark	8 Event in Joh mark	9 Meeting 9 Ju Meeting sced	10 Event in Joh mark	11 Customer Tra Event in Joh	12 Customer Tra	
e Birthdays				Event in Joh mark		mark		
,	13	14 Event in Joh mark	15 Event in Joh mark	16 Event in Joh mark	17 Event in Joh mark	18 Event in Joh mark	19	
-	10	21	22	23	24	25	26	
		Event in Joh mark	Event in Joh mark	Event in Joh mark	Event in Joh mark	Event in Joh mark	test	
	7 nthly Meeting	28 Event in Joh	29 Event in Joh	30 Event in Joh	31 Event in Joh			
	nthly Meeting	mark	mark	mark	mark			
			•		-	P		

Figure: Calendar View

Free/Busy view

- In Free/Busy view, you can see a grid indicating free and allocated time without event details for the selected time period.
- If you hover the mouse over the busy box of the map, you get total count of busy and tentative events allocated for that time.
- You can click any box to add an event to the calendar but edit/modify events from this map is not allowed.
- You can choose the time span i.e free/busy events allocated for Week or Month, but not for Day and Year time periods.
- Verify free/busy status of any user on your domain

You can check the Free/Busy status of any user on your domain.

- In the View user's free/busy map box, specify an email-id of the person whose schedule you wish to check.
- Then, click the Submit button to view the map for that person.
- Baya allows you to view free/busy map of all users on your domain.

mithi software	MDH Home Page Bugdha Training Agenda	
82 E 🔀	+ C FitoerFreeBury View All Tasks & Reminders	
	July, 2014 0a Te: Today Select Date: IBB • < > There are no tasks to displa	av.
Calendars & Folders •	View user's feelbusy; Bubmit	.,.
II		
🗹 calendar	Freebusy For : john.smith@mithi.com	
Mark_Gates	AM PM	
El Personal Cale	12 2 4 6 8 10 12 2 4 6 8 10	
Anniversaries	М	
🖬 Birthdays	73	
	11	
	74 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	7.10	
	7-12	
	7/3 7/4 1 1	
	715	
	746	
	747 1 1 1	
	7-18	
	7.19	
	7.20	
	7-21	
	7-22	
	7.23	
	7-24	

Figure: Free/Busy Time Map

List view

- The List view shows the events for the selected time period in serial list starting from older event to newer event.
- The List view is the default & only view for the Day time period and the Agenda, Inbox and Outbox views. The Week and Month time periods can also be viewed in List view. However the Year time period cannot be viewed in list format.
- You can click the event title from the row to view complete details of that event or click the Download link to save the event in .ics format on your machine.

mithi software								Mithi Home Page Bugzilla Training Agenda	
	+	G	Show List V	ew.	٠] Vi	iew:All		
			Month Ye	ar Ag	jenda in	box	Outbox	Go To: Today SelectDate: 脑I * く	
🖬 Calendars & Folders 🔻	D	uration			Tas	k		Action	
🔽 calendar					Mond	ay, Ju	ly 21, 2014		+
🖬 kate	2:00 pm	- 3:00 pm		D: kate				🖄 Download	
Mark_Gates	2:00 pm	- 3:00 pm	» CONFIRME	D: mark					
Personal Cale					Tuesd	lay, Ju	ily 22, 2014	1	+
	2:00 pm	- 3:00 pm	» CONFIRME	D: kate					
	2:00 pm	- 3:00 pm	» CONFIRME	D: mark					
					Wednes	sday, .	July 23, 20	14	+
	2:00 pm	- 3:00 pm	» CONFIRME	D: kate					
	2:00 pm	- 3:00 pm	» CONFIRME	D: mark					
	5:00 pm	- 6:00 pm	» CONFIRME	D: Project	Review				
					Thurse	day, Ju	uly 24, 201	4	+
	4:00 pm	- 5:00 pm	» CONFIRME	D: Code C	lircle				
	2:00 pm	- 3:00 pm	» CONFIRME	D: kate					
	2:00 pm	- 3:00 pm	» CONFIRME	D: mark					
	4:0	mq 0(CONFIRME	D: No Title					

Figure: List View

Choose the Preferred period to view the calendar entries

DAY

- It shows all the events / appointments next to the scheduled time.
- You can click the event title to view the complete details of the event or click the respective links to Edit, Download or Delete that particular event.

mithi software		Mithi Home Page Bugolla Training Agenda	🔅 john.smith@mithi.com • 💉
82 E 191	+ C Show Calendar View View All		Tasks & Reminders -
🖼 Calendars & Folders 🔹	Day Week Month Year Agenda Inbox Outbox Friday, July 25, 2014	Go To: Today Select Date: 189 + < >	Send DailyStatt7/25/14
All	Duration Task 10:00 am - 11:00 am > CONFIRMED: Group Discussion	Action ✓ Edit 菅 Delete ± Download	
🖸 calendar 🖸 kale	400 pm + 5:00 pm > CONFIRMED Show Event bopy		
Mark_Gates Personal Cale	2:00 pm - 3:00 pm > CONFIRMED: Project Status Meeting		
	2:00 pm - 3:00 pm > CONFIRMED: Product Presentation Review		

