

HOW TO MOVE MEETINGS

FOR WEBCALENDAR AND ONLINE CALENDAR CLIENT

LOCALLY INSTALLED CALENDAR CLIENT

1. Select the Windows Logo on the bottom right hand side of your screen.
2. Click “All Programs” to expand the sub-menu.
3. Click the item titled “Oracle Calendar 9.0.4”.
4. You should see a small window appear (briefly) on the bottom right hand side of your screen advising that the application is launching.
5. When the application has launched, the login screen will appear (As shown in figure 1.0 below).



Figure 1.0 – Calendar Login Screen

6. If your name does not appear in the ‘User name’ field, simply enter your user ID (e.g a1234567).
7. Enter your password.
8. Click “Sign-in”.
9. When you have logged in and the application has successfully loaded, your in-tray should appear. Click the button highlighted below in figure 1.1.

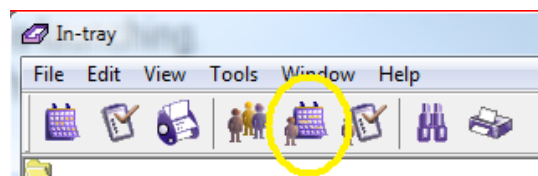


Figure 1.1 – Calendar In-tray

10. Enter your name in the text box titled “Open Agenda for:”.
11. Click “OK”.

- Once your agenda has appeared on your screen, locate the date of the meeting that you wish to move. If the meeting is not in the current view, simply select the date range buttons to locate the exact date of the meeting (Shown below in Figure 1.2).

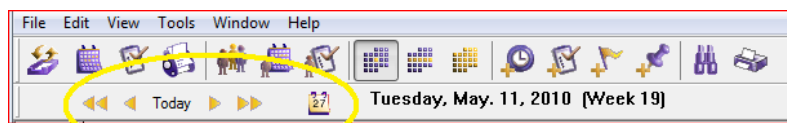


Figure 1.2 Back/Forward Date or Select specific date buttons

- Locate the meeting that you wish to move (Example in Figure 1.3 below).

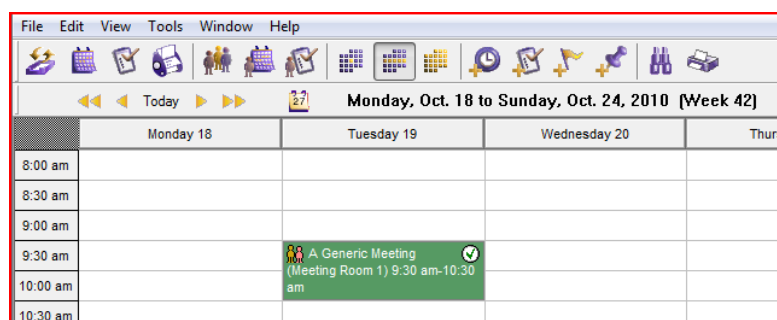


Figure 1.3 – “A Generic Meeting” – Example Meeting

- Double click the meeting that you wish to edit, a window will appear containing the meeting details (As shown below in Figure 1.4).

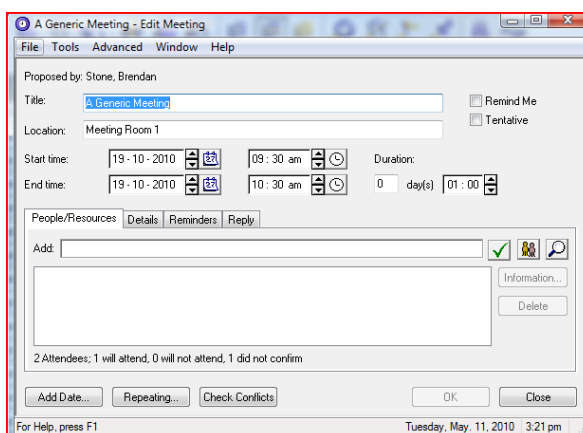


Figure 1.4 – Edit window for the meeting “A Generic Meeting”

- In this example, we are changing the time of the meeting back an hour.

16. Start Time:

- I. Select the time box ('09:30 am' in Figure 1.4).
- II. Select the hour section ('09') in the time box so that it is highlighted.
- III. Enter in '08' by pressing the '0' and '8' buttons on your keyboard.
- IV. The 'End time' should automatically adjust back 1 hour (Shown in Figure 1.5 below).

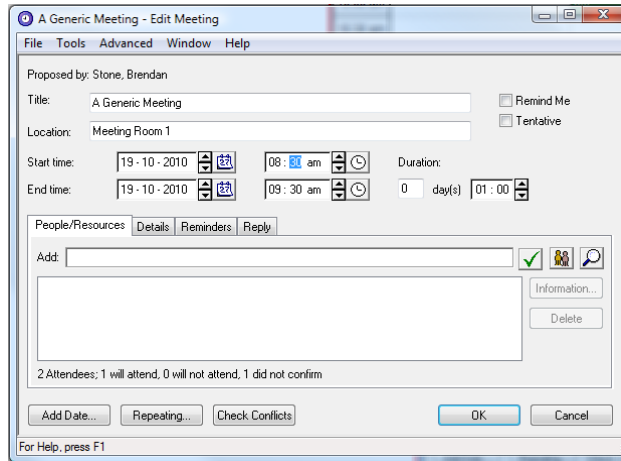


Figure 1.5 – After changing the 'Start time' back 1 hour

17. End Time:

- I. This should automatically change if you alter the start time first.

18. Once you have completed altering the start and end time of the meeting, click "OK".

19. A window will appear asking whether you wish to advise any of the invited staff of the changes.

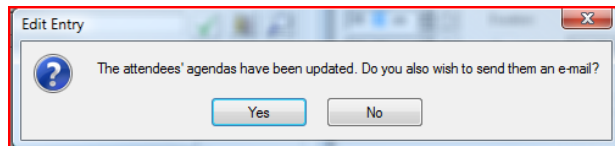


Figure 1.6 – Edit Entry Send E-mail Confirmation Window

20. If you click "No" then the process is complete, no e-mail will be sent to any of the invited staff.

21. If you click 'Yes' then a window will appear with the e-mail recipients and the text that will be sent to the users (Shown in Figure 1.7 below).

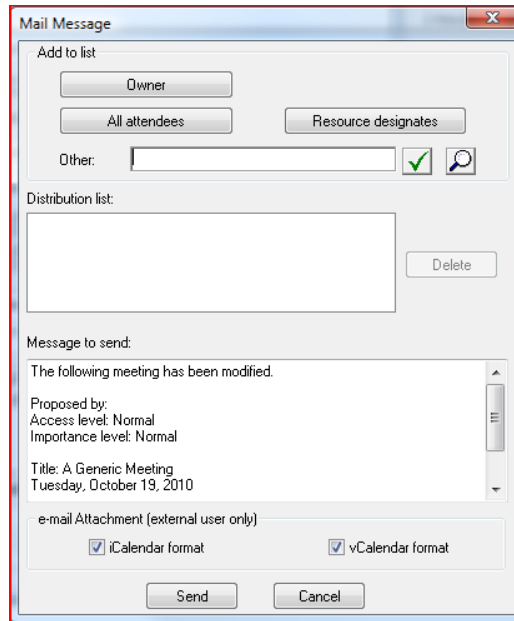


Figure 1.7 – Mail Message window advising staff of changes to meetings.

22. Review the distribution list
- I. By default all invited staff (with the exception of the person who is editing the meeting) will be included in the distribution list.
 - II. The distribution list can be modified. Staff can be either removed or added.
23. Review the “Message to send”
- I. By default standard text will be included in the message.
 - II. You have the ability to manually enter or delete text in this field.
24. All other settings should remain the same.
25. Once you have confirmed the distribution list and the message to send, click “Send”.
26. Your calendar agenda should update automatically.

ONLINE WEB CLIENT

1. Load Internet Explorer.
2. In the Address Bar enter the following Uniform Resource Locator (URL): 'http://webcalendar.adelaide.edu.au'.
3. Press 'Enter' or the button labelled 'Go' on the right hand side of the address bar.
4. The Web Calendar login screen should appear (As shown in Figure 2.0 below).

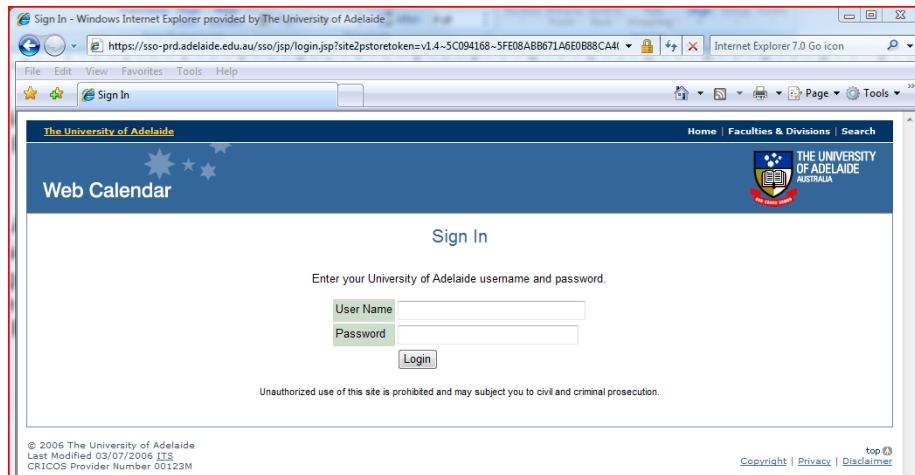


Figure 2.0 – Web Calendar Login Screen

5. Enter in your username (E.g. a1234567) and password.
6. Click 'Login'.
7. By default your agenda will appear in the browser window (Shown below in Figure 2.1).

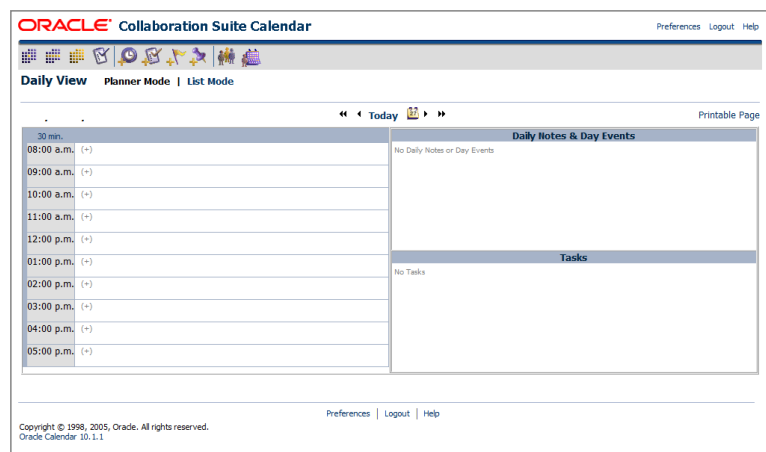


Figure 2.1 – Calendar Agenda

- You will need to locate the date of the meeting that you wish to move. If the meeting is not in the current view, simply select the date range links to locate the exact date of the meeting. The date range links are located in the middle of the screen (Shown below in Figure 2.2).



Figure 2.2 – Date Range Links

- Once you have located the day of the meeting which you want to edit, click the title of the meeting (This will be a hyperlink).

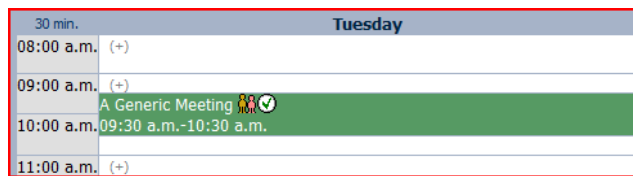


Figure 2.3 – The meeting to be edited with the title “A Generic Meeting”

- A window will open with the title “Edit Meeting” (Shown in Figure 2.4 below).

