



# Email User Guide

Calendar

CISD v1.0  
2024

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## Calendar

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

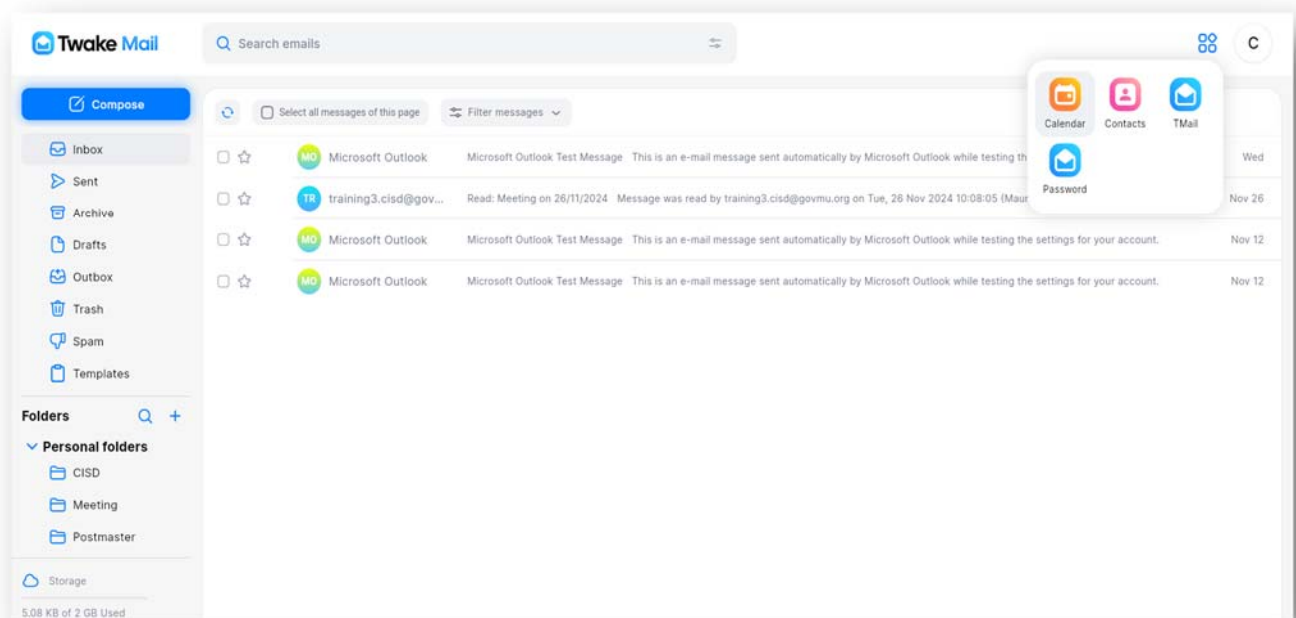
Once in the "Calendar" application, you can easily plan your events, appointments, and other important tasks.

### Access your calendar

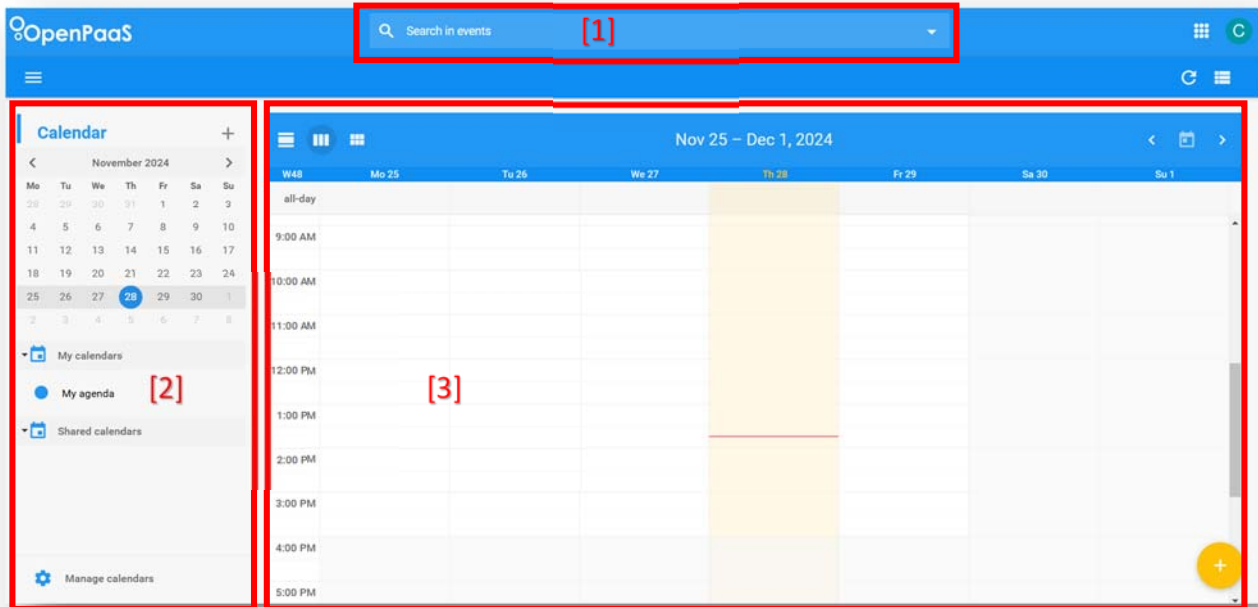
There are two ways to access your calendar application.

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."



The main interface consists of:

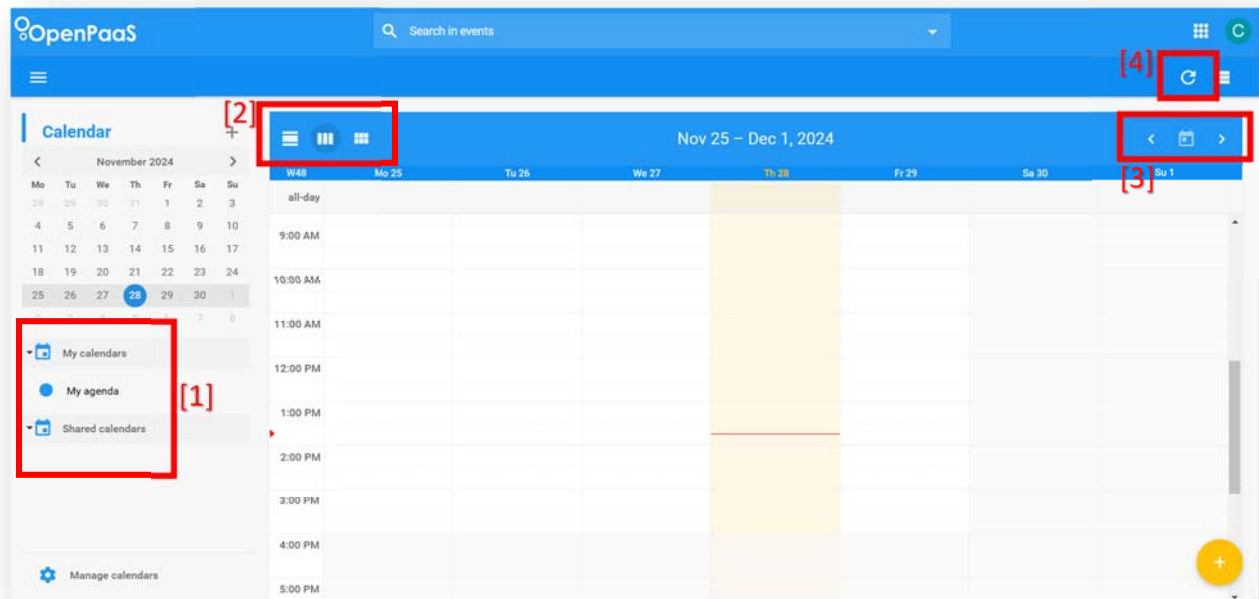


[1] Search Bar: Search for events.

[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



[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

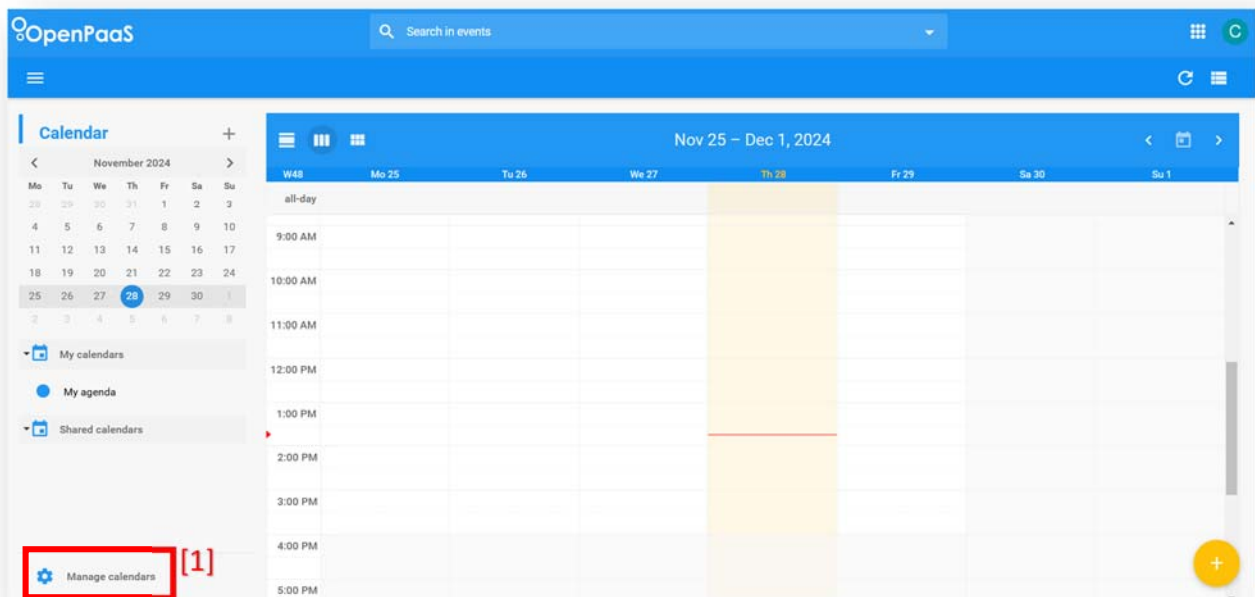
You have two options for displaying the calendar:

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

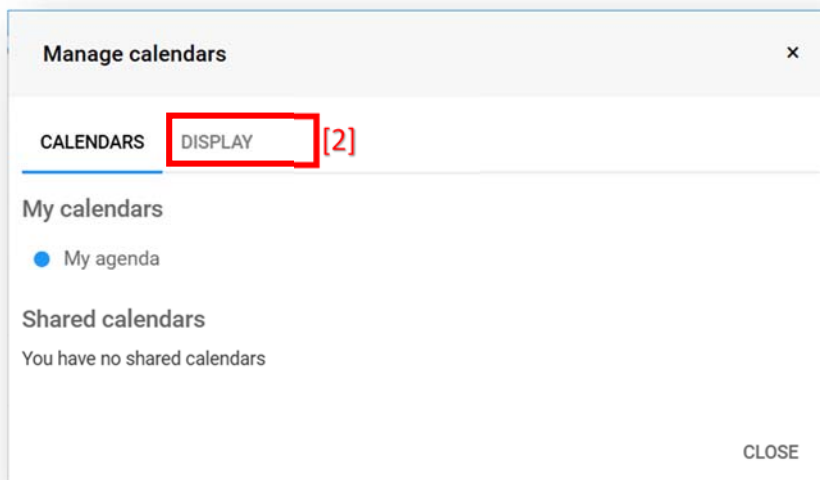
"Declined events": Allows you to show or hide declined events.

To access these options:

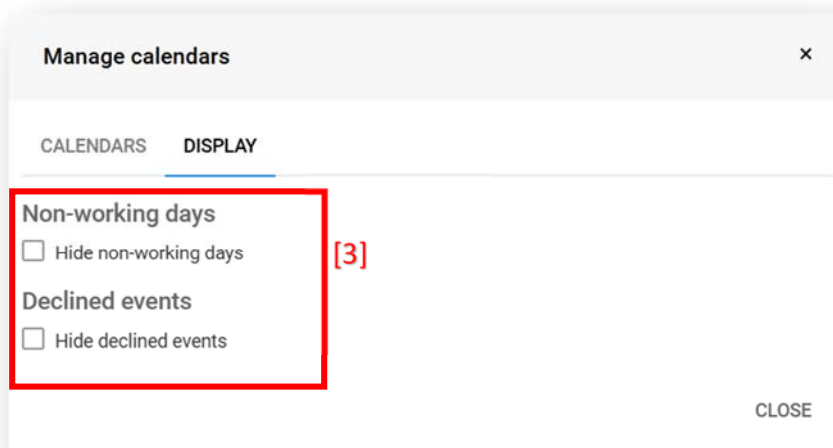
[1] Click on "Calendar Management."



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

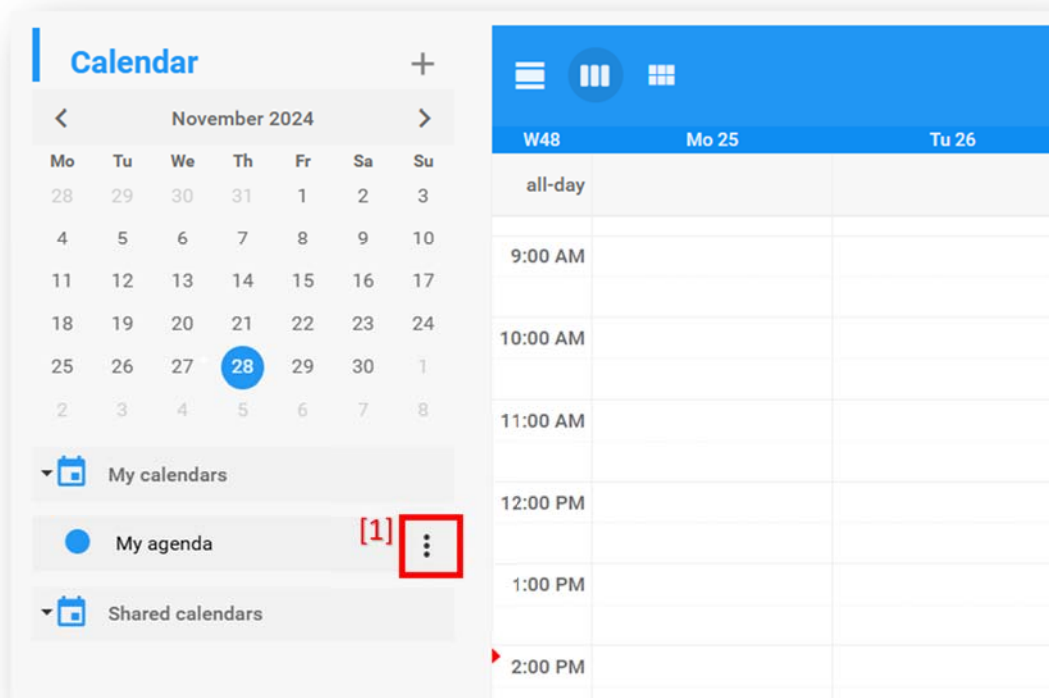


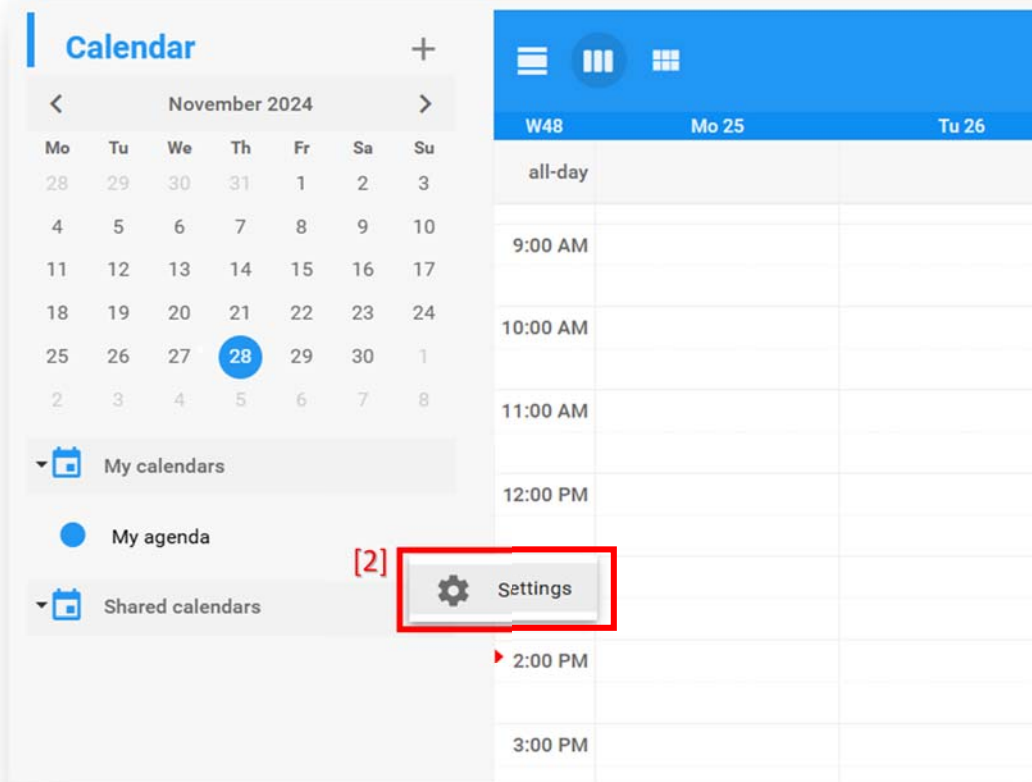
[3] Check the options that interest you.



## Setting a calendar

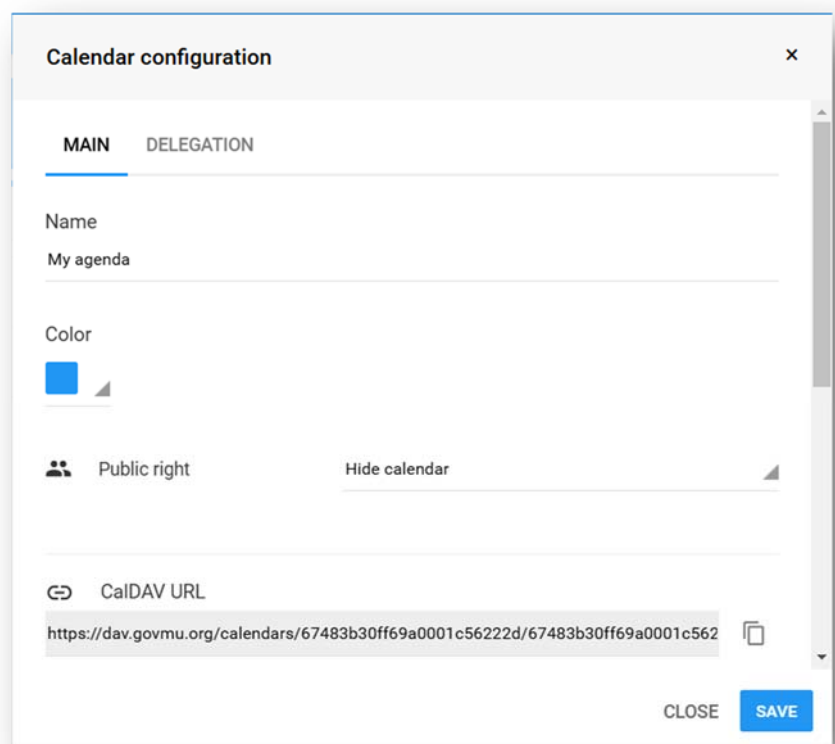
To view the settings of a calendar, click the three-dot button next to the calendar in the left navigation menu [1] and select Settings. [2]