Figure: See calendar entry for a particular day in the Day view

WEEK

- It shows all the calendar entries for the selected week. A box for each day is displayed with the entries in the respective boxes.
- You can click any date box to add an event to the calendar or schedule a meeting.
- Also, hover the mouse over any calendar entry in the box to view its complete details or download, edit, copy, or delete that entry.

mithi software					Mithi Home P	age Bugzilla Trai		🌣 john smith@mithi.com •
	+ C	Show Calend	lar View	View:All				Tasks & Reminders +
	Day Week	Month Yes	ar Agenda	Inbox Outbox				
	Week of Ju	ily 20, 2014			Go T	: Today Select C	ute: 昭 • < >	Send DailyStart 7/21/14
Calendars & Folders *	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
All	20	21	22	23	24	25	26	
🖬 calendar		Group Discussion	Group Discussion	Group Discussion	Group Discussion	Group Discussion		
zi kate		Product Pres	meeting	Product Pres	Code Circle	Code Circle copy		
Mark_Gales		Product Pres	Product Pres	Product Pres	Product Pres	Review		
E Personal Cale			Presentation	Project Review	Product Pres	Product Pres		
		20 4	Id Event		No Title No Title			
		at s	hedule Event					
J								

Figure: See calendar entry for a particular week in the Weekly view

MONTH

It shows all entries for month. A box for each day is displayed with the entries in the respective boxes.

Day We		'ear Agenda	Inbox Outbo				
Calendara & Enidera V						Date: 🛍 🔹 < 🗲	Send DailyStart 7/1/14
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Task createStart7/9/14 Monthly Status -Start7/19/1
		1	2	3	4	5	Monthly status -statument
calendar		Event in Joh	Event in Joh	Event in Joh	Event in Joh		
Mark_Gates				mark	mark		
Personal Cale • 6	7	8	9	10	11	12	
Meeting 9 July		Event in Joh	Meeting 9 Ju	Event in Joh	Customer Tra	Customer	
	mark	mark	Meeting sced	mark	Event in Joh	Tra	
			Event in Joh		mark		
			mark				
13	14	15	16	17	18	19	
	Event in Joh						
	mark	mark	mark	mark	mark		
20	21	22	23	24	25	26	
	Event in Joh	test					
	mark	mark	mark	mark	mark		
27	28	29	30	31			
Monthly Meeting		Event in Joh	Event in Joh	Event in Joh			
Monthly Meeting		mark	mark	mark			
	-						

Figure: See calendar entry for a particular month in the Monthly view

YEAR

It shows the calendar for the complete year, with the current day highlighted. You can click any month or the date to view calendar entries for that particular month/date.

mithi software		Mithi Ho	ime Page Bugzilla Training Agenda	🤣 john smitri@mitril.com + 💉
× = #	+ C Show Calendar V			Tasks & Reminders
	Day Week Month Year	Agenda Inbox Outbox		
	2014		Go To: Today Select Date: 📾 🔹 < 🗲	Monthly Status -Start 6/19/14
Calendars & Folders •				Send DailyStart 6/20/14
"	January	February	March	Product PreStart.6/27/14
calendar	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Task createStart 7/8/14
Mark_Gates	2 5 6 7 8 9 10 11	6 2 3 4 5 6 7 8	10 2 3 4 5 6 7 8	
Personal Cale	3 12 13 14 15 16 17 18	7 9 10 11 12 13 14 15	11 9 10 11 12 13 14 15	
Personal Cale	4 19 20 21 22 23 24 25	8 16 17 18 19 20 21 22	12 16 17 18 19 20 21 22	
	5 26 27 28 29 30 31	9 23 24 25 26 27 28	13 23 24 25 26 27 28 29 14 30 31	
			10 00 01	
	April	May	June	
	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	
	14 1 2 3 4 5 15 6 7 8 9 10 11 12	18 1 2 3 19 4 5 6 7 8 9 10	23 1 2 3 4 5 6 7 24 0 9 10 11 12 13 14	
	15 6 7 0 9 10 11 12 16 13 14 15 16 17 10 19	29 11 12 13 14 15 16 17	24 0 9 10 11 12 13 14 25 15 16 17 10 19 20 21	
	17 20 21 22 23 24 25 26	21 10 19 20 21 22 23 24	26 22 23 24 25 26 27 28	
	18 27 28 29 30	22 25 26 27 28 29 30 31	27 29 30	
	July	August	September	
	Sun Mon Tue Wed Thu Fri Sat	+	Sun Mon Tue Wed Thu Fri Sat	
	27 1 2 3 4 5	31 1 2	36 1 2 3 4 5 6	
	28 6 7 8 9 10 11 12	32 3 4 5 6 7 8 9	37 7 8 9 10 11 12 13	
	29 13 14 15 16 17 18 19	33 10 11 12 13 14 15 16	38 14 15 16 17 18 19 20	
	30 20 21 22 23 24 25 26 31 27 28 29 30 31	34 17 18 19 20 21 22 23 35 24 25 26 27 28 29 30	39 21 22 23 24 25 26 27 40 28 29 30	
		36 31		
	October	November	December	
	Sun Mon Tue Wed Thu Fri Sat 40 1 2 3 4	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat 49 1 2 3 4 5 6	
	41 5 8 7 8 9 10 11	45 2 3 4 5 6 7 8	50 7 8 9 10 11 12 13	
	42 12 13 14 15 18 17 18	46 9 10 11 12 13 14 15	51 14 15 16 17 18 19 20	
	43 19 20 21 22 23 24 25	47 16 17 18 19 20 21 22	52 21 22 23 24 25 26 27	
	44 26 27 28 29 30 31	49 23 24 25 26 27 28 29 49 30	\$3 28 29 30 31	

