

Zimbra Calendar

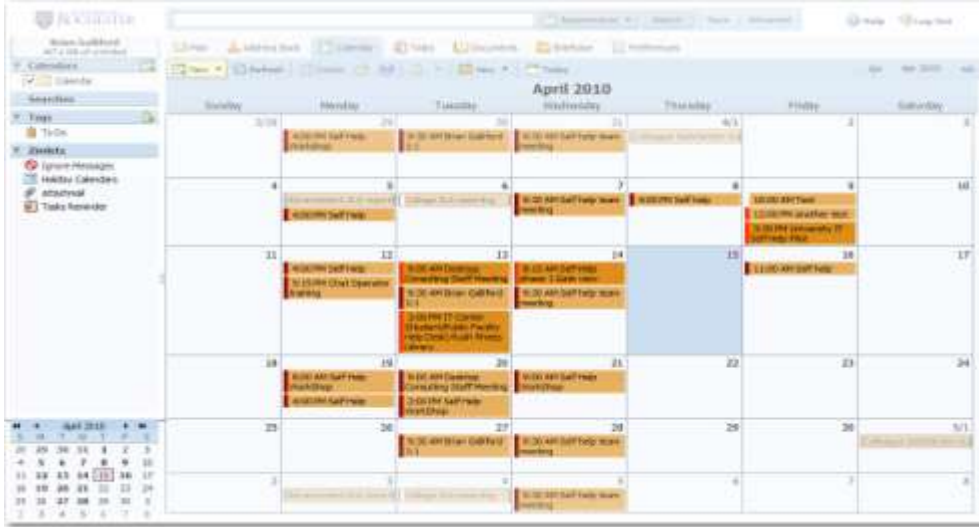
Quick Reference Card



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Zimbra Calendar – Workspace (<http://z.rochester.edu/>)

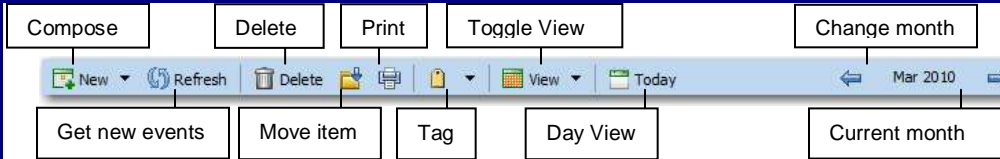
Calendar Shortcuts



Edit Event	<E>
Quick Appt.	<Q>
Refresh	<R>
Go to Today	<Y>
Day View	< D>
Week View	< W>
Work Week	<5>
Month View	<M>
List View	<L>
Scheduling	<S>
Close	<Esc>
New Calendar	<N> + <L>
New Item	<N>
New Tag	<N> + <T>
Print	<P>

For more keyboard shortcuts, click the 'Preferences' tab and then choose the 'Shortcuts' tab on the left.

The Calendar Toolbar



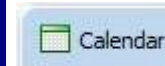
The Application Tabs



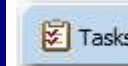
Perform all email-related tasks.



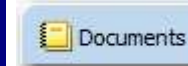
Create and maintain list of contacts.



View, share, and create calendars and appointments.



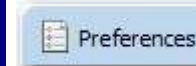
Create and complete daily tasks.



Create documents right in Zimbra.



Keep essential documents organized.



Modify Zimbra preferences.

Basic Calendar Tasks

To Change Views: Choose one of the calendar views from the View drop-down menu on the calendar toolbar.

To Schedule an Appointment: Click the **New** button. Enter subject and location, select appointment date and time, and enter email address(es) of appointment attendee(s). Add text under formatting toolbar if desired. When finished, click the **Save** button.

To Schedule a Recurring Appointment: In the Time box, where date and time are located, click the **Repeat** drop-down box and choose an option, or click **Custom** to customize the recurrence.

To Schedule an All Day Event: Check that box in the Time box.

To Invite Guests to a Meeting: While creating an event, click the **Find Attendees** tab. You may search your Address Book or the Global Address List for attendees. Select desired attendees and click the **Save** button.

To Share a Calendar: Right click on the calendar name and click **Share Calendar**. Select a user type, enter the email address(es) of those you're sharing with, select a role (if applicable), and click the **OK** button.

To Re-Schedule an Item: Double-click the item, click the **Edit** button, change date and time settings, and click the **Save** button.

To Create a New Calendar: Click the drop-down box next to the **New** button, or simply type <n> and <l>.

Sharing and Delegation Reference

How do I share my calendar?

1. Right click (or CTRL + click on a Mac) on the calendar name and click **Share Calendar**.
2. Select a user type:
 - Internal users or groups – enter a valid email address in mail directory
 - External guests – enter the email address and the password that users must enter
 - Public – anyone can view the calendar without the password
3. Enter the email address(es) separated by semi-colon(s).
4. Select the access permissions in role area (if applicable)
5. Select the type of message to send.
6. URL information to share:
 - ICS – allow export/import into any calendar program and allow 'static' copy.
 - VIEW – HTML is a dynamic version with up-to-date look at person's calendar.

How do I access a calendar that someone shares with me?

Click its select box in the Calendar view to see displayed appointments and meetings. If you have Manager permission you can schedule appