

Oracle Calendar - Preferences

Oracle Calendar offers flexibility in several areas. You can set many preferences to suit the way you work. Some impact on other users of Calendar throughout the university.

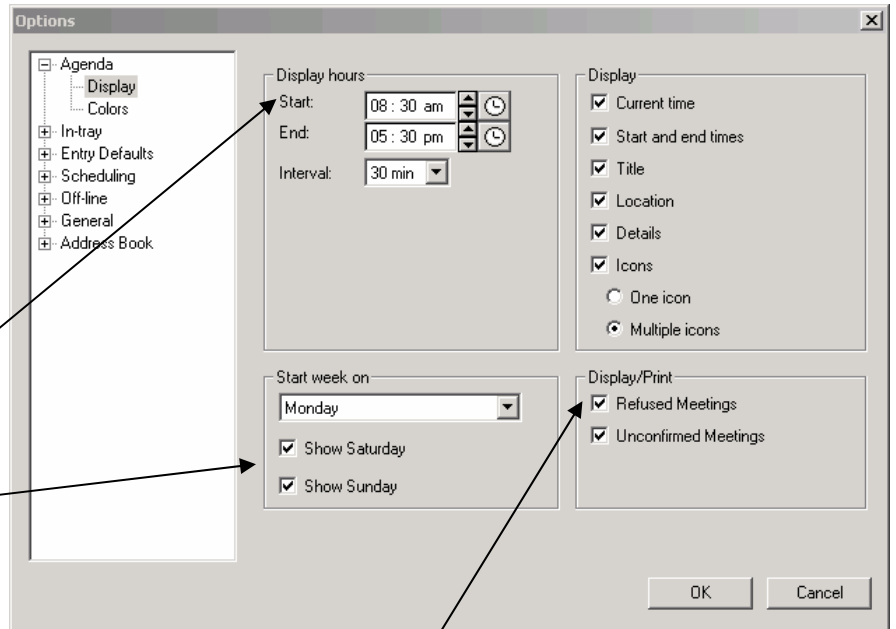
Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Agenda** and if necessary click **Display**.

Displays from this time onwards unless an earlier appointment has been scheduled.

Check these boxes to display weekends.

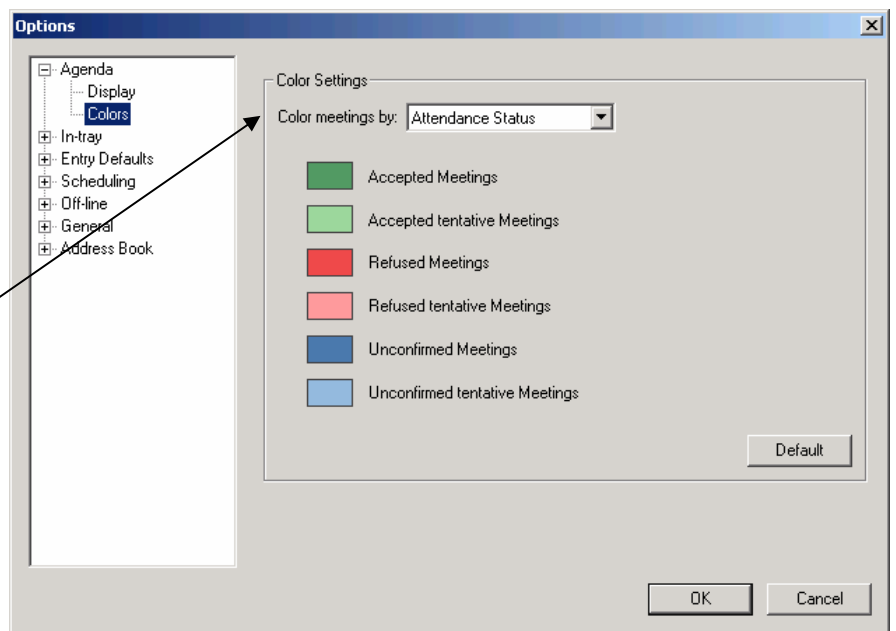
Turning this option off hides any invitations you have refused (you must then use your In-tray to view refused meetings). We recommend that you turn **on** this option, and all the others in the Display list above.



Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Agenda** and click **Colors**.

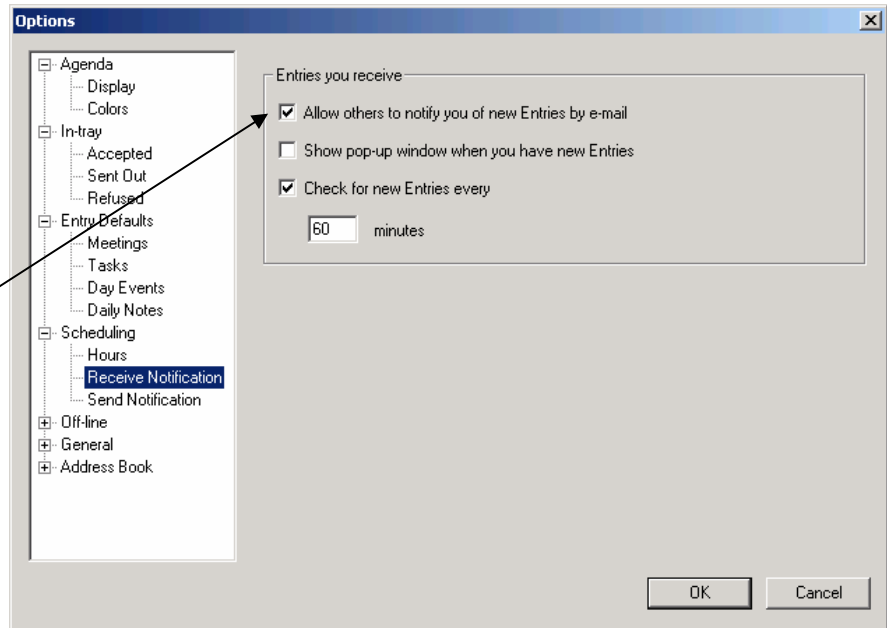
Please don't change this setting.



Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Scheduling** and click **Receive Notification**.

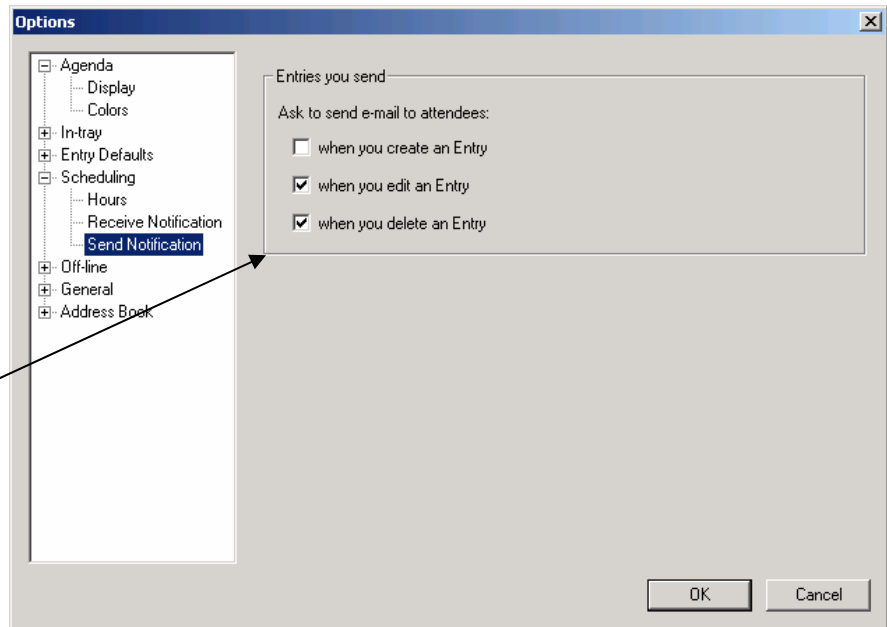
De-selecting this option prevents someone from sending an email to you when inviting you to a meeting. Most people will leave this checkbox **on**, since turning it off causes frustration and extra work for other users.



Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Scheduling** and click **Send Notification**.

These options act as a reminder to you to send an email message to invitees if you choose. You can send an email at any time, even if these checkboxes are off. The settings shown here are recommended for all users.

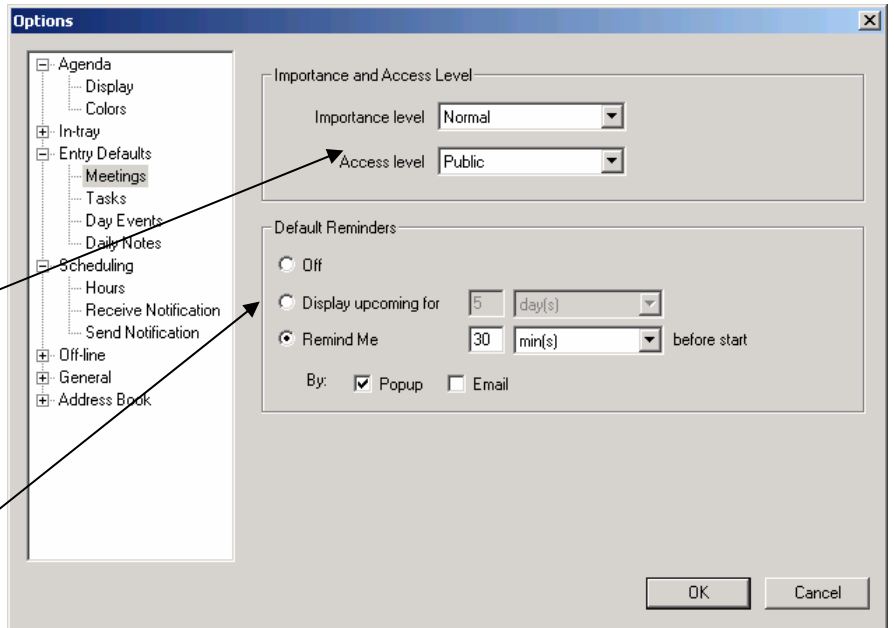


Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Entry Defaults** and click **Meetings**.

You can select the access level for individual meetings. We suggest a default of Public, selecting Normal or Confidential for individual meetings as required.

You can set reminders for individual meetings, but if you want a reminder for every meeting, select a default reminder and choose the method and how much notice you require.



Select **Tools | Options** ... to display the Options dialog box.

Click on the **+** to the left of **Off-line** and click **People/Resources**.

By choosing **File, Download To Local File** ..., you can save a copy of the selected agendas to your local computer. This allows you to view a recent copy even if the Calendar server is unavailable.