View special folder entries

AGENDA

It shows a read-only list of all the entries in next 7 days. You can Add Modify or Delete event from this screen.

mithi software	Mithi Home Pape Bugota Training Apen	da	🤣 john.smitri@mitril.com • 💉				
⊠ ⊡ 🖼	+ C ShowList View View All Day Week Manth Year Agenda Phoax Outbox		Tasks & Reminders				
Calendars & Folders •	July, 2014 On Te: Today Select Date: 103 CONFIRMED: Send Daily Status to Project Leader	* < >	There are no tasks to display.				
All	Thu, July 10, 2014						
🖌 calendar	CONFIRMED: Event in John's Calendar	*					
Mark_Gates	Thu, July 10, 2014 10:00 AM - 11:00 AM						
Personal Cale	CONFIRMED: mark	*					
	Thu, July 10, 2014 2:00 PM - 3:00 PM						
	CONFIRMED: Send Daily Status to Project Leader	<u>*</u>					
	Fri, July 11, 2014						
	CONFIRMED: Customer Training	*					
	Fri, July 11, 2014 12:00 AM - Sat, July 12, 2014 1:00 AM						
-	CONFIRMED: Event in John's Calendar	*					
	Fri, July 11, 2014 10:00 AM - 11:00 AM						
	CONFIRMED: mark	÷					
-	Fri, July 11, 2014 2:00 PM - 3:00 PM						
	CONFIRMED: Send Daily Status to Project Leader	*					
	Mon, July 14, 2014						
	CONFIRMED: Event in John's Calendar	*					
	Mon, July 14, 2014 10:00 AM - 11:00 AM						
	CONFIRMED: mark	*					
	Mon, July 14, 2014 2:00 PM - 3:00 PM						
	CONFIRMED: Send Daily Status to Project Leader	<u>*</u>					
	Tue, July 15, 2014						
	CONFIRMED: Event in John's Calendar	٤					

Figure: See list of calendar entries in the Agenda View

INBOX and OUTBOX

Each user has an Inbox and an Outbox embedded in the Calendar application. Incoming scheduling requests always go to the Inbox of the calendar application. Scheduling responses to external users will go to the Outbox of the calendar. It may be immediately processed and at some point removed from the outbox.

You can process meeting requests received to the Inbox of the calendar application.

mithi software		Mithi Home Page Bugzilla Tra	ining Agenda	🤣 john.smith@mithi.com = 💙
Calendars & Folders *	C Ones List View View AB Day Week Month Year Agenda Inibe x Outbox Inbox mark@mthi.com Meeting sceduled by Mark 9-July View AB View AB View AB	Go To: Today Select	Date: 189 + < > 2014-07-08 05:18	Tasks & Reminders • There are no tasks to display.
Calendar Mark_Gates B Personal Cale ■	kate@mithi.com mark@mithi.com	processed	2014-06-30 10:41	

Search for calendar entries

You can search for a particular entry in your calendar.

To search for entries on specific date:

- 1. Enter the date.
- Click the Go button.
 A list of all entries on that specific date is provided to you.

To search for today's entries:

Click the Today button.

A list of all entries marked for today is provided to you. **To search for a particular event:**

- 1. Enter the search string in Search box.
- Click the Go button.
 The result is displayed to you.

Manage calendars and folders

Baya Calendar includes a fully realized, standards-based personal calendar system. Personal calendars allow users to carry out all standard calendaring functions.

- You are provided with a set of default calendars created when you first log in.
 - One of these is the default calendar for events named calendar.
 - In addition, a set of special calendars are created, Inbox and Outbox. The inbox and outbox are used for scheduling meetings.
- You can create your events, tasks, or meeting set-ups in that calendar.
- You can create your own calendars in addition to the default calendar. This way you can categorize your personal and business events, tasks or meetings in various calendars created by you.
- Also, you are allowed to subscribe the calendars of other users on the domain.

Add a calendar/folder

1. On the left pane, hover the mouse over the Calendars & Folders heading and click the down arrow next to it.

Select the Add Calendar option from the menu.

Note: Folder is a collection of calendars. You can create a folder within which you can add calendars in order to keep your events organized.

3 12 131	+ C	Show Calen	dar View	View.All				Tasks & Reminders
		Month Ye	ear Agenda	Inbox Outbo	ĸ			0
Calendars & Folders T	2014				00 T	x Today Select	Date: 🔛 🔹 < 🗲	Send DailyStart7/1/14
+ Add Calendar	(1)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monthly Status -Start7/19/1
em Set Preferences	\sim		1	2	3	4	5	
			john	john	john	john		
Personal Cale					Peter's Anni			
	8	7	8	9	10	11	12	
		john	john	john	john	john		
	13	14	15	16	17	18	19	
		john	john	john	john	john		
	20	21	22	23	24	26	26	
		john	john	john	john	john	test	
	27	20	29	30	31			
		john	john	john	john			
i and a second								

Figure: Add calendar Option

- 2. Choose from the options.
 - Calendar to add new calendar to the list.
 - Folder to add new collection of calendars to the list.
- 3. Enter the following fields:

