



SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

SFU Connect Calendar

How-To Guide

Viewing a Calendar with the Free/Busy Link

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Accessing the Free/Busy Link

What is the Free/Busy Link?

The screenshot shows a monthly calendar for January 2009. Each day of the month is represented by a box, and within these boxes, specific time intervals are highlighted in orange to indicate when the user is busy. The calendar includes a header with navigation links for Day, Work Week, Week, Month, and Today, and a date selector for January 2009. At the bottom, there are links for 'USER_ROOT.ics' and 'GMT -08:00 US/Canada Pacific'.

The **Free/Busy Link** allows any user to view free/busy information on another person or resource while hiding the details of the person or resource's meetings and events. It is a cumulative view of busy time slots for an account's calendars, i.e., if a person had several calendars that report free/busy information, it would be included in the Free/Busy link.

Different calendar views are available: Day, Work Week, Week and Month.

With the Free/Busy Link, you can then view multiple calendars in separate browser windows. However, it is still recommended that you use the Schedule tab under the Appointment Creation Menu to schedule multiple attendees in a meeting.

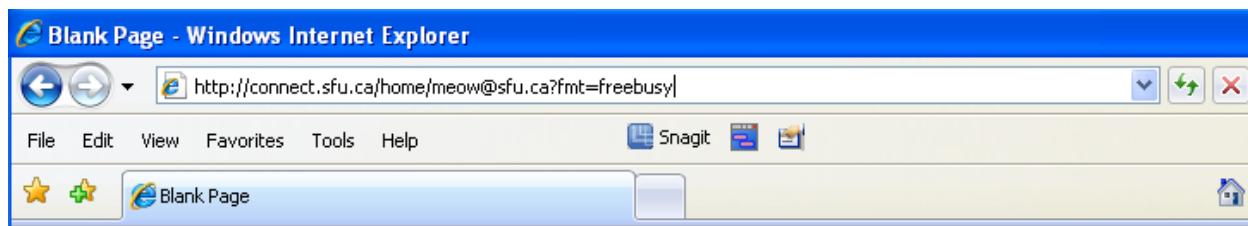
Notes: In order to use the Free/Busy Link, you will need to know the SFU e-mail address of the person or resource account (e.g., `kipling@example@sfu.ca`). The Free/Busy Link only allows you to view busy time slots; editing is not allowed.

