

Calendar



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Calendar

The "Calendar" interface allows you to view your schedule in a clear and organized way.

Once in the "Calendar" application, you can easily plan your events, appointments, and other important tasks.

Access your calendar

There are two ways to access your calendar application.

Once you are logged in, you will be directed to the landing page. You can select the calendar app by clicking on it, and your calendar will be displayed.

The next option to access the calendar is through Twake Mail. Click the Apps button next to the user profile at the top right of the screen and select "Calendar."

🖸 Twake Mail	Q Se	earch emails	**			88	c
🗹 Compose	0	Select all messages of this page	☆ Filter messages ↓	Calendar	Contacts	TMail	
Inbox	0 \$	😥 Microsoft Outlook	Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft Outlook while testing th				Wed
Sent	0 🏠	training3.cisd@gov	Read: Meeting on 26/11/2024 Message was read by training3.cisd⊛govmu.org on Tue, 26 Nov 2024 10:08:05 (Maur	Password			Nov 26
Drafts	0 🕁	Microsoft Outlook	Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft Outlook while testing the	settings for	your account	L.	Nov 12
😂 Outbox	0 1	Microsoft Outlook	Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft Outlook while testing the	settings for	your account		Nov 12
🔟 Trash							
🖓 Spam							
Templates							
Iders Q +							
Personal folders							
E CISD							
Meeting							
Postmaster							
Postmaster Storage							

The main interface consists of:

Op	ben	Pac	S					Q, Sear		[1]				Ⅲ C
=														C ≡
C	alen	ıdar				+	=			Nov	/ 25 – Dec 1, 2024			< 🖻 >
<		Nove	mber 3	2024		>	W48	Mo 25	Tu 26	We 27	Th 78	Fr 29	Sa 30	Su 1
Mo 28	Tu 29	We 30	Th 91	Fr 1	5a 2	Su 3	all-day							
4	5 12	6 13	7 14	8 15	9 16	10 17	9:00 AM							
18	19	20	21	22	23	24	10:00 AM							
2.9	20	4		161	2	1	11:00 AM							
•	My c	alendar	rs				12:00 PM							_
•	My	agenda		[2]					[3]					
-	Shar	ed cale	ndars				1:00 PM							
							2:00 PM							
							3:00 PM							
							4:00 PM							
\$	Ma	inage ci	alendar	rs			5:00 PM							

- [1] Search Bar: Search for events.
- [2] Navigation Menu: On the left, you'll see a mini-month calendar and a list of your calendars.
- [3] Main Calendar Display: This is the central area where your scheduled events will appear.

View your calendars

Op	oenPaaS				Q Search in						III (C
=											[4] ල =
C	alendar		[2]				Nov	25 – Dec 1, 2024			< 1 >
<	November 202	4	>	WAD	No. 25	7.04	Ma 97	75.20	5-18	C- 10	
Ao .	Tu We Th F	r Sa 2	Su 3	all-day		1010					[3]
4	5 6 7 8 12 13 14 1	1 9 5 16	10 17	9:00 AM							^
18	19 20 21 2: 26 27 23 24	2 23	24	10:00 AM							
		2		11:00 AM							
	My calendars			12:00 PM							
-	My agenda	[1]		1:00 PM							
	shared calendars			2:00 PM							
				3:00 PM							
				4:00 PM							
\$	Manage calendars			5:00 PM							

[1] In the left navigation menu, you can see two categories of calendars:

My Calendars: The calendars you created.

Shared Calendars: Calendars of other people that you subscribed to.

To hide or show these calendars, simply tick or untick the checkbox next to each calendar. The selected calendars will then be displayed on the right.

- [2] You can view your events in Day, Week, Month, or Schedule views.
- [3] Click the chevron buttons to move to the next or previous day, week, or month.
- [4] Refresh the calendar.

Manage calendars

Calendar display options

You have two options for displaying the calendar:

"Non-working days": Allows you to show or hide non-working days.

"Declined events": Allows you to show or hide declined events.

To access these options:

[1] Click on "Calendar Management."

Op	ben	Pac	S					Q Search i						= (
=														с 🔳
C	alen	dar				+	= •			Nov	/ 25 – Dec 1, 2024			< 🖻 >
<		Nove	mber :	2024		>	WAR	Mo 25	Tu 26	We 27	Th 28	Fr 29	Sa 30	511
Мо	Tu	We	Th	Fr	Sa	Su	all-day	Construction of the		10000000				
4	5	6	7	8	9	10	9:00 AM							
11	12	13	14	15	16	17								
18	19	20	21	22	23	24	10:00 AM							
20	20	4		0	7		11:00 AM							
-	My c	alendar	rs.											
	Mv	anenda					12:00 PM							
							1:00 PM							
	Shan	ed cale	ndars											
							2:00 PM							
							3:00 PM							
				٦	[1]		4:00 PM							
Ģ	Ma	nage ca	slendar	15			5:00 PM							-

[2] A new window will appear. Click on the "Display" tab.

Manage calendars	×
CALENDARS DISPLAY [2]	
My calendars	
 My agenda 	
Shared calendars	
/ou have no shared calendars	
	CLOSE

[3] Check the options that interest you.

Manage calendars	×
CALENDARS DISPLAY	
on-working days	
Hide non-working days [3]	
eclined events	
] Hide declined events	

Setting a calendar

To view the settings of a calendar, click the three-dot button next to the calendar in the left navigation menu [1] and select Settings. [2]

<		Nov	ember	2024		>		14-05	7.00
oN	Tu	We	Th	Fr	Sa	Su	W48	M0 25	TU 26
	29		31	1	2	3	all-day		
4	5	6	7	8	9	10	9:00 AM		
11	12	13	14	15	16	17	9.00 AM		
18	19	20	21	22	23	24	10:00 AM		
25	26	27	28	29	30	1	10.00 / 111		
2	3	4	5	6	7		11:00 AM		
	Му с	alenda	rs						
					[4]	_	12:00 PM		
•	My	agenda	i -		[1]	1			
m	Shar	ed cale	ndars			_	1:00 PM		
-							2:00 PM		

<		Nove	ember	2024		>			
lo	Tu	We	Th	Fr	Sa	Su	W48	Mo 25	Tu 26
	29		31	1	2	3	all-day		
4	5	6	7	8	9	10	9:00 AM		
1	12	13	14	15	16	17	5.00 AW		
8	19	20	21	22	23	24	10:00 AM		
5	26	27	28	29	30	1			
		4	5	6	7		11:00 AM		
	My c	alenda	rs						
-							12:00 PM		
•	My	agenda	1		[2]				
	Shar	ed cale	ndars			\$	Settings		
							2:00 PM		
							2:00 PM		

Alternatively, you can click on "Manage Calendars," which will display a list of all calendars. Select a calendar from the list to view its settings screen.

In this detail screen, you can change

the name and color,

then click the "Save" button.

MAIN	DELEGATION			
Name My agend	a			
Color				
X Pu	blic right	Hide calendar	×	
E Pul	blic right IDAV URL	Hide calendar	*	
E Pul	blic right IDAV URL v.govmu.org/calendars/674	Hide calendar 483b30ff69a0001c56222d/67483b30ff69a0001c562	4	

The "Public Rights" option allows you to choose whether to share your calendar. There are three options:

Public right	t Hide calendar	
	Edit events	
	See all event details	
	Hide calendar	
	PI	

Edit Events: Subscribers of this calendar will be able to edit the events.

See All Event Details: When someone subscribes to your calendar, they can see all event details.

Hide Calendar: Other people in your company cannot subscribe to your calendar.

Ð	CalDAV URL		
https:	://dav.linagora.com/calendars/64bcc3521e1e6100266ea3c4/64bcc3521e1e6	10026	
Ð	Secret address in iCal format		
		\odot	
Use t	this address to access the iCalendar format file (.ics).		
Warn event Use th	hing: It allows anyone with the address to view your calendar and all ts. he button below to get a new secret address and make the current one invalid.	of its	
Warn event Use th RES	ing: It allows anyone with the address to view your calendar and all ots. he button below to get a new secret address and make the current one invalid. ET SECRET ADDRESS Export calendar	ofits	
Warn event Use th RESI Expo applie	ing: It allows anyone with the address to view your calendar and all of ts. he button below to get a new secret address and make the current one invalid. ET SECRET ADDRESS Export calendar rt your calendar to iCalendar format file (.ics) which you can import i cations.	of its to othe	er
Warn event Use th RESI Expo appli Expo	ing: It allows anyone with the address to view your calendar and all of ts. he button below to get a new secret address and make the current one invalid. ET SECRET ADDRESS Export calendar rt your calendar to iCalendar format file (.ics) which you can import cations.	of its	er

CalDAV URL: You can copy this URL to synchronize the calendar.