Add Calendar, Fol	der or Subscription
2 Type:	💿 Calendar 🔘 Folder 🔘 Subscription
Name:	New_Calendar
3	Allowed characters are alphanumeric or
Summary:	This is a new calendar
Description:	Provide description of the calendar to be added
Display:	Display items in this collection.
Calendar Color:	#161616
	4
	Cancel

Figure: Add new Calendar

Add Calendar, Fol	der or Subscription		×
2 Type:	🔘 Calendar 💽 Folder 🔵 Subscription		
3 Name:	New_Folder Allowed characters are alphanumeric or		
Summary:	Collection of calendars		
Description:	Provide description of the folder to be added. For example, you can describe which type of calendar collection it will be holding.		
Display:	Display items in this collection.		
		J	
			4
		Cancel	Add

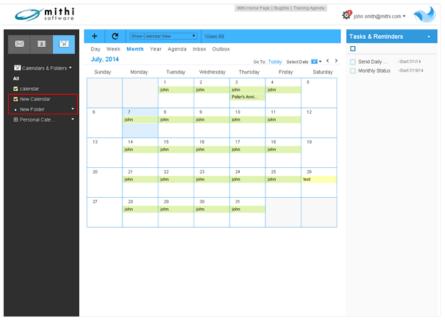
Figure: Add new Folder

Name

Note: You must provide the Name for the calendar to be added.

- Summary
- Description
- Display
- Calendar Color
- Click the Add button to add the calendar/ folder to the list.

Newly added calendar and folder is displayed under the list of calendars in the left pane.



Modify calendar properties

To modify the properties of a calendar:

1. On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu.

mithi software					Mithi Ho	me Page Bugzila	Training Agenda	🌣 mari@mithi.com • 🐋
M E 🖼	+ C Day Week	Show Calend		View.All Inbox Outbox	ĸ			Tasks & Reminders •
🔛 Calendars & Folders 🝷	July, 2014 Sunday	Monday	Tuesday	Wednesday	Go To Thursday	r Today Selecti Friday	Date: 🛅 • < > Saturday	There are no tasks to display.
All Calendar YEB Manage Calendar	1	-	1	2	3 mark	4 mark	5	
土 Upload Calendar	*	7 mark	8 mark	9 mark	10 mark	11 Customer Tra mark	12 Customer Tra	
	13	14 mark	15 mark	16 mark	17 mark	18 mark	19	
	20	21	22	23	24	25	26	
	27	20	mark	20 mark	mark 21	mark		
			29 mark	mark	mark			

Figure: Give access to your calendar

- 2. Edit calendar entries to be modified.
- 3. Click the Update button to add the calendar/ folder to the list.

Manage Calendar			×
Name:	New Calendar		
Summary:	New Calendar		
Description:	Description of the new calen	dar	
Color:	#fdcaa2		
Display:	 Display items in this college 	ction.	
Current Access			
Entry	Access		Inherited From
Owner	All		/user
🥂 Authenticated	Read-Freebusy,	Schedule	/user
Add New Entry			
Who		Rights	💿 Basic 🔘 Advanced
		AI	
			Delete Cancel Update

Set calendar preferences

You can customize the behavior of your calendar application by setting preferences as needed.

To set calendar preferences:

- 1. On the left pane,
 - hover the mouse over the Calendars & Folders heading
 - click the down arrow next to it.
 - Select the Set Preferences option from the menu.

mithi software					Mithi Home Pa	age Bugzilla Tra	ining Agenda	🤣 john smith@mithi com •
	+ C	Show Calend	ar View	View.All				Tasks & Reminders 🔹 👻
1 🗉 🔛 '	Day Week	Month Ye	ar Agenda	inbox Outbo				D
Calendars & Folders	July, 2014 Sunday	Monday	Tuesday	Wednesday	Go To Thursday	Friday	Date: 🛅 🔹 < > Saturday	Send DailyStart7/1/14 Monthly Status -Start7/19/14
All + Add Calendar Cale dar			1	2	3	4	5	
New Folder			john	john	john Peter's Anni	john		
New Folder	6	7	8	9	10	11	12	
		john	john	john	john	john		
	13	14 john	15 John	16 john	17 john	18 john	19	
	20	21 john	22 john	23 john	24 john	25 john	26 test	
	27	20	29	30	31			
	Monthly Meeting	john	john	john	john			

Figure: Calendar Preferences

Set General preferences

Decide general behavior of the calendar application.

Field Nam	e	Description
User	User	User
Settings	Email Address	Email Address
Adding Events	Preferred time type	Set time preference AM/PM or 24 Hrs for adding any event. Once set you can not change this at the time of adding an event.
	Preferred end date/time type	Set the default type of end date/time for adding an event which you can change while adding an event. This controls the default behavior when creating events. After the start time is entered, either an event duration field or an time/date end time field is presented to the user. The user can also switch to the non-default behavior at event creation time.
	Default Scheduling Calendar	Set the default calendar to add events and tasks.
Workday	Workdays	Set default workdays for your calendar
Settings	Workday Start	Decide the time from which the workday begins
	Workday End	Decide the time at which the workday ends
Display Options	Preferred View Period	Set the default calendar view of the calendar.
Default Time Zone	Set the default time zone of the calendar which you can change the time of adding an event or the task.	

