



How-To Guide

Checking Availability

Last updated: March 2010

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Checking Availability

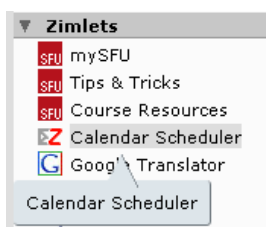
There are two methods to quickly check the availability of a person, room, or resource account in SFU Connect: The Calendar Scheduler Zimlet, and the Schedule tab (when creating an appointment).

The recommended method to check a person's availability is to use the Calendar Scheduler Zimlet, which is found on the left side of the SFU Connect interface. Similar to the Schedule Tab seen when creating an appointment, this is a cumulative free/busy view of all calendars in a person's SFU Connect account.

Important: Even if someone has shared one or more of their calendars with you, it is still possible for them to own other calendars (that have not been shared with you) containing appointments that block off times.

Using the Calendar Scheduler Zimlet

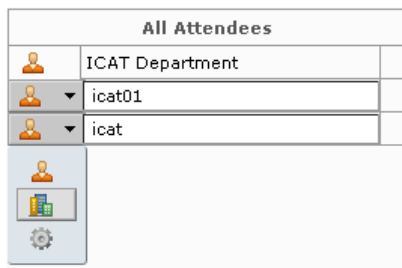
1. Click on the **Calendar Scheduler Zimlet** on the left side of the interface to launch it.



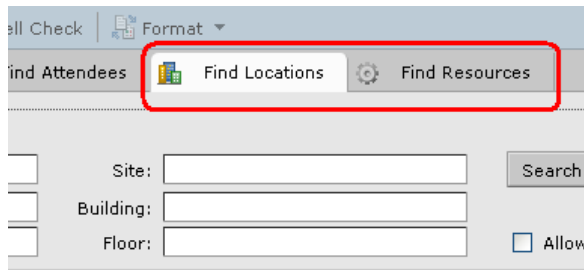
2. Add all the attendees by typing in their email addresses or names.

| All Attendees | | |
|---------------|-----------------|--|
| | ICAT Department | |
| | ▼ icat01 | |
| | ▼ icat | |

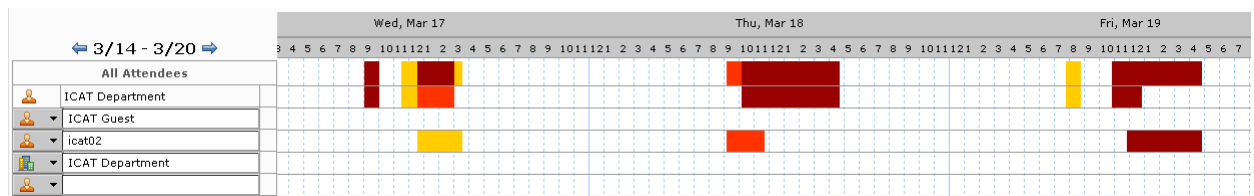
3. To add a room or resource, click on the small triangle beside the '**person**' icon and choose the '**building**' icon for rooms, or the '**gear**' icon for resources.



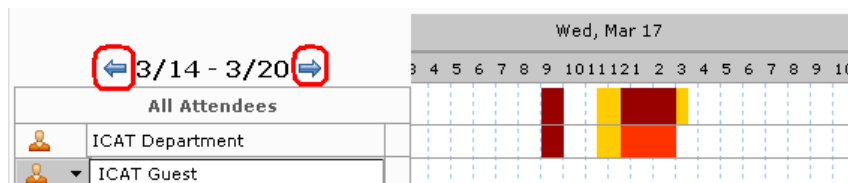
- If you cannot find a particular room or resource, click the '**New Appointment**' button on the top, and go to Find Locations or Find Resources.



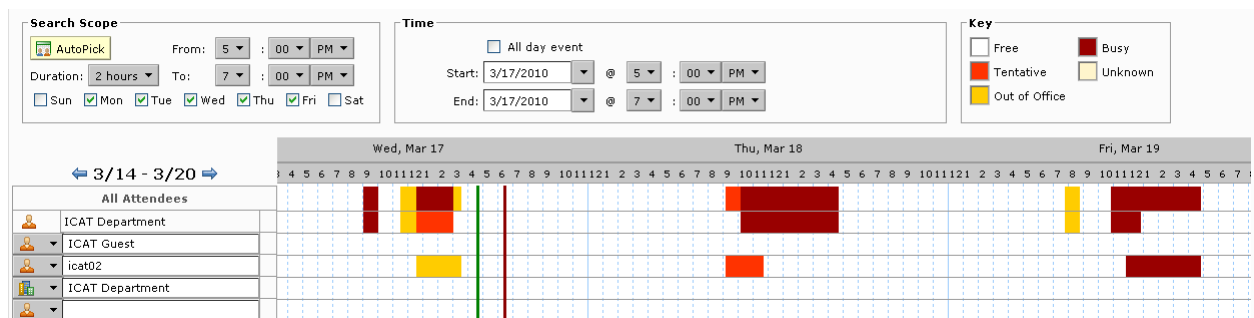
- Note that the Calendar Scheduler will give you a **one-week overview** of your attendees' free/busy information. See the *All Attendees* row for a consolidated view of the availability of all of the attendees, resources and locations you've added.



- To scroll to the next week or back to the previous week, use the **arrow buttons** above the 'All Attendees' list.



- If you are using the **AutoPick** feature, you may set restrictions on the duration of the appointment, which days of the week, and the hours in which the system can suggest an appointment time. Once you have finished, click the '**AutoPick**' button. The green line indicates the proposed start time and the red line indicates the proposed end time.

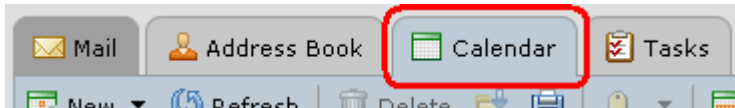


8. If you are ready to create the appointment, click '**New Appointment**' just under the Mail tab, and the appointment details will be filled out with the information from the Calendar Scheduler.

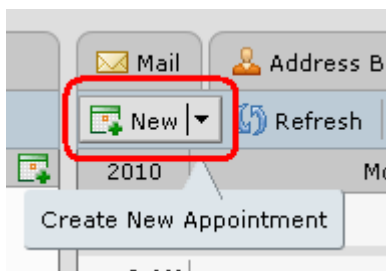
The screenshot shows the 'Appointment Details' form in SFU Connect. The form has a toolbar at the top with buttons for Save, Cancel, Add Attachment, Spell Check, and Format. Below the toolbar are tabs for Appointment Details, Schedule, Find Attendees, Find Locations, and Find Resources. The 'Appointment Details' tab is active. It contains a red message: 'All attendees will receive an email notification of this event.' The form fields include: * Subject: (empty), Location: ICAT Department, Show as: Busy, Mark as: Public, Time: All day event (unchecked), Start: 3/17/2010 @ 5:00 PM, End: 3/17/2010 @ 7:00 PM, Repeat: None, and Reminder: 5 minutes before. The Attendees field shows: "ICAT Guest" <icat_guest@sfu.ca>; "icat02" <icat02@sfu.ca>. The Resources field shows: ICAT Department.

Using the Schedule Tab (while creating an appointment)

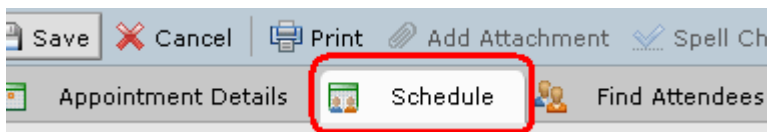
1. Navigate to the Calendar tab in SFU Connect.



2. Click the 'New' button on the top left.



3. Click on the Schedule tab.



- Choose the desired start/end date and time.

The screenshot shows the 'Appointment Details' window. It has two tabs: 'Appointment Details' and 'Schedule'. Under the 'Appointment Details' tab, there is a checkbox for 'All day event'. Below it, the 'Start' time is set to 19/12/2008 at 13:30, and the 'End' time is set to 19/12/2008 at 14:00. A mouse cursor is pointing at the '30' in the start time's minutes field.

Adding Attendees, Locations and Resources

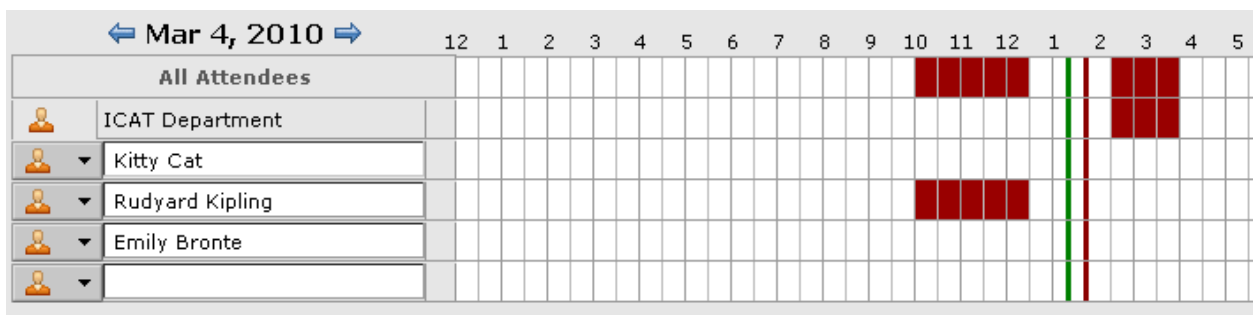
- Add all the attendees by typing in their e-mail addresses or names. You can also go to the Find Attendees, Find Locations or Find Resources tabs to search.

The screenshot shows the 'All Attendees' list. It contains four entries: 'ICAT Department', 'meow@sfu.ca', 'Rudy Kipling', and 'SH1018-TEST'. Each entry has a small icon to its left: a person icon for the first three, and a building icon for the last one.

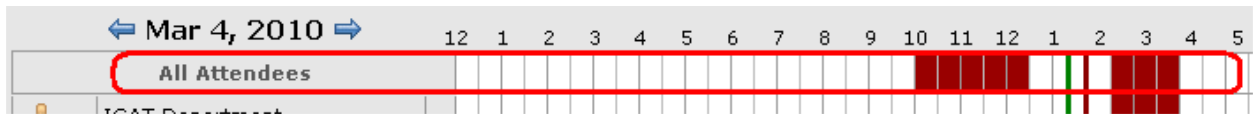
- To choose a location or resource, click on the triangle beside the 'Attendee' icon. Next, begin typing in the location or resource name.

The first screenshot shows a dropdown menu with a person icon and a triangle. A mouse cursor is clicking on the triangle. The second screenshot shows a search box with 'sh101' entered. Below the search box, a list of results is shown: 'SH1018-TEST' and 'SH1018-TEST3'. The first result is highlighted in yellow.

- The attendees' free/busy schedules will then be displayed. The green line indicates the proposed start time and the red line indicates the proposed end time.



8. See the All Attendees row for a consolidated view of the availability of all of the attendees, resources and locations you've added.

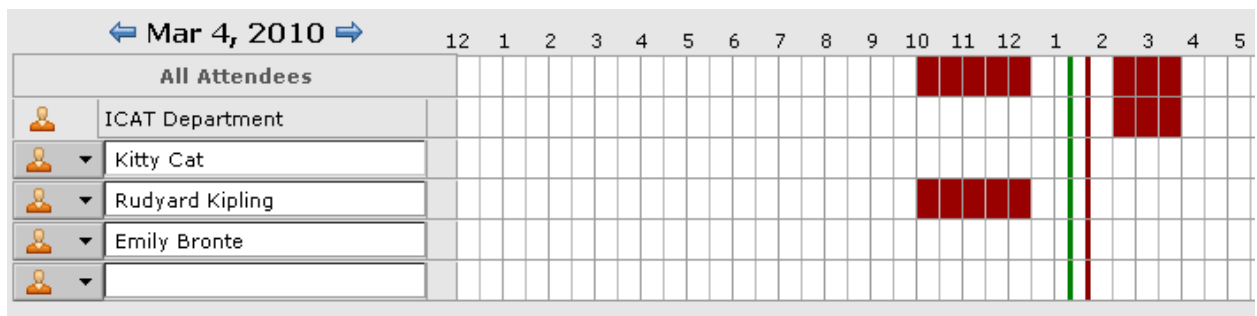


Adjusting Start/End Date and Time

9. You may adjust the start and end dates/times to suit the availability of all attendees, locations and resources. The vertical green line (indicating start time) and the vertical red line (indicating end time) will update accordingly.

Start: 19/12/2008 @ 12 : 00
End: 19/12/2008 @ 12 : 30

10. Here is an example of a time slot that suits all attendees, locations and resources, where there is a white space between the green vertical and the red vertical line.



Related How-to Guides

For instructions on how to:

- Create a new appointment, see 'Creating Appointments'
- Navigate various calendar view options, see 'Calendar View Options'