



How-To Guide

Calendar View Options

Last updated: March 2010

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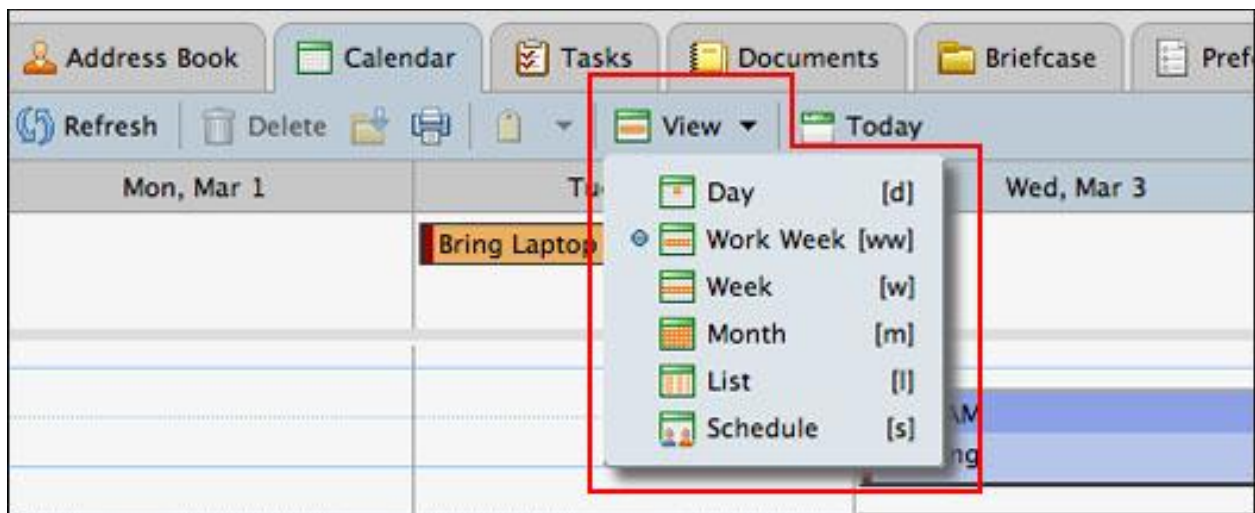
Navigating the Calendar Views

The SFU Connect calendar offers several different calendar view options. The choice of which one to use is based on personal preference. The available options are: Day, Work Week, Week, Month, List, and Schedule.

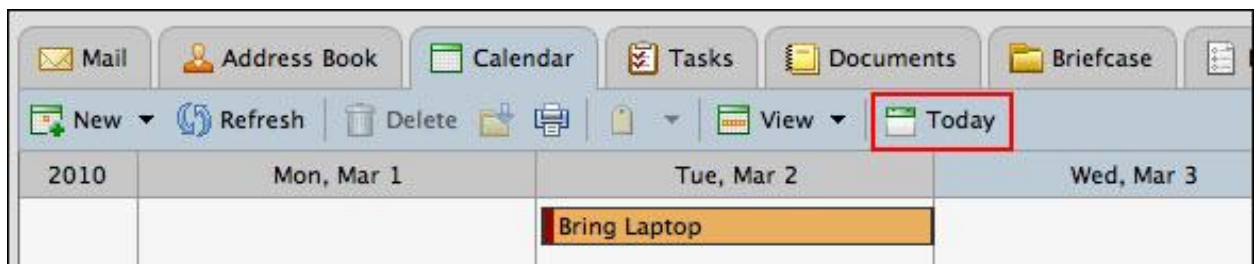
Tip:

To set your default calendar view (i.e., the one that displays every time you sign on), go to Preferences, choose 'Calendar' on the left side, choose your Default View from the drop down menu, and click 'Save'.

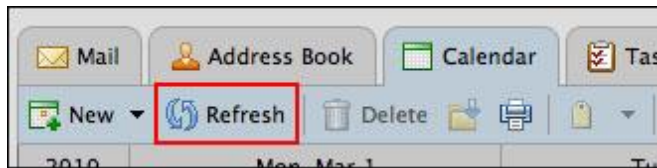
You may use the drop down menu to change views, or use keyboard shortcuts (indicated beside the drop down menu options).



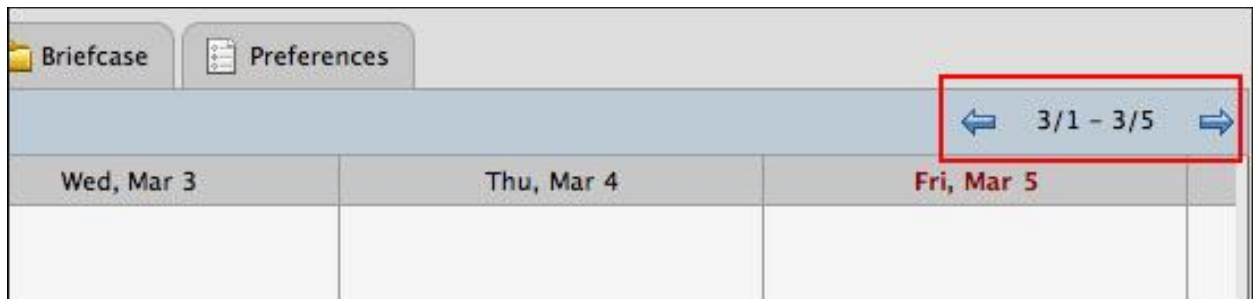
To return to the current day or time in any view, click on the 'Today' button, located to the right of the view options drop down menu.