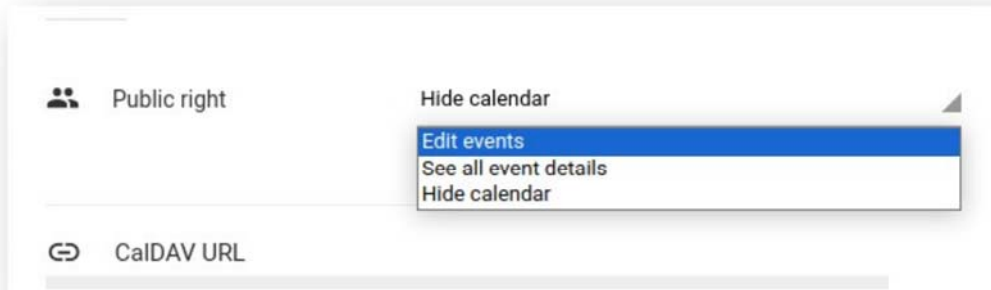
Alternatively, you can click on "Manage Calendars," which will display a list of all calendars. Select a calendar from the list to view its settings screen.

In this detail screen, you can change the name and color, then click the "Save" button.





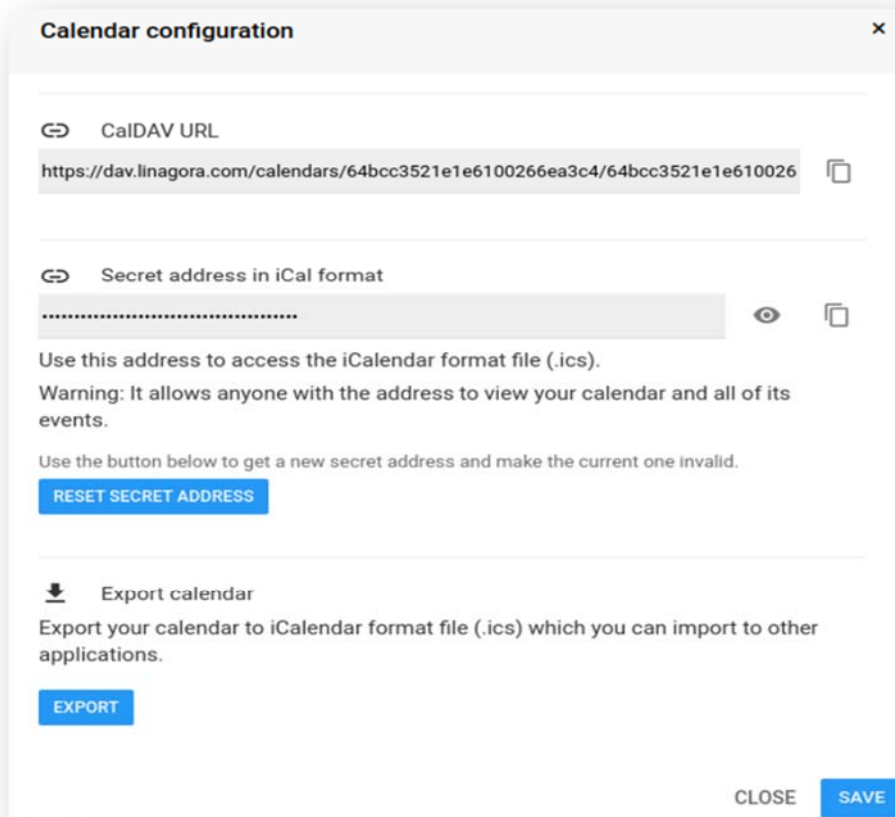
The "Public Rights" option allows you to choose whether to share your calendar. There are three options:



**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.



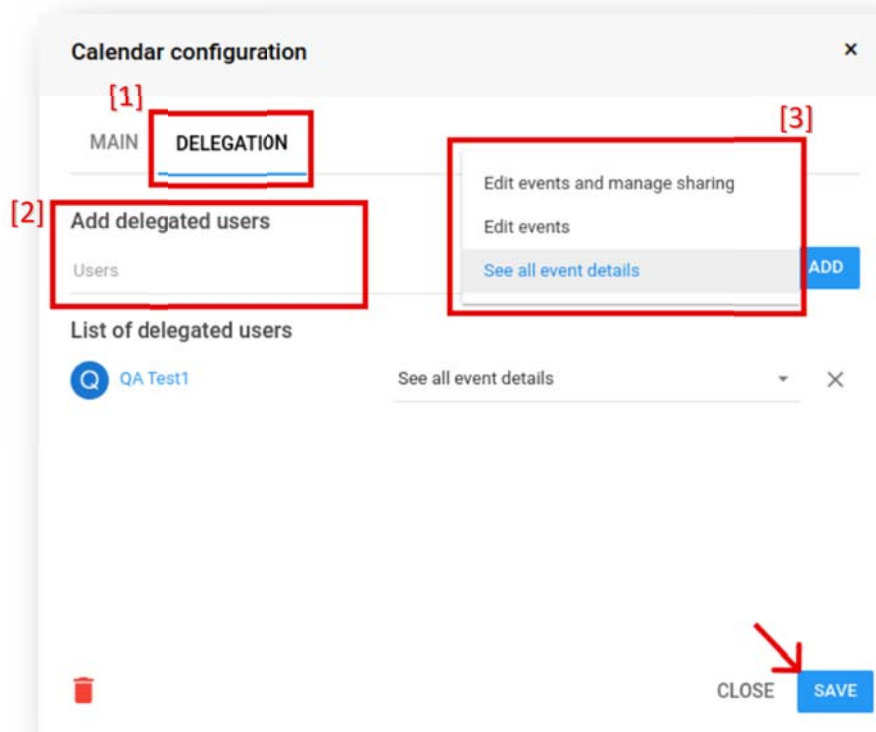
**CalDAV URL:** You can copy this URL to synchronize the calendar.