How to Access the Free/Busy Link

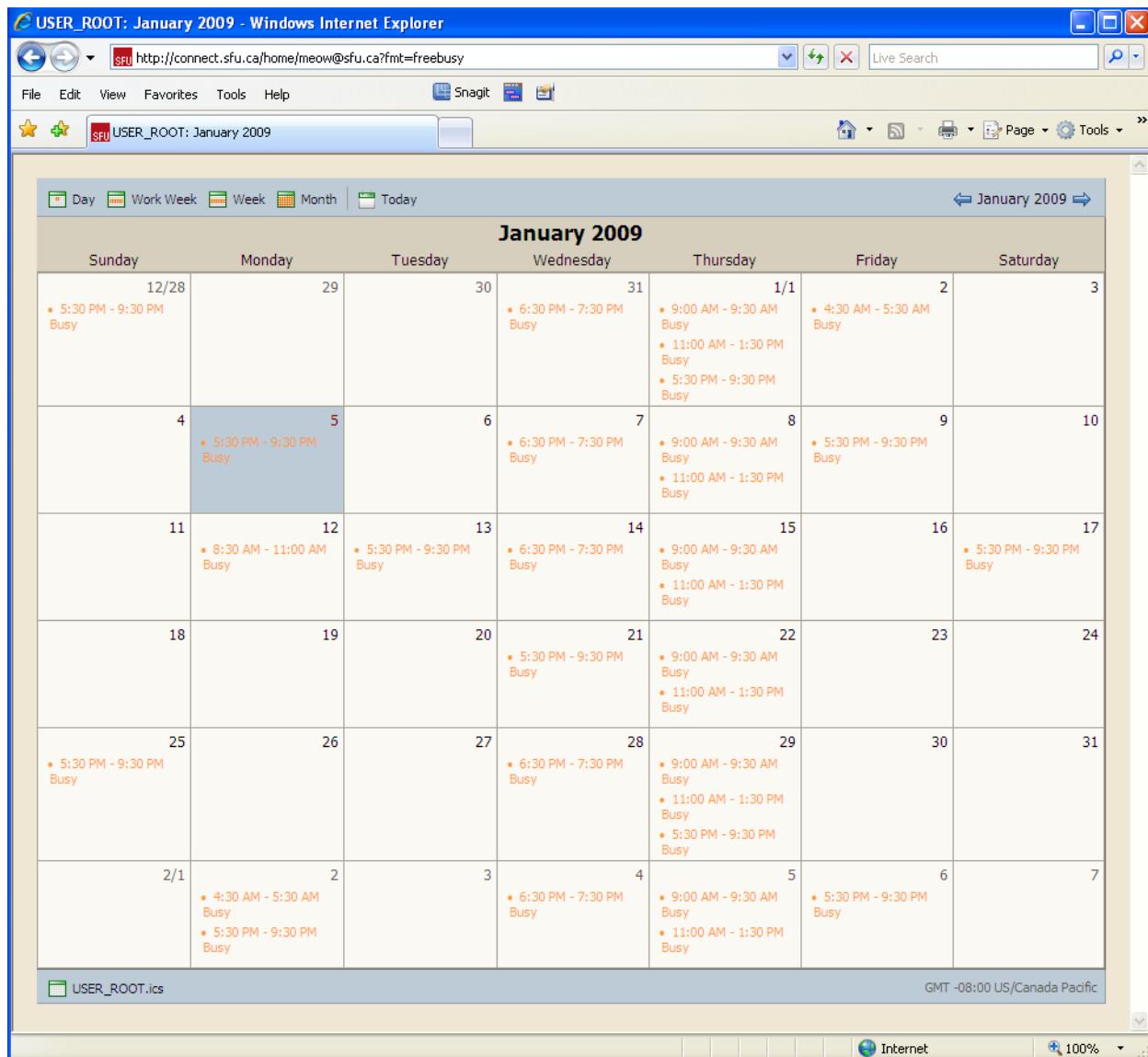
1. The Free/Busy Link exists in the following form:
[http://connect.sfu.ca/home/\[SFUemailaddress@sfu.ca\]?fmt=freebusy](http://connect.sfu.ca/home/[SFUemailaddress@sfu.ca]?fmt=freebusy)

Replace `[SFUemailaddress@sfu.ca]` with the SFU e-mail address of the person or resource. For example, if you would like to view the calendar of `meow@sfu.ca`, the link would be:
<http://connect.sfu.ca/home/meow@sfu.ca?fmt=freebusy>

2. Enter this link into a new browser window and press enter.



3. By default, the account's Month View will display. Note that the details of all meetings are hidden and only the busy or tentative time slots are shown. The highlighted box indicates the current day.



The screenshot shows a monthly calendar for January 2009. The days of the week are labeled at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The days of the month are listed in a grid. Each day cell contains a list of time slots marked as 'Busy' or 'Tentative'. The day '1/1' is highlighted with a yellow background, indicating it is the current day. The browser interface includes a toolbar, menu bar, and status bar at the bottom.

4. Click on these buttons to access the different views of the calendar. Click 'Today' to go to the current time or date in any calendar view.



Below is an example of Work Week view:

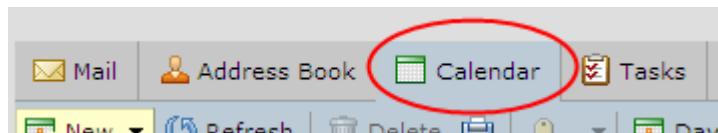
2009	Sun, Jan 4	Mon, Jan 5	Tue, Jan 6	Wed, Jan 7	Thu, Jan 8	Fri, Jan 9	Sat, Jan 10
8:00 AM							
9:00 AM					9:00 AM Busy		
10:00 AM							
11:00 AM					11:00 AM Busy		
12:00 PM							
1:00 PM					1:30 PM		

5. If you wish to view an additional calendar's Free/Busy Link, open a new browser window and enter the link with the other account's e-mail address.

