

# Using Calendar in Baya4

## Overview

The calendar allows you to create and schedule events and meetings. In SkyConnect, each user has access to the personal calendar which you can manage using Calendar application.

## Application interface

The screen of the calendar module presents the following parts: the Calendar View itself, a small Calendar Widget the Calendars List as well as the usual toolbar and search box.

### Calendar View

The central part of the screen displays the schedule with events from the active calendars matching the current date range. The active date range is displayed above the calendar in the toolbar area and can be moved forward or backward in time using the arrow buttons right next to the title.

You can see your calendar events in Day, Week, Month, or Agenda view. Toggle the view mode using the toolbar buttons above the calendar view.

### Day

All events of a single day appear at the time they begin and span a box until their end time. The time scale is displayed in the left side of the view. All-day events appear at the top.

### Week

Similar to the day view but lists all days of the week horizontally. All-day events again appear at the top.

### Month

Shows all events of the selected month at a time. Each event only appears as a single line and if there are more events in a day that can be listed, a number at the bottom of the day field indicates that. Click that link to open a zoomed view of that single day.

### Agenda

The agenda view shows a list of events for the selected range in chronological order and divided by headers denoting either days, weeks or months. Both the number of the days considered for the listing as well as the mode how to divide the list can be adjusted with the controls at the bottom of the agenda view.

### Calendar Widget

For all the views, the small calendar on the left highlights the currently listed days.

### Go to a specific Date

Use the mini-calendar widget on the left to jump to a specific date. Simply click a date and the date range

of the current view moves to include the selected day. The left or right arrows in the mini calendar's header quickly cycle through the months. Use the drop-down menus hidden under the month and year display in the widget header to directly jump to another month or year.

A shortcut to switch the calendar view back to today or the current week provides the **Today** button located in the toolbar.

## Show Event Details

Click an event box in the calendar view to open a dialog displaying all details of the event.

## Searching Events

The search box above the calendar view lets you quickly get a list of events matching the entered keyword in either the title, location, description or attendees. Enter the search term into the box and press on your keyboard to start the search. The calendar view will switch to Agenda mode in order to display a list of matches. Of course you can switch the view again to display the search results differently.

**Note:** Events are searched within a certain date range only which is displayed above the calendar view. Use the mini calendar widget or the arrow toolbar buttons and the range selector below the agenda view to adjust the time frame to search in.

For searching as well as for normal views, only events from active calendars are displayed. Use the checkboxes in the Calendars List to add or hide events from different calendars.

Reset the search by clicking the Reset search icon on the right border of the search box. This will also switch the calendar view to whatever mode you had before the search.

## Manage Calendar List

### Calendars List

Events can be organized in different calendars which are all displayed in the lower-left list. Use the checkboxes in that list to show or hide events from the specific calendars in the main view.

Beside your personal calendars, the list also displays calendars shared by other users or ones that are shared amongst your workgroup. Small icons in the list give a hint about the origin and some of them are possibly read-only which is denoted with a small lock icon.

### Colorized Events

In order to better distinguish the events from various calendars in the calendar view, calendars have a color assigned which is used to colorize the events on the screen. Configure the Calendar Preferences for options to colorize events in the calendar view.

You can create any number of calendars to store all your events and name them individually.

### Create a New Calendar

To create a new calendar,

1. Click the + icon in the calendars list footer.
2. In the dialog, give the new calendar a unique name and assign a color.
3. Click **Save** to create it.
4. The calendar view will reload and list the new calendar on the left.

## Edit Calendar Names and Settings

To edit an existing calendar to update its properties.

1. Select a calendar to edit by clicking it in the list.
2. Click the gear icon in the calendars list footer and select **Edit** from the options menu.
3. Update name, color, or reminders settings in the edit dialog.
4. Click **Save** to finally update the calendar.

## Remove entire Calendars

To remove a calendar,

1. Select the calendar to edit by clicking it in the list.
2. Click the gear icon in the calendars list footer and select **Remove** from the options menu.
3. After a confirmation dialog, the selected calendar with all its events will be deleted. Caution: This action cannot be undone!