To refresh any calendar view, click the 'Refresh' button, located between the 'New' and 'Delete' buttons.



To scroll forward or backward in the current view, click on the left and right arrows located on the right hand side of the toolbar.

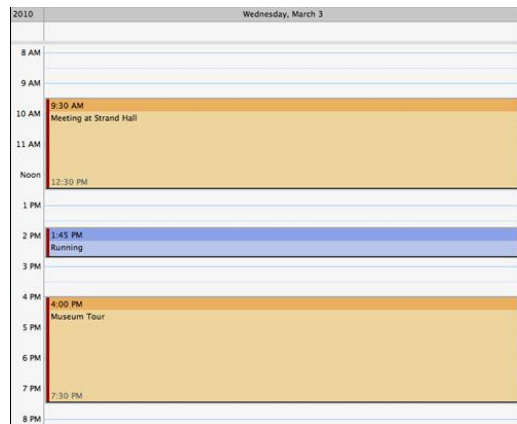


Tip:

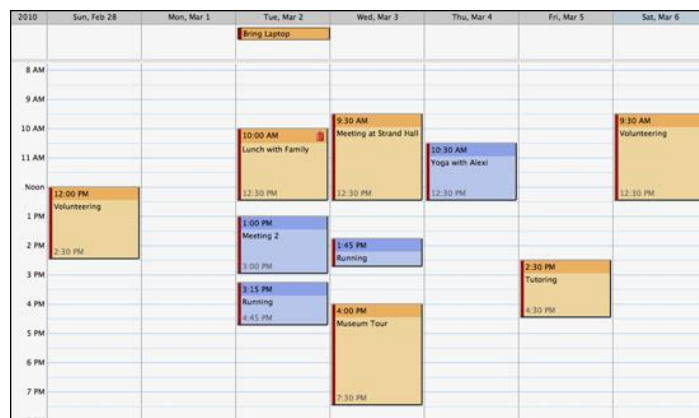
For quicker navigation through calendar months or years, use the mini-calendar: click on the single arrows to scroll by month, and the double arrows to scroll by year.

Day, Week and Work Week

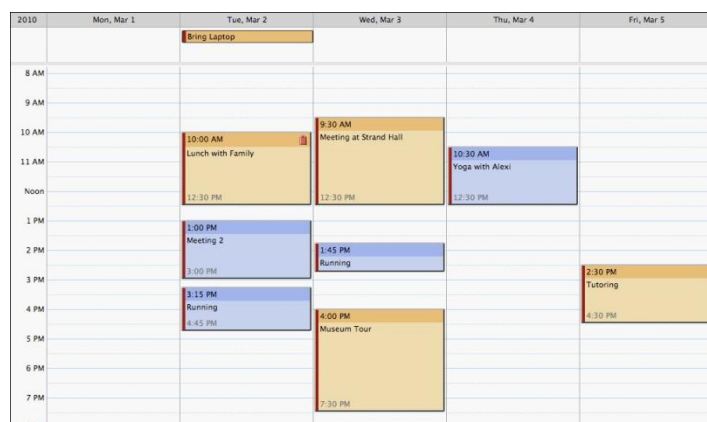
Day View gives you an overview of all your appointments in the specified day.'



Week View gives you a 7-day week overview of your appointments.



Work Week View is similar to Week View differing only in that it excludes Saturday and Sunday.



Month

Month View displays an overview of all your appointments in the specified month.

March 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2/28	3/1	2 Bring Laptop 9:30 AM Meeting at Strand Hall 10:00 AM Lunch with Family 1:00 PM Running	3 9:30 AM Meeting at Strand Hall 1:45 PM Running 4:00 PM Museum Tour	4 9:45 AM Yoga with Alexi	5	6
7	8 10:30 AM Volunteering	9	10 2:30 PM Biking	11	12	13
14	15	16 10:30 AM Reunion meeting	17	18	19 4:30 PM Doctor's Appointment	20
21	22 11:30 AM Running 5:30 PM Volunteering	23	24 11:30 AM Tae Kwon Do	25	26	27
28	29 5:30 PM Dentist Appointment	30	31 11:30 AM Tae Kwon Do	4/1	2	3
4	5	6	7 11:30 AM Tae Kwon Do	8	9	10

Inside of **month view**, you can click on a cell to activate the **fish-eye view**, which zooms in to display the appointments in that particular day.

To close the fish-eye view, click the small red “x” button on the top right corner of the activated cell.

7		8	9	10
14		15	16	17
21	2010	Monday, March 22	23	24
	Noon	11:30 AM Running		
	1 PM	1:30 PM		
	2 PM			
	3 PM			
	4 PM			
	5 PM			
	6 PM	5:30 PM Volunteering		
	7 PM			
	8 PM	8:00 PM		
28		29	30	31

List

List View displays your appointments within a two-week time frame.

This view also allows you to easily move, delete, tag, or print multiple selected appointments.

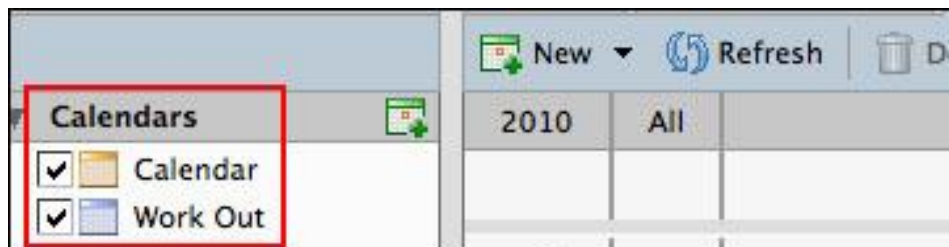
<input type="checkbox"/>		Subject		Calendar
<input type="checkbox"/>		Reunion meeting		Calendar
<input type="checkbox"/>		Doctor's Appointment		Calendar
<input type="checkbox"/>		Running		Work Out
<input type="checkbox"/>		Volunteering		Calendar
<input type="checkbox"/>		Tae Kwon Do		Work Out
<input type="checkbox"/>		Dentist Appointment		Calendar
<input type="checkbox"/>		Tae Kwon Do		Work Out

Schedule

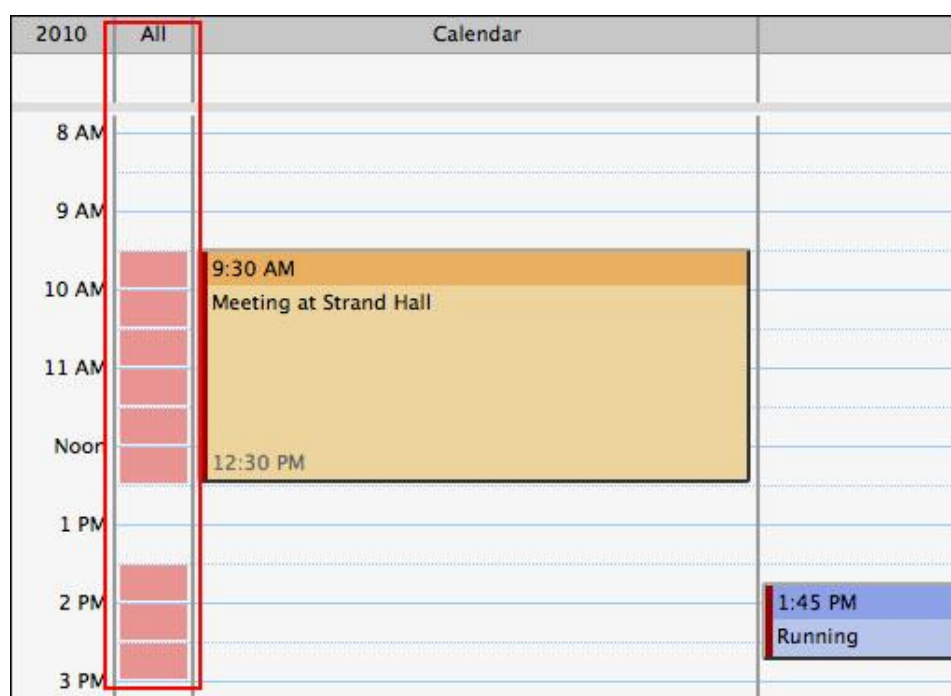
Schedule View displays an overview of appointments in a specific day from one or more calendars.

2010	All	Calendar	Work Out
8 AM			
9 AM			
10 AM		9:30 AM Meeting at Strand Hall	
11 AM			
Noon		12:30 PM	
1 PM			
2 PM			1:45 PM Running
3 PM			
4 PM		4:00 PM Museum Tour	
5 PM			
6 PM			
7 PM		7:30 PM	
8 PM			

To show or hide calendars, check or uncheck them in the calendar listed on the left hand side.



The 'All' column indicates your free/busy status: The more appointments you have during that time frame (based on the calendars shown in the view, including shared calendars), the deeper the shade of red the cell will display.



Related How-to Guides

For instructions on how to:

- Print calendar entries from different views, see 'Printing Calendar Entries'
- Check availability for people, rooms and resources, see 'Checking Availability'