Secret Address in iCal Format: Use this address to access the iCalendar format file (.ics).

Use the "Reset Secret Address" button to obtain a new secret address and make the current one invalid. You can export this calendar and then import it into other applications.

Delegate a calendar

On the Calendar Configuration screen, select the second tab: Delegation. [1]

[1] MAIN DELEGATION	[3]
Add delegated users	Edit events and manage sharing Edit events
Users	See all event details ADD
List of delegated users	
Q QA Test1	See all event details 🔹 👻 🗙
	Χ.

[2]Enter the name of the person with whom you want to delegate your calendar.

[3]Select the necessary rights: Edit Events and Manage Sharing, Edit Events, or See All Event Details, then click the Add button and then save.

Your contact will now be added to the list of delegated users.

When a user has delegated their calendar to you, their calendar is automatically added to your list of shared calendars.

Create a new calendar

To create a new calendar, click the "+" button [1] at the top left, then select the option "New Calendar."[2]

.

dar			[1]	+	=			
Sep	[2]	Nev	v calen	dar	W37	Mo 9	Tu 10	We 11
We 28		Shared	d calen	dar	all-day			
4			Imp	oort	7:00 AM			
11	12	13	14	15				
18	19	20	21	22	8:00 AM			
25	26	27	28	29				
2	3	4	5	6	9:00 AM			
alendar	rs							
					10:00 AM			
agenda								
	dar Sep We 28 4 11 18 25 2 2 calendar agenda	dar Sep [2] We 29 4 11 12 18 19 25 26 2 3 calendars agenda	dar Sep [2] Nev Shared 4 11 12 13 18 19 20 25 26 27 2 3 4 calendars agenda	Vec New calent We Shared calent 11 12 13 14 18 19 20 21 25 26 27 28 2 3 4 5 calendars agenda 3 5	Sep [2] New calendar We Shared calendar 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 2 3 4 5 6 calendars	Sep [2] New calendar We Shared calendar Shared calendar Import 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 2 3 4 5 6 salendars 10:00 AM 10:00 AM	Import Import 1 12 13 14 15 18 19 20 21 22 25 26 27 28 29 2 3 4 5 6 aalendars 10:00 AM 10:00 AM	dar Import Import

	Calendar configuration	Î.
[3] Enter the calendar name.[4] Select a color.[5] Choose the public rights.[6] Then click the Create button.	MAIN [3] Name Test calendar	
	Color [4]	[5]
		[6] CLOSE CREATE

<		Nove	ember	2024		>		
Мо	Tu	We	Th	Fr	Sa	Su	W49	Mo 2
28	29		31	1	2	3	all-day	
4	5	6	7	8	9	10	9:00 AM	
11	12	13	14	15	16	17	5.00 AM	
18	19	20	21	22	23	24	.10:00 AM	
25	26	27	28	29	30	1		
2		4	5	6	7		11:00 AM	
	Му с	alenda	rs					
							12:00 PM	
•	CISI	D						
•	My	agenda	[7]				1:00 PM	
		1952 IN 1						

The new calendar will appear under the section "My Calendars" [7] in the left navigation bar.

Add a shared calendar

To subscribe to another user's calendar (that they have set to public), click the "+" button [1] at the top left, then select the option "Shared Calendar."[2]

Op	en	Pac	aS						Q Search in events	
=										
C	alen	dar			[1]	+	=			
<		Sep		New	/ calen	dar	W37	Mo 9	Tu 10	Wa 11
Mo 26	Ти 27	We 28	2]	Shared	l calen	dar	all-day	10.9		He II
2	3	4			Imp	ort	7:00 AM			
9	10	11	12	13	14	15				
16	17	18	19	20	21	22	8:00 AM			
23	24	25	26	27	28	29				
30	1	2	3	4	5	:	9:00 AM			
	My c	alenda	rs							
•	Муа	agenda					10:00 AM			



- [3] Enter the name of the person whose calendar you want to subscribe to.
- [4] Their public calendars that you can subscribe to will be displayed below.
- [5] To the rights, you will see the details of this public calendar.
- [6] You can select a different color for this calendar to distinguish it from your other calendars.
- [7] Enable the toggle to add the shared calendar.
- [8] Click the Save button.