## Add default calendar to the calendar list

As a SkyConnect user, you are assigned a default calendar. Shift + Refresh the browser window to view the default calendar. If still, you do not see the calendar, you need to add it to the calendar list.

- Navigate to the **Settings > Add Calendar** section to get the URL path of the default calendar. Double click to copy the calendar URL.
- Select the **Calendar** application interface.
- Click the + icon and choose the CalDav option in the calendars list footer.
- In the dialog, give a name and assign a color.
- Paste the calendar URL which we have copied from the settings interface.
- Select the **Authentication** tab
- Authenticate by providing your email id and password
- Click the **Save** button.

Now, you can start working with your default calendar.

## Create a calendar to organize events

To create a calendar,

1. Go to the settings window
2. Select **Add calendar**
3. Give a name to the calendar
4. Click the **Save** button

The calendar view will reload and list the new calendar in the list.

## Add a Calendar to the list to manage events

To add this newly created calendar to the calendars list

1. Double click to copy the Calendar URL
2. Navigate to the Calendar application
3. Click the + icon and choose the CalDav option in the calendars list footer.
4. In the dialog, give the new calendar a unique name and assign a color.
5. Paste the calendar URL
6. Select the Authentication tab
7. Authenticate by providing your email id and password
8. Click Save to create it.

The calendar view will reload and list the new calendar on the left.

## Edit Calendar Names and Settings

In order to edit an existing calendar

1. Click the name of the calendar in the list.
2. Click the gear icon in the calendars list footer and select Edit from the options menu.
3. Adjust name, color or reminders settings in the edit dialog.
4. Click Save to finally update the calendar.

## Remove entire Calendar

To remove a calendar,

1. Select the calendar to edit by clicking it in the list.
2. Click the gear icon in the calendars list footer and select Remove from the options menu.
3. After a confirmation dialog, the selected calendar with all its events will be deleted. Caution: This action cannot be undone.

## Sharing and subscribing to a calendar

The owner of the calendar shares his default or personal calendar with the subscriber. When sharing, the owner defines the access rights available to the subscriber.

On sharing, the shared calendar gets visible to the subscriber in the calendar subscription invitation list.

The subscriber accepts the invitation and the calendar is added to the subscribed calendars list.

Then subscriber refreshes the calendar window to view calendar entries in it.

### Share a calendar

You can share the calendar through the **Settings** window.

1. Navigate to the **Settings** window
2. Clicks on **Share Calendar**.
3. Select the calendar to be shared from the list.
4. In the Share with edit box, enter the email id of a user with whom calendar needs to be shared
5. To allow full access, keeps the **Can Write** option on
6. Clicks on the **Share** button.
7. The table below will be updated with the new entry.
8. Informs the user that you have shared the calendar.

### Subscribe the calendar

1. Navigate to the **Settings** window
2. Clicks on the **Subscribe calendar** option.
3. Confirm the invitation received in the **Calendar subscribe invitations** table.
4. Click on the **Accept** icon to accept the subscription.
5. A message will be displayed saying that the subscription is successful.
6. Refresh the **Settings** window and the newly subscribed calendar will be visible in the subscribed calendars list.

### View the subscribed calendar

1. Navigate to the **Calendar** application and **Refresh** the window.
2. The subscriber can see the calendar shared by the owner with the same name and color has given to

it.

3. To avoid clutter in the view, you can toggle the calendar view to be displayed.

Please note, you can not delete the subscribed calendar from the list. If the owner deletes you from the shared list, the subscribed calendar gets deleted from the list automatically.

## Add Events to a Calendar

### Via toolbar

Click the New event button in the toolbar to get an empty dialog where you enter the event properties such as summary, date/time, reminders, etc. Click Save to finally add it to the selected calendar.

### At a specific date/time

Navigate the calendar view to the date you want to add an event for. Then mark the range of time (or dates in month view) with the mouse by pressing the button at the time the event should start and releasing it again at time it finishes. This will open the event dialog with the selected date/time range already filled in.

In order to create new all-day events, double-click the desired day in the calendar view.