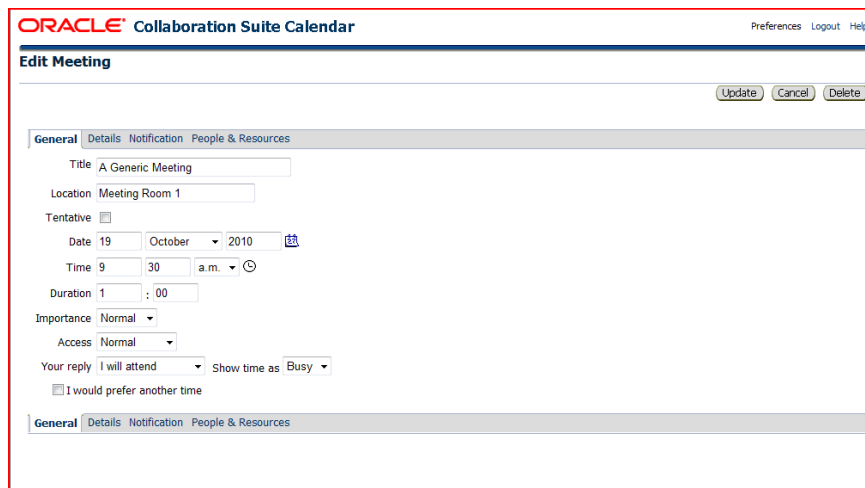


Figure 2.4 Edit Meeting window

- In this example we will be setting the time back 1 hour. To do this, select the text field next to the heading “Time” and change the value of 9 to 8. (Shown below in Figure 2.5).

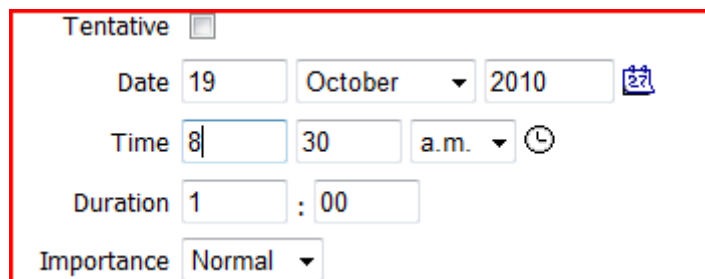


Figure 2.5 Edited Time Value

12. If you have completed the changes and wish to send all invited guests an e-mail advising them of the modification, continue to 13.

- I. To prevent an e-mail from being sent to all invited guests select the “Notifications” tab at the top of the window (Shown below in Figure 2.6).

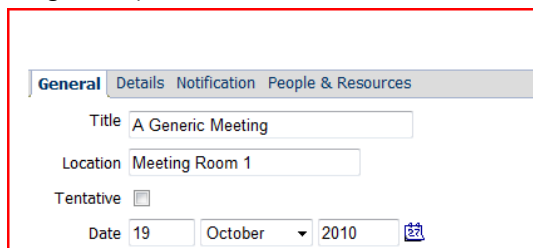


Figure 2.5 – Notification Tab

- II. Make sure that the checkbox titled “Send e-mail to attendees” is not ticked.

13. Once you have made all the modifications click the update button found at the top or bottom right hand side of the window (As shown below in Figure 2.6).

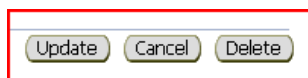


Figure 2.6 – Update, Cancel or Delete buttons

14. Your agenda should re-load and the changes should have been applied.

FURTHER INFORMATION

For further information regarding the calendar service including FAQs, Training, and user guides, please visit the University of Adelaide calendar service website (<http://www.adelaide.edu.au/its/online/calendar/>) or contact the Technology Services Service desk either by Phone (8303 3000) or E-mail (servicedesk@adelaide.edu.au).