Then this calendar will be listed in the "Shared Calendars" section of the left navigation bar.

Remove a calendar

Follow these steps to remove a calendar from your list

[1] To remove a calendar, click on the three dots next to the calendar name in the calendar list.

/		Oct	oher 2	024		~					
1		ou	obel 2	024		1	W42	Mo 14	Tu 15	We 16	Th 17
Mo	Tu	We	Th	Fr	Sa	Su	all-day				
	1	2	3	4	5	6	un duy				
7	8	9	10	11	12	13	9:00 AM				
14	15	16	17	18	19	20					
21	22	23	24	25	26	27	10:00 AM				
28	29	30	31								
4							11:00 AM				
	Мус	alenda	rs				12:00 PM				
•	My a	agenda				[1]	1:00 PM				
•	Onli	ne Trai	ning Co	ourse		:					
	Shar	ed cale	ndars				> 2:00 PM				
							2:00 014				

[2] Select Settings and the calendar configuration page will open

▼ 💼 My calendars	12:00 PM
My agenda	1:00 PM
Shared calendars	Settings

[3] Click on the delete icon found at the bottom left of the page and Click **Accept** [4] to delete the calendar.

MA	IN DELEGATION			
lame	e			
nline	e Training Course		- 8	
olor				Remove calendar?
			- 11	This will remove the Online Training Course
	Public right	See all event details		calendar and all events it contains. [4]
			- 1	CANCEL ACCEPT
Ð	CalDAV URL		- 1	
ttps:/	//dav.linagora.com/calenda	ars/66f29e0034d5c400252e3017/13e09911-133b-426b-i	6	
	101			

Events

Create event

Click on the corresponding time and date in the calendar. A window will open, allowing you to create a new event.

 My agenda 		-
Tue 2024/11/19	Tue 2024/11/19	
10:00 AM	10:30 AM	All day
Attendees		
Location		
Notes		
		[1]

Fill in the following details:

- Title: Enter the name of your event.
- Calendar: Select the calendar to which this event will be added.
- Time & Date: Choose the start and end times.
- Location: Specify a physical or virtual location.
- Attendees: Invite participants.
- Notes: Include any additional information.

No repetition				-
1 minute				•
Public	Ŧ	• в	usy	-
				[2]

For more details, click "More options"[1]:

- Resources: Select available resources for the event.
- Repetition: Set the event to recur daily, weekly, monthly, or yearly.
- Reminder: Choose when to send an email reminder.
- Visibility: Set the event's visibility to Public, Show date and time only, or Private.
- Status: Mark yourself as Busy or Free so others can view your availability when inviting you during the same time frame.

Once you have entered all the information, click 'Save' to publish your event [2]. It will then be visible to all invited attendees, who can respond based on their availability.

View Event

To quickly view your event, click on it to open a detailed event sheet. This provides easy access to information, including the list of attendees and their attendance statuses.



Edit Event

To edit an event, follow these steps:



Click on the event you want to modify.

Select the Edit (pencil) icon [1].

Make the necessary changes, such as updating the time, guests, or location.

	•	Accept ? Maybe × I	Decline
	 My agenda 		*
<u> </u>	Tue 2024/11/26	Tue 2024/11/26	
9	10:00 AM	11:00 AM	All day
2	Attendees		
)	Location		
1	Notes		
ATT	ENDEES RESOURC	ES	\mathbf{r}

Click 'Save' to apply the changes.

Delete Event

To delete an event:

Click on the event you want to delete.



Select the Trash (delete) icon [1].

Search Events

Type your search term into the field and press Enter, or click the magnifying glass icon to search.

Global Sea	rch
Training 1 kjuglaul@govmu.org	Nov 26 10:00 - 10:30
■ Training ISOv1.2 ■ kjuglaul@govmu.org	Nov 7 14:30 - 15:00

Search in	All calendars 👻	
Keywords*	training	
Organizers	Enter one or more organizers	
Attendees	Enter one or more attendees	

Click the downward arrow in the right search bar to open the Advanced Search options:

Calendar: Choose which calendars (your own or shared) to include in the search.

Keywords: Search for events that contain specific keywords.

Organizers: Search for events organized by specific people.

Attendees: Search for events that include specific guests.