Calendar Preferences	ŝ	×
General	Usersettings	
Scheduling/Meetings	Email address:	/principals/users/john.smith@mithi.com
	Adding events Preferred time type: Preferred end date/time type: Default Scheduling Calendar: Workday Settings	duration •
	Workdays: Workday Start Workday End: Display Options	Sun Mon Tue Wed Thu Fri Sat
	Preferred View Period: Default timezone:	Day Asia/Kolkata
		Cancel Update

Figure: Calendar General Preferences Set Scheduling/Meetings preferences

Decide how do you want to process the meeting requests received in your Inbox folder of the Calendar application.

Field Name		Description				
Scheduling Auto- Processing	Respond to Scheduling Request	True : All meeting requests will be responded automatically, status of meeting for attendee will be changed according to further settings.False : Attendee have to manually change the request meeting status.				
	Accept Double- Bookings	True : Can receive request even if user is busy False : Will receive request, but automatically set status as declined if user is busy.				
	Cancel Processing	Do nothing : If creator of event deletes the event, than attendee's event status won't change. Set event status as canceled :If creator of event deletes the event, than attendee's event will be marked as canceled. Delete event: Option not working, error while setting this.				

Field Name		Description
Scheduling Auto- Response	Response Processing	Leave in Inbox : Accept if free, else leave in inbox : Inbox message received by creator for only rejected status. Try to process all : No inbox message received by creator on change of status by attendee.

Calendar Preference	s			×
General	Scheduling Auto-Processing			
Scheduling/Meetings	Respond To Scheduling Requests: Accept Double-Bookings: Cancel Processing: Scheduling Auto-Response	🔘 true 🛞 false		
	Response Processing:	leave in Inbox for manual processing	•	
				Cancel Update

Figure: Calendar Manage Schedule Meeting Preferences

2. Update the preferences for the calendar application. Alternatively click Cancel to leave the preferences unchanged.

Upload a calendar

You can import events from external calendars by generating an .ics file and uploading it into your calendar.

To upload calendar:

 On the left pane, hover the mouse over the calendar to which you wish to upload the events and click the down arrow next to it.
 Select the Upload Calendar option from the menu.

	- c	Show Calery	dar View	View.All				Tasks & Reminders
	ay Week	Month Ye	ar Agenda	Inbox Outbo				
	uly, 2014				00 To	Today Select	Date: 🔛 🗸 < 🗲	Send DailyStart.7/1/14
Calendars & Folders *	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monthly Status -Start7/19/1
			1	2	3	4	5	
alendar de			john	john	john	john		
Manape Calendar	ions				Peter's Anni			
1 Upload Calendar	~	7		9	10	11	12	
40 Export Calendar	1	john	john	john	john	john	14	
	· /	Jane .	Janua	- Porter	pares.	Janua		
			15	16	17		19	
1	3	14 john	15 John	16 john	john	10 john	19	
		parer	Jonas	june .	pores.	John		
2	0	21	22	23	24	25	26	
		john	john	john	john	john	test	
2		28	29	30	31			
Mor	nthly Meeting	john	john	john	john			

Figure: Upload calendar option

- 2. Click the Choose File button to locate the required file on your machine.
- 3. Choose one of the options to decide if it will affect the free/busy status. Accept the settings in the event (default)
 - Yes: The uploaded events affect your free busy time
 - No: The uploaded events have no effect on the free busy time.
- 4. Choose from the options to decide Status of the uploaded event.
 - Accept events status
 - Confirmed
 - Tentative
 - Canceled
- 5. Click the Upload button to merge the events from chosen file to your calendar or Click the Cancel button to exit the process.

Upload Calendar	×
Calendar Filename	
2 Choose File CAL-40288069ite.edu.ics	
Affects Free/Busy	
 Accept Event's Settings yes (Opaque: Event status affects your free/busy.) No (Transparent: Event status does not affect your free/busy.) 	
Status	
Accept Event's Status Confirmed Tentative Canceled	
5	
Cancel Upload	

Export a calendar

You can export calendars to iCalendar files.

To export calendar:

 On the left pane, hover the mouse over the calendar to which you wish to upload the events and click the down arrow next to it.

Select the Export Calendar option from the menu.

mithi software					Mithi Home Pa	ge Bugzilla Tra	ning Agenda	🤣 john.smith@mithi.com • 🐋
	+ C Day Week July, 2014	Show Calend Month Yes		View.All Inbox Outbox		Today Salarti	Date: 🔛 🕶 < 🗲	Tasks & Reminders •
All Calendar Calendar VIII Manape Calendar	Sunday	Monday	Tuesday 1 john	Wednesday 2 john	Thursday 3 john Peter's Anni	Friday 4 john	Saturday 5	Monthly Status -Start 7/19/14
EB Pe 🖆 Upload Calendar	1	7 John	8 jahn	9 John	10 john	11 john	12	
	13	14 john 21	15 john 22	16 John 23	17 john 24	10 john 25	19	
	27	21 john 28	john 29	23 John 30	john 31	john	26 Sest	
	lonthly Meeting	john	john	john	john			

Figure: Export calendar option

- 2. Choose from the Event Date Limits options.
 - Today Forward: Export all events starting from today.
 - All Dates: Export all the events in the Calendar.
 - Date Range: Export all the events from the date range (Start Date End Date) specified by you.
- 3. Click the Export button to merge all the events from the calendar file or Close to exit the process.