**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]



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

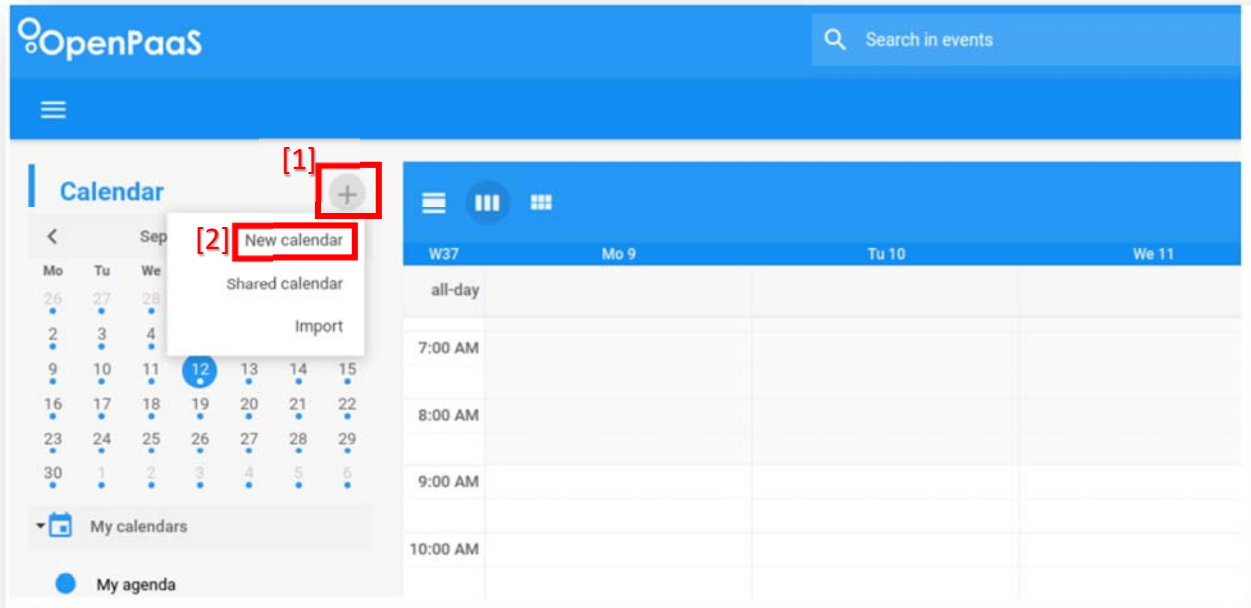
[3]Select the necessary rights: Edit Events and Manage Sharing, Edit Events, or See All Event Details, then click the Add button and then save.

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

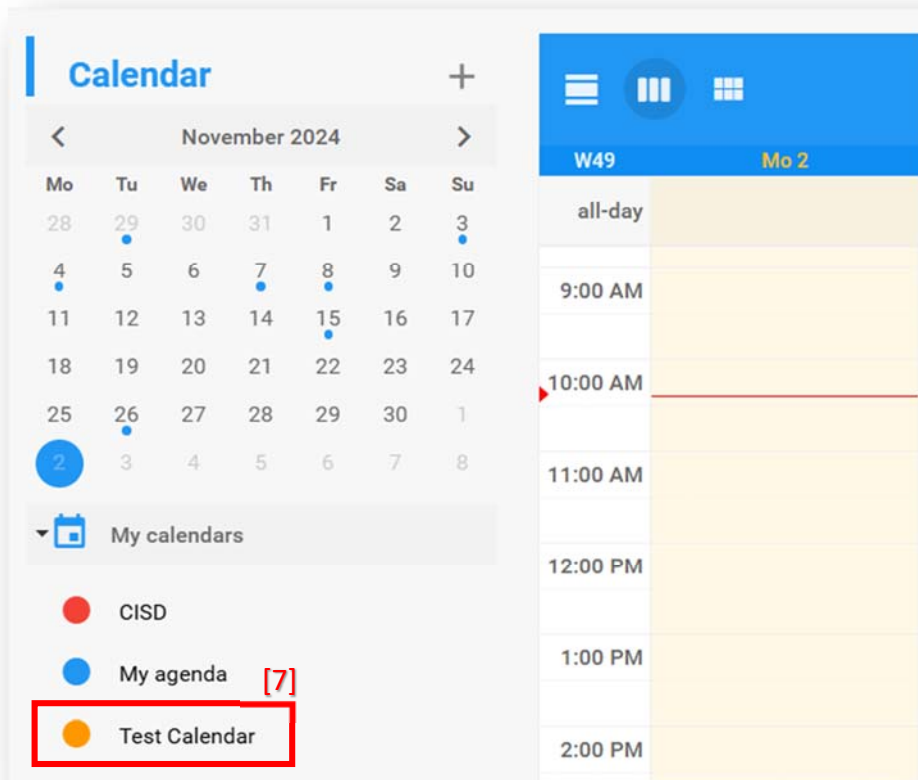
To create a new calendar, click the “+” button [1] at the top left, then select the option “New Calendar.”[2]



- [3] Enter the calendar name.
- [4] Select a color.
- [5] Choose the public rights.
- [6] Then click the **Create** button.

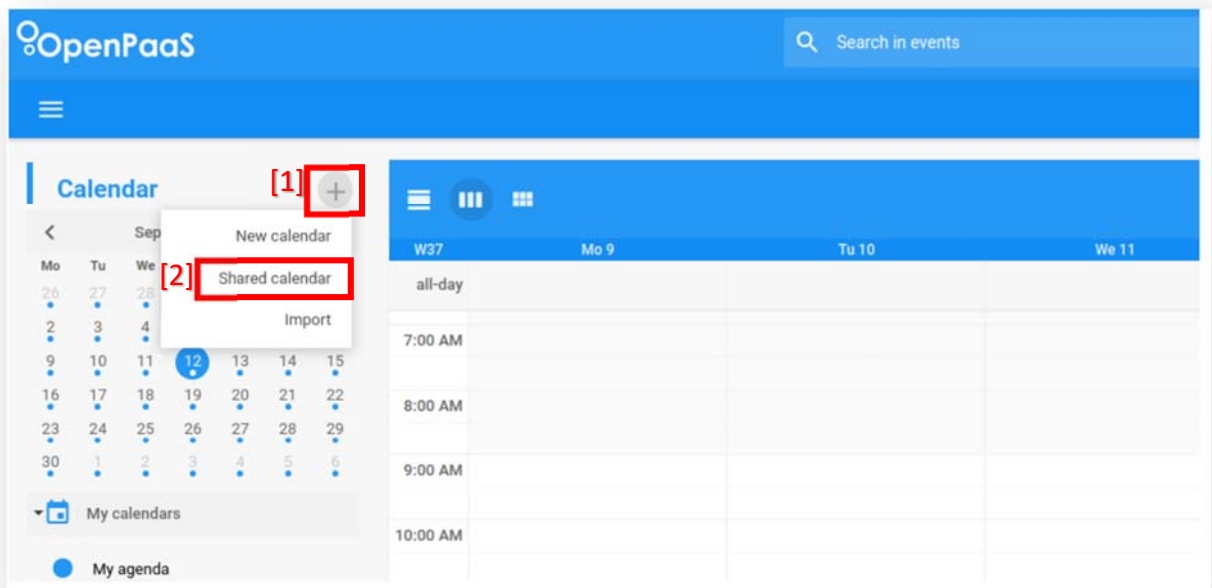
The screenshot shows the "Calendar configuration" dialog box. It has a title bar with "Calendar configuration" and a close button (X). The dialog is divided into sections. The "MAIN" section contains a text input field for the "Name" with the value "Test calendar" [3]. Below the name field is a "Color" selection field [4] with a yellow color swatch. Below the color field is a "Public right" dropdown menu [5] with the value "Hide calendar". At the bottom right of the dialog, there are two buttons: "CLOSE" and "CREATE" [6].

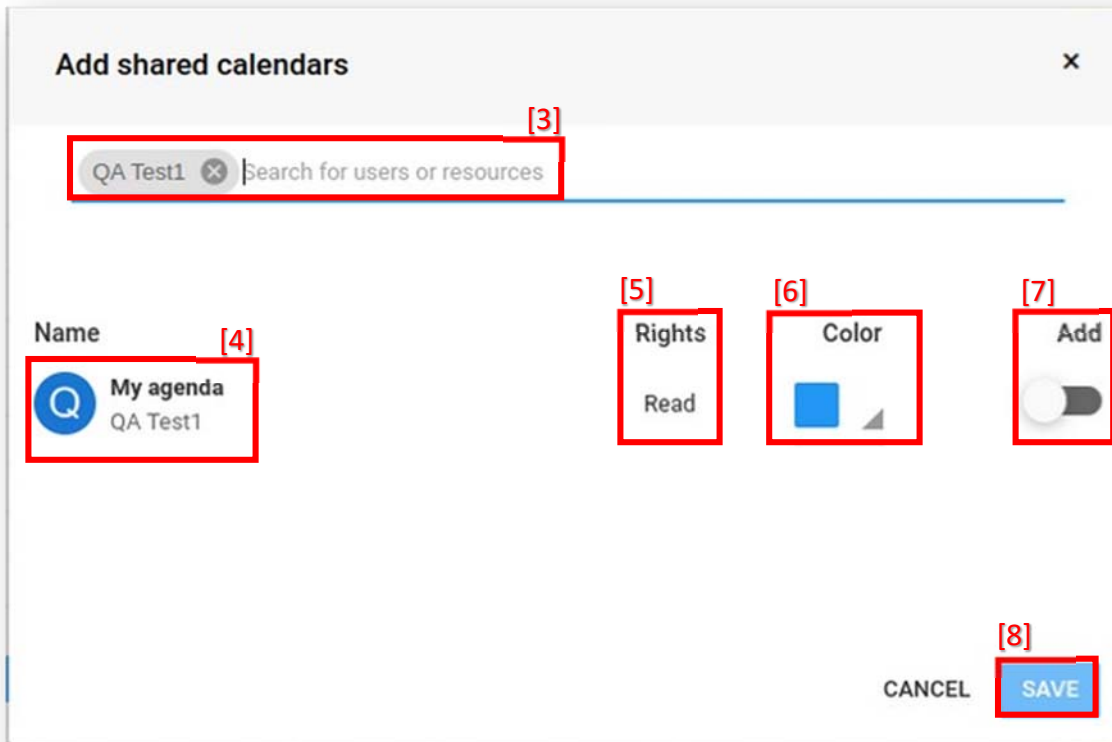
The new calendar will appear under the section “My Calendars” [7] in the left navigation bar.



### 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]





[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.

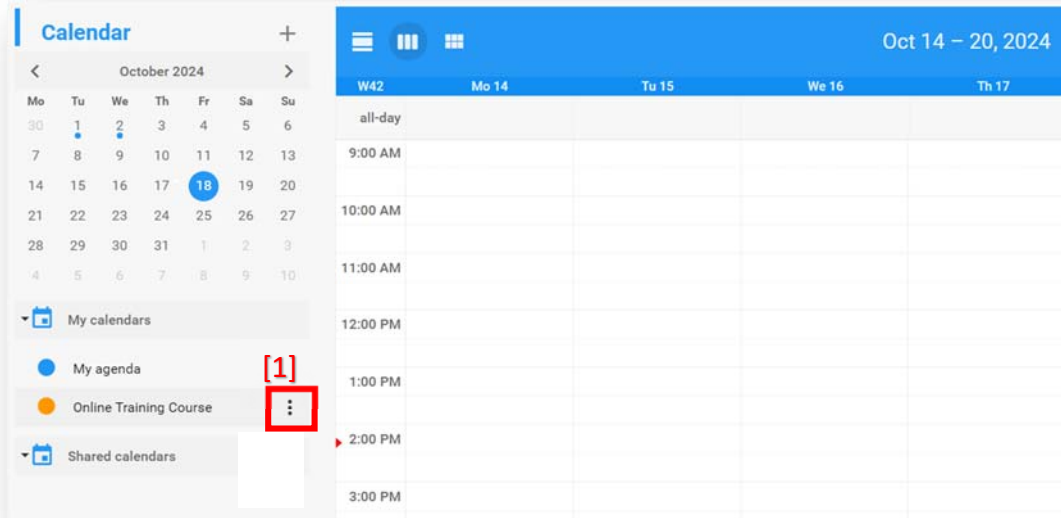
[8] Click the **Save** button.