## Edit and Reschedule Events

### The Event Dialog

When clicking an event in the calendar view, a dialog showing its details is displayed. Clicking the Edit button in that dialog opens the form to edit all properties of the selected event.

The edit form is divided into a different section which can be switched using the tabs on top of the dialog:

### Summary

This general section has text fields and selectors for various properties of an event. Here's a description of all the possible values:

- Summary: The title of the event. This is what you will see in the calendar view.
- Location: Where the event will be taking place.
- Description: Any text that describes the event.
- URL: A link to more information about this event.
- Start: Date and time when the event starts.
- End: Date and time when the event starts.
- all-day: Check this if the event has no start/end time.
- Reminder: Will pop up with a notification at the specified time before the event.
- Calendar: The calendar the event is saved in. Change it to move an event from one calendar to another.
- Category: The type of event. Categories can also be used for coloring.
- Show me as: The representation in your free/busy scheduling calendar visible to others.
- Priority: The priority value of the event.
- Privacy: Flag an event as "private" or "confidential" when sharing your calendar with others.

### Recurrence

For periodically recurring event series, this tab has the settings how an event is repeated over time.

- Repeat: Start with selecting a repetition interval (e.g. monthly)
- Every: How often the frequency will be relevant. For example, for an event that takes place every other week choose Weekly and then 2. If you choose a frequency of weekly or monthly you can select which days of the week or month the event will occur.
- Until: Determines the duration of the repetition. The recurrence can either run forever, for a number of times, or until a specific date.

## Participants

An important part of managing your schedule is to invite others to events and track their RSVP. In this part of the edit dialog you can manage the participants of an event. Read more about this further down in the Inviting Other People section.

## Attachments

Sometimes a description text isn't enough to collect information for a specific event. Switch to this tab to attach files to the current event or to remove them again. Adding files works pretty much the same as attaching them to email messages: first select a file from your local disk and click Upload in order to attach it.

Note: Don't forget to finally save the changes by clicking Save in the event edit dialog. Even switching back and forth the tabs will not yet save the data.

## Moving and Resizing with the Mouse

If an existing event shall be rescheduled to another time or date, you'll find it handy to do that directly in the calendar view without opening the edit form. Simply grab the event block with the mouse and move it to the new date or time. Release the mouse button to complete.

In the Month and Day view, the event blocks have a small handle at the bottom. Drag this with the mouse in order to resize the event meaning to adjust its duration.

## Get Notifications

While logged in to the webmail, event reminders will be displayed with pop-up boxes at the specified time before the event starts. You can specify if you want to see alarms for every calendar individually. Enable or disable reminders in Calendar Settings from the Calendars List.

## Dismiss or Snooze Reminders

When a reminder box pops up, you can either dismiss the notification for all events or each one individually. When dismissed, no further reminders will be displayed. Choose a time from the Snooze menu to get another reminder after the selected time.

## Sending and receiving a meeting invite

### Send a meeting invite

1. Navigate to the **Calendar** and add an event.

2. On the **Summary** tab, provide meeting details such as the start and end time, location, and a brief description of the meeting.
3. Select the calendar to which meeting event should be saved.
4. Tag the meeting status as confirmed and updates his own free/ busy status, priority, and the privacy of the meeting.
5. Select the **Participants** tab, where he could see his id added to the list as an **Organizer** of the meeting.
6. Add participants' IDs to the list.
7. To confirm the participants' availability, click the **Find availability** button.
8. You can see the participant's availability as those are on your domain. You cannot see the availability of a user of another domain.
9. Click the **Save** button to update the meeting event in the calendar and send an invitation to other participants.

## Receive a meeting invite

1. You can see the meeting event added to your calendar.
  2. To depict that the meeting invitation has not yet been accepted, the event is shown with a blue dotted border and has slanting lines in the background.
  3. To accept the meeting invitation, click the event and choose the **Accept** option.
  4. The users of another domain will receive an email invite to the inbox. They can accept the invitation to join the meeting. Once they accept, their calendar gets updated with the meeting details.
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