Export Calendar	×
Event Date Limits 2	
Today Forward	
 All Dates 	
Date Range	
Start:	"Ռո
Jul ▼ 7 ▼ 2014	Ý
End:	3
	Close Export

Figure: Export calendar entries for a certain period

- 4. On the next window, decide to
 - Open the selected calendar file using suitable available application on your machine.
 - Save the selected calendar file on your machine.

Opening Personal Calendar.ics
You have chosen to open:
🔋 Personal Calendar.ics
which is: Firefox HTML Document (7.6 KB) from: http://mailxf.mithi.int
What should Firefox do with this file?
Open with Firefox (default)
O Save File
Do this <u>a</u> utomatically for files like this from now on.
OK Cancel

Delete a calendar

You can delete the calendar which you are not using any more. Calendar holding events or tasks can not be deleted. You must delete all the calendar entries from the calendar to be deleted.

To delete the calendar:

 On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu. Make sure the calendar to be deleted is empty and not holding any events or tasks in it.

Calenalars & Folders * Sunday Monday Tuesday Wednesday Thursday Friday Saturday Saturday	8 EI EI - C	Show Caler	idar View	View.All				Tasks & Reminders
Columbics Sunday Monday Tuesday Wennesday Thursday Priday Saturday Sunday 1 1 2 3 4 5 Manage Calendar 1 1 2 3 4 5 10 1 1 2 3 4 5 11 14 15 16 17 18 19 12 14 15 16 17 18 19 20 21 22 22 24 25 26 12 20 21 22 23 31 14	Day week		ear Agenda	Inbox Outbo	c			0
Sunday Konday Tuesday Wednesday Tuniday Priday Saturday Prida Konday Sunday A Saturday Sunday A Saturday Main Mark Mark Mark Mark Mark Mark Sunday A Saturday Main Mark Mark Mark Mark Mark 20 21 27 20 20 20 20 20 20 20 20 20 20 20 20 20					00 T	o: Today Select	Date: 🔛 🔹 < 🗲	There are no tasks to displa
Call Manage Calendar Upsac Calendar 1 1 12 Cupsac Calendar 6 7	Calendars & Folders Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
V23 Manage Calendar Upited Calendar Marking Calendar 200 Cal			1	2			5	
1 1					mark	mark		
All 7 0 9 10 11 12 mark								
All Export Calendar mark mark mark mark mark mark Cutomer Tra. Cutomer Tra. 13 14 15 16 17 18 19 10 mark mark mark mark 20 22 22 24 25 26 20 21 22 23 24 25 26 26 27 20 20 20 20 21 21 26 26 26		7		9	10	11	12	
$ \begin{bmatrix} 1 \\ 12 \\ 14 \\ 16 \\ 16 \\ 16 \\ 16 \\ 16 \\ 16 \\ 16$	420 Export Calendar							
maik mark mark mark mark mark mark 20 21 22 23 24 25 26 mark mark mark mark mark mark mark 21 22 23 24 25 26 20 29 30 31 10						mark		
maik mark mark mark mark mark mark 20 21 22 23 24 25 26 mark mark mark mark mark mark mark 21 22 23 24 25 26 20 29 30 31 10								
20 21 22 23 24 25 26 20 21 22 23 mak mak mak 26 27 29 29 30 31 1 1	13						19	
mark mark <th< td=""><td></td><td>mark</td><td>mark</td><td>mark</td><td>mark</td><td>mark</td><td></td><td></td></th<>		mark	mark	mark	mark	mark		
mark mark <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>								
27 29 20 21 21	20	21	22	23	24	26	26	
		mark	mark	mark	mark	mark		
	- 17	- 10	20	30	31			

Figure: Give access to your calendar

- 2. Click the Delete button to add the calendar/ folder to the list.
- 3. Click the Confirm button to delete the calendar from the list.

Manage Calendar	r	×	Manage Calendar	×
Name:	New Calendar		Confirm Delete Calendar	
Summary:	New Calendar		Path: Jusetjohn.smith@mithi.com/New Calendar	
Description:	Description of the new calendar		Name: New Calendar	
			Summary: New Calendar	
Color	#Idcas2 🧶		Description:	
Display:	 Displayitems in this collection. 			
Current Access				
Entry	Access	Inherited From		
Owner	All	Juser		
Authenticated	Read-Freebusy, Schedule	Auser		
Add New Entry				
Who	Rights	Basic Advanced		
	0.4	<u> </u>	\sim	
	(2	Delete Cancel Update	. (<mark>3</mark>) 📼	ancel Confirm
	Delete the calend	ar	Confirm deletion of the calendar	

Share calendar with colleagues

It is a good idea to know how your colleague is placed for the day to manage your events and tasks accordingly or vice versa. Baya allows you to subscribe and share the calendar entries of your colleague so that you can view the calendar entries of your colleague from your calendar.