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

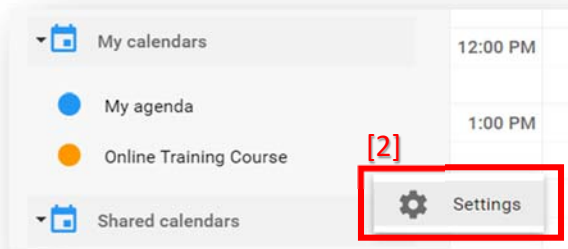
## Remove a calendar

Follow these steps to remove a calendar from your list

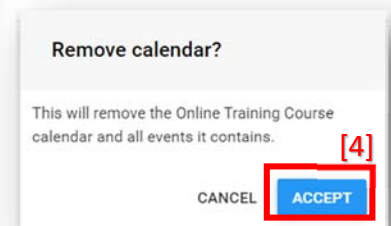
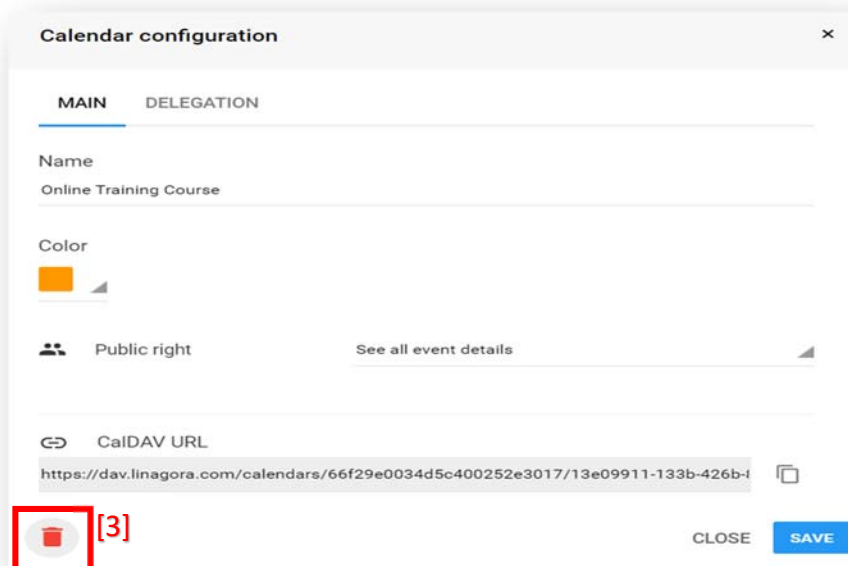
[1] To remove a calendar, click on the three dots next to the calendar name in the calendar list.



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



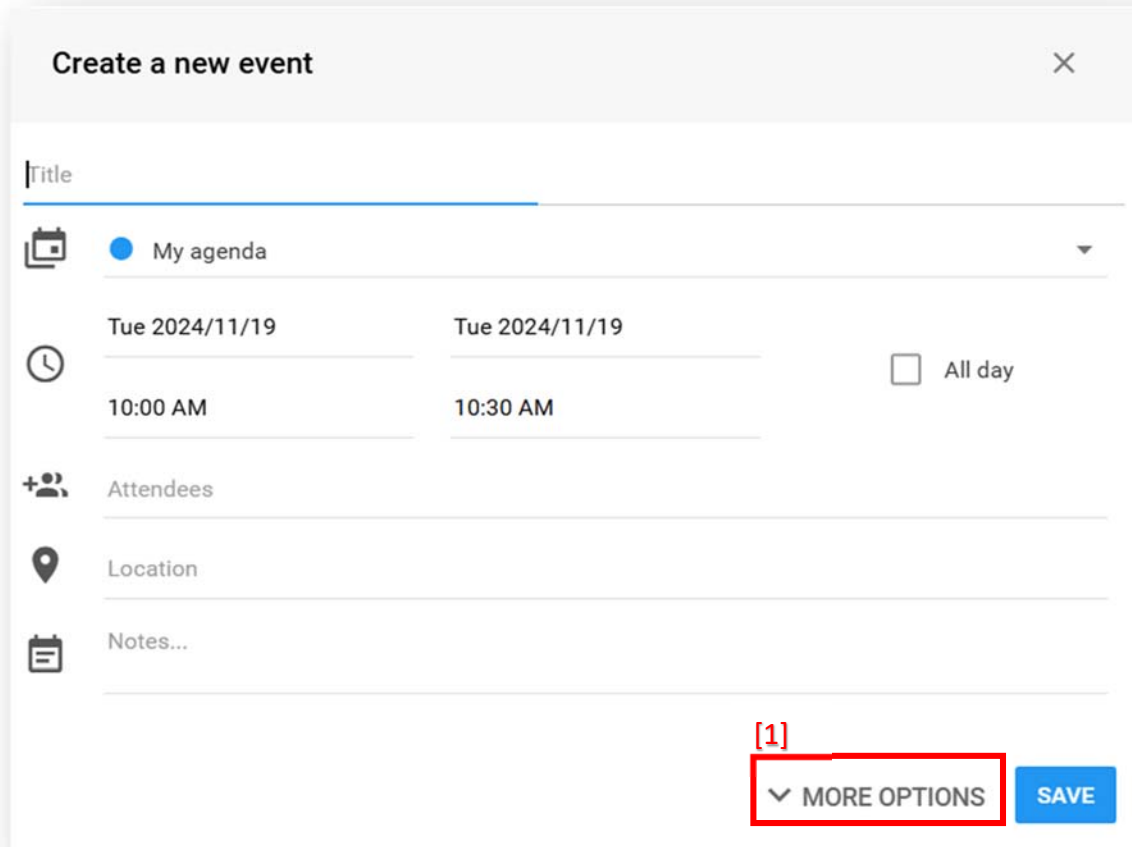
[3] Click on the delete icon found at the bottom left of the page and Click **Accept** [4] to delete the calendar.



## Events


### Create event

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





**Create a new event** [X]


Title


 My agenda

Tue 2024/11/19      Tue 2024/11/19       All day

 10:00 AM      10:30 AM

 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.