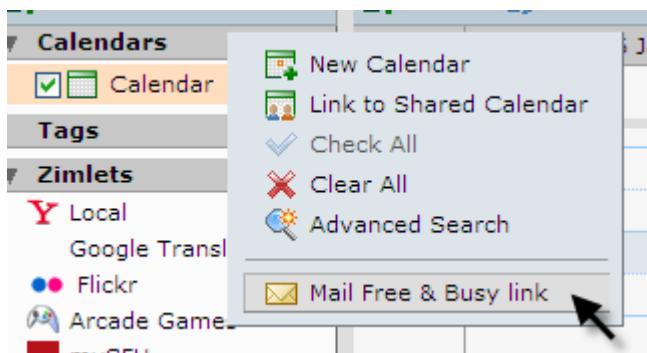
Sending Your Own Free/Busy Link

Note: The Free/Busy Link only allows users to view busy time slots on your calendar; it is not a share. Please see our *Sharing Calendars* How-To Guide for more information regarding shares.

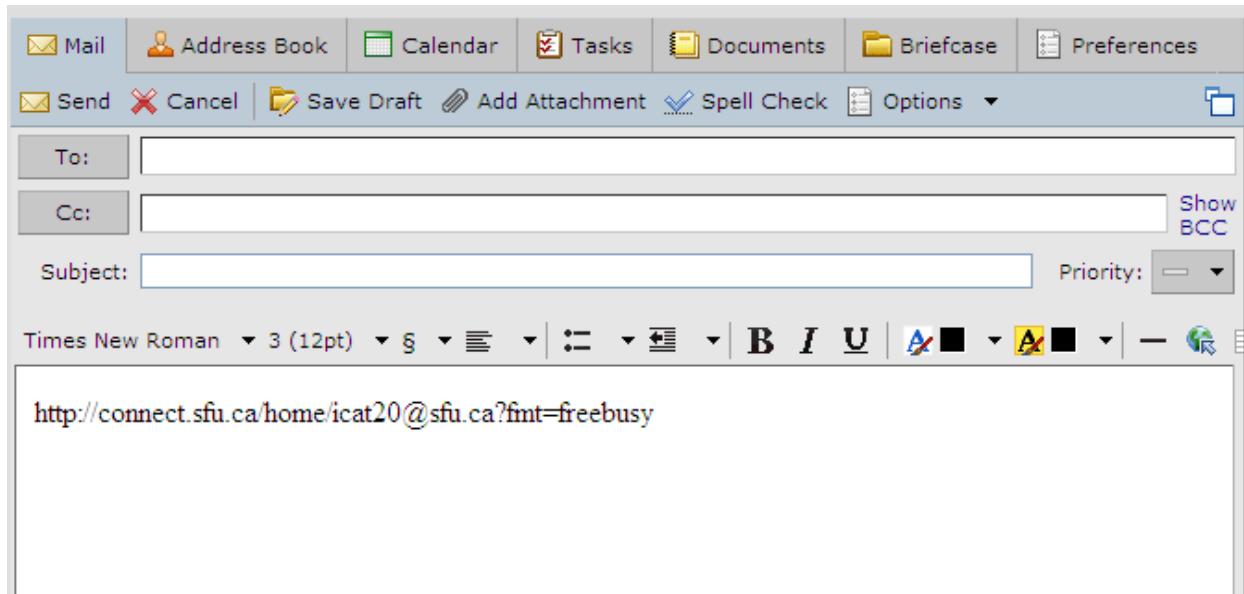
6. Navigate to the Calendar tab in SFU Connect.



7. Right click on the **Calendars** heading. Choose 'Mail Free & Busy link'.



8. A new message composition screen should appear with the Free/Busy Link in the body of the message. Fill in the *To:* and *Subject:* fields and click 'Send' to send the message.



The recipient of the message can click on the link or copy and paste it into their browser.