Sharing calendars in Baya is a two step process

- User A must grant access on the calendar or folder to be shared (https://skyconnect.mithi.com/docs/calendar/baya/sharing-calendar/granting-access-to-a-calendar)
- 2. User B must subscribe to the shared calendar or folder (https://skyconnect.mithi.com/docs/calendar/baya/sharingcalendar/subscribing-to-another-users-calendar-or-folder)

Grant access to a calendar/ folder

1. On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu.

			Mithi Ho	me Page Bugzilla	Training Agenda	🌣 mars@mithi.com • 💎
Month Ye		View.Al		· Today Salart	nuu 191 • 5 >	Tasks & Reminders •
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	There are no tasks to display.
			mark	mark		
7 mark	8 mark	9 mark	10 mark	11 Customer Tra	12 Customer Tra	
14 mark	15 mark	16 mark	17 mark	18	19	
					26	
mark	mark	mark	mark	mark		
20 mark	29 mark	30 mark	31 mark			
	Month Ye Monday 7 mark 14 mark 21 mark	K Month Year Agenda Monday Tuesday 7 0 mark mark 14 15 mark mark 21 22 mark mark 220 29	Menth Year Agenda Inbox Outbox Monday Tuesday Wednesday 7 8 9 7 8 9 7 8 9 7 9 9 7 9 10 7 9 9 7 9 10 7 9 9 7 9 10 7 9 10 7 9 10 7 9 10 7 9 10 7 9 10 7 9 10 14 15 16 15 16 10 14 15 10 14 12 22 13 22 23 28 29 30	Ethew Catedot View View All K Month Year Agenda Inbox Outbox 00 T Monday Tuesday Wednesday Thursday 1 2 3 mark 7 8 9 10 mark mark mark mark 14 15 16 17 14 15 16 17 21 22 23 24 mark mark mark mark 20 29 20 21	Iteme Casendar View View All K Menth Year Agenda Inbax Outbox Oo To: Toddy Toddy Outbox Oo To: Toddy Beledit Monday Tuesday Wednesday Thursday Friday Friday 7 8 9 10 11 mark mark Toddy 7 8 9 10 11 mark mark Creationer Tra 14 15 16 17 19 mark mark Today 21 22 23 24 25 25 24 26 29 20 21 21 22 20 21 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 26 29 20	Kenth Year Agenda Inbox Outbox or to Today SelectOster Image Saturday Monday Tuesday Wednesday Thursday Finday Saturday 1 1 2 3 4 5 7 8 9 10 11 12 14 15 16 17 18 14 15 mark mark mark 21 22 23 24 25 21 22 23 24 25 28 29 20 21 10 11

Figure: Give access to your calendar

2. Grant rights on the calendar or folder to the appropriate user or group

Manage Calendar	(2)			(
Name:	calendar			
Summary:	calendar			
Description:		h		
Color:	#mb0 0dmm#			
Display:	🕑 Display items in this	s collection.		
Current Access				
Entry	Access		Inherited From	
Owner	All		/user	
🥂 Authenticated	Read-Free	busy , Schedule	/user	
Add New Entry				
Who		Rights	🖲 Basic 🔵 Advance	30
		IIA (
			Delete Cancel Upda	ati

Figure: Give access rights to your calendar

i. Decide Who is the user. User and their default access rights

Entry	Description	Default Access
User	Any specific user For example: mark@mithi.com	Default Access: None
Owner	This is the owner of the calendar	Default access: All
Authenticated	Users of all the domains on the server	Default access: Read- Free/Busy, Schedule
Unauthenticated	Users of other domains which are not on the same server	Default Access: None
All Users	Users of all the domains on same and other servers	Default Access: None

Manage Calendar	2		X
Name:	calendar		
Summary:	calendar		
Description:			
		11	
Color:			
Display:	 Display items in this colle 	ection.	
Current Access			
Entry	Access		Inherited From
👤 Owner	All		/user
🧏 Authenticated	Read-Freebusy,	Schedule	/user
Add New Entry			
Who		Rights	💿 Basic 🔘 Advanced
		IA (
			Delete Cancel Update

Figure: Give access rights to your calendar

ii. Decide Access Rights for the user.Assume User A decides to grant calendar access to User B.

Access rights and its description

Type Of A	Type Of Access					
READ		 User B can view and read calendar entries from the calendar of User A. User B can not create event in subscribed calendar of User A. Subscribed calendar of User A will not be available for selection of calendar from list. 				
WRITE Options	WRITE + NOT READ	 User B has write access and not the Read access for calendar of User A User B can create new event in the calendar of User A Event will be added in the calendar grid of User B Event will not be added in the calendar grid of User A 				
	WRITE + READ	 User B has write and Read access for the calendar of User A User B can create new event in the calendar of User A Event will be added in the calendar grid of User B Event will be added in the calendar grid of User A 				

Type Of A	ype Of Access						
	WRITE ACL	User B can edit meeting attendee from the list					
	WRITE PROPERTIES	User B can edit event properties in the calendar of User A					
	WRITE CONTENT	User B can edit an event in the calendar of User A					
	CREATE	User B can create an event in the calendar of User A					
	DELETE	User B can delete an event from the calendar of User A					
SCHEDU	LE-DELIVER	Grant access to User B to deliver a scheduling message to the scheduling Inbox collection of calendar another user					
SCHEDU	LE-SEND	Grant the right to User B to perform busy time information requests and to submit scheduling messages to other calendar users as the result of a scheduling operation.					