Resources

No repetition

1 minute

Public

Busy

^ FEWER OPTIONS

**SAVE** [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.

**Training 2**  
Tuesday, November 26, 2024 • 10:00 – 11:00 AM

3 attendees  
1 yes, 2 waiting

- kjuglaur@govmu.org  
Organizer
- yvchummun@govmu.org
- cisd\_gesu@govmu.org

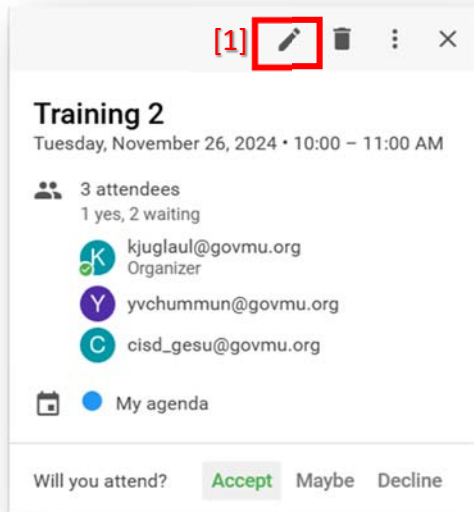
My agenda

Will you attend? **Accept** Maybe Decline



## Edit Event

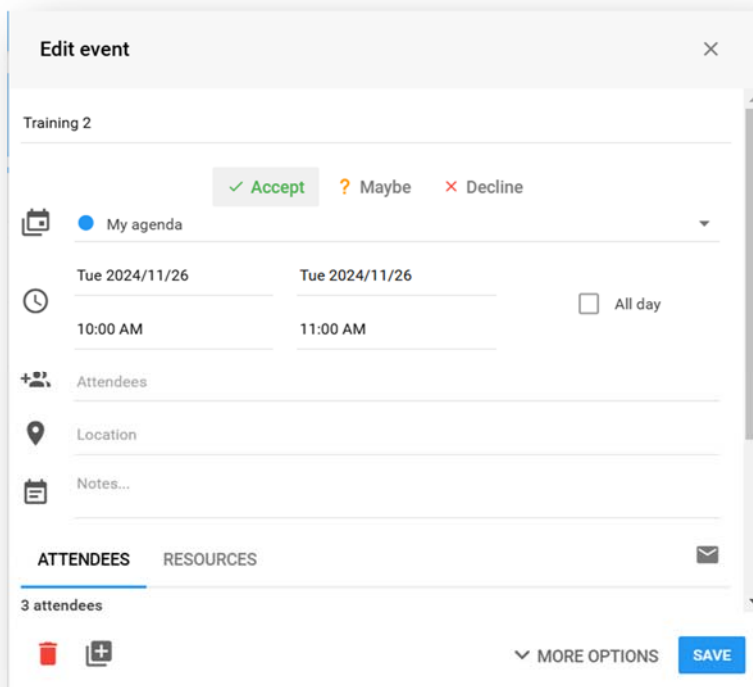
To edit an event, follow these steps:



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.

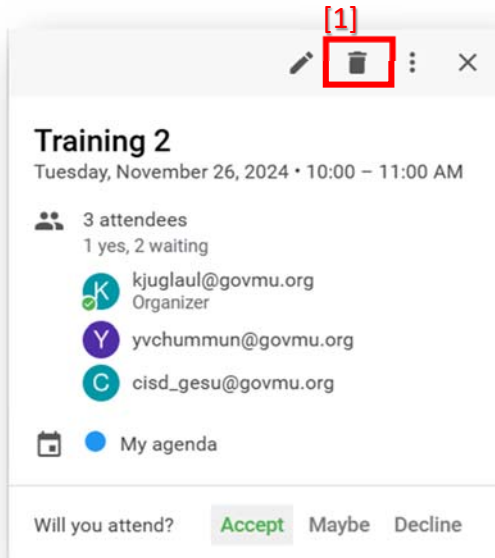


Click 'Save' to apply the changes.

## Delete Event

To delete an event:

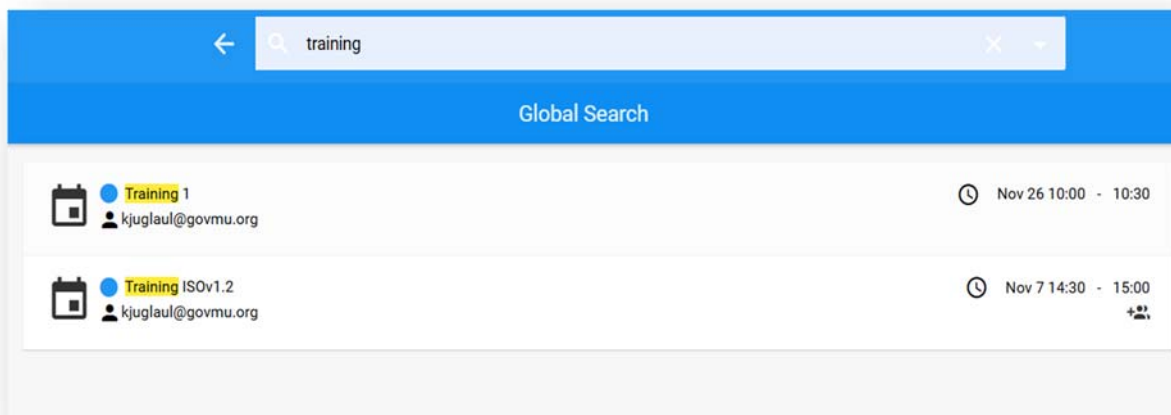
Click on the event you want to delete.



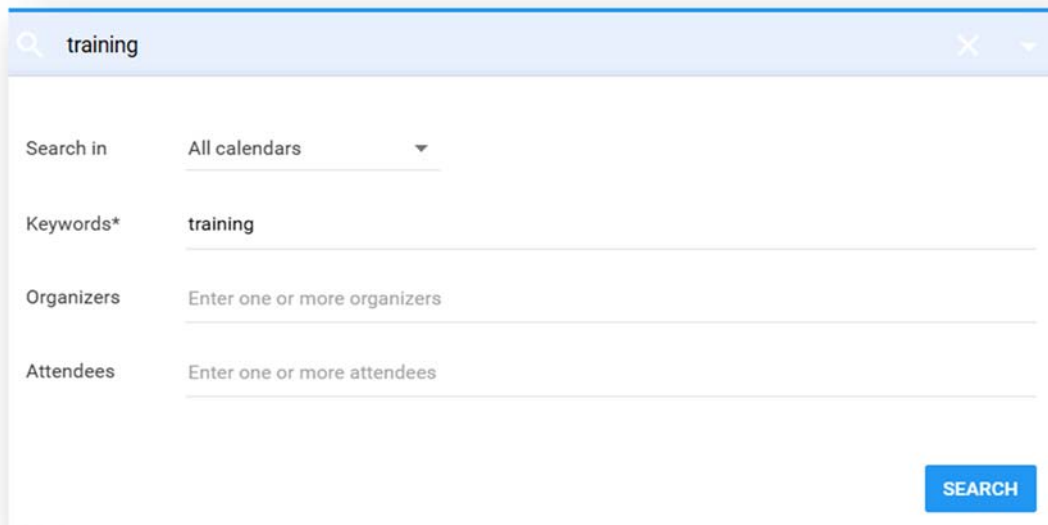
Select the Trash (delete) icon [1].

## Search Events

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



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



The image shows a screenshot of a search interface. At the top, there is a search bar with the text "training" and a magnifying glass icon on the left, and a close button (X) and a downward arrow on the right. Below the search bar, there are four input fields:

- Search in:** A dropdown menu currently showing "All calendars" with a downward arrow.
- Keywords\*:** A text input field containing the word "training".
- Organizers:** A text input field with the placeholder text "Enter one or more organizers".
- Attendees:** A text input field with the placeholder text "Enter one or more attendees".

In the bottom right corner of the dialog, there is a blue button with the text "SEARCH" in white capital letters.

**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.