Note:

If you are granting "write" or "all" access on a calendar or folder, and you want to see events published by another user, you must grant yourself explicit access on the calendar or folder as well. Why is this? Because "owner" access (which is by default "All") applies to the events within the calendar collection, not the calendar collection itself. So, when User B posts an event to User A's calendar, User A will not see it by default because she doesn't own the event. User A must explicitly grant herself access to the calendar or folder (e.g. "All" access to user id "userA") to see these events. ***

Add New Entry			
Vho	Rights (2.2)	🔵 Basic	Advance
john.smith@mithi.com	Access Type	Allow	Deny
🖲 User 🔘 Group	All		
OR	🕑 Read	۲	\odot
Owner	Uvrite		
Authenticated	Write ACL		
 Unauthenticated 	Write Properties		
 All Users 	Write Content		
	Create (Bind)		
	Delete (Unbind)		
	Schedule-Deliver	۲	\odot
	🕑 Schedule-Send	۲	\odot
	μ		Add Entry

Figure: Give access rights to your calendar

- iii. Click the Add Entry button to add this user entry to the list.
- iv. Click the Update button to update the users and their access rights for the calendar.

Manage Calendar			×
Add New Entry			
Who	Rights	Basic	Advanced
john.smith@mithi.com	Access Type	Allow	Deny
🖲 User 🔘 Group	All		
OR	💌 Read	۲	0
Owner	Write		
Authenticated	Write ACL		
 Unauthenticated 	Write Properties		
 All Users 	Write Content		
	Create (Bind)		
	Delete (Unbind)		
	Schedule-Deliver	۲	
	Schedule-Send	۲	•
		(2.3)	Add Entry
			2.4
		Delete Cancel	Update

Figure: Update calendar

v. Applications adds the user entry to list of users having rights to access the calendar.

Manage Calendar			×
Name:	calendar		
Summary:	calendar		
Description:	Mark Gates: Calendar E	Events	
Color:	#fddeee 🧶		
Display:	 Display items in this 	s collection.	
Current Access		Access	Inherited From
Owner		All	Juser
Authenticated		Read-Freebusy , Schedule	Juser
1 /principals/use	rs/john.smith@mithi.com		Send Not Inherited 🛛 🛅
Add New Entry			
Who	R	lights	🔵 Basic 💿 Advanced
		Delete	Cancel Update

Subscribe to another user's calendar or folder

1. On the left pane, hover the mouse over the Calendars & Folders heading and click the down arrow next to it.

Select the Add Calendar option from the menu.

Note: Folder is a collection of calendars. You can create a folder within which add calendars to keep it organized.

mithi software					Mithi Home Pa	ge Bugzilla Tra	ning Agenda	🤣 john.smith@mithi.com =
× 2 3	+ C Day Week	Show Calend Month Yes		View.All	¢			Tasks & Reminders -
Calendars & Folders	1 2014	Monday	Tuesday	Wednesday	0o To Thursday	Friday Selecti	Date: 🛅 🔹 < 🗲 Saturday	Send Daily Start7/1/14 Monthly Status -Start7/19/14
All Viol Calendar All All			1 John	2 John) John Peter's Anni	4 John	5	
	6	7 john	8 jahn	9 john	10 john	11 john	12	
	13	14 john	15 john	16 John	17 john	18 john	19	
	20	21 john	22 john	23 John	24 john	25 john	26 test	
	27	20	29	30	31			
		john	john	john	john			

Figure: Add calendar Option

- 2. Select the Subscription from the options.
- 3. Enter the following fields:

Field	Description
Name	A name for the subscription; this will be displayed in the left menu
Calendar Path	Name of the calendar/folder of the user which you want to subscribe. By default it shows calendar, indicates the default calendar of the user. If you want to subscribe the other calendar/folder of that user, specify exact name of that folder or calendar.
	For example: Mark has created a calendar named Birthdays containing birth-dates of all the employees. If you want to subscribe to this calendar/folder, enter Birthdays in the Calendar Path box.
UserID	The user id (email id) of the calendar owner whose calendar you want to subscribe
Display items in this collection	Decide whether you want to display a collection of folders/calendars under the calendar you are subscribing.

4. Click the Add button to add the subscription.

Add Calendar, Fo	lder or Subscription	×
Туре:	💿 Calendar 💿 Folder 💿 Subscription 🛛 🙎	
3 Name:	Mark_Gates	
	Allowed characters are alphanumeric or	
Summary:	Marks's Work Schedule	
Description:	Provide brief description of the calendar here	
Display:	 Display items in this collection. 	
User's ID:	mark@mithi.com	
Calendar Path:	calendar	
	E.g. "calendar" (default) or "someFolder/someCalendar"	
		4
	Cancel	d

Figure: Add Subscription Option

5. Application displays events from subscribed calendar.

	+ C	Show Calend	lar View	View.Al				Tasks & Reminders
	Day Week	Month Ye	ar Agenda	Inbox Outbox	ζ.			0
	July, 2014				0o To	Today Select	Date: 🔛 🔹 < 🗲	Send DailyStart7/1/14
Calendars & Folders •	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monthly Status -Start 7/19/1
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alendar			john	john	mark	mark		
tark_Gates					john	john		
ersonal Cale					Peter's Anni			
	6	7	8	9	10	11	12	
		mark	mark	mark	mark	Customer Tra	Customer Tra	
		john	john	john	john	mark		
						john		
	13	14	15	16	17	18	19	
		mark	mark	mark	mark	mark		
		john	john	john	john	john		
	20	21	22	23	24	25	26	
		mark	mark	mark	mark	mark	test	
		john	john	john	john	john		
	27	29	29	30	31			
	Monthly Meeting	mark	mark	mark	mark			
	and and and and and	john	john	john	john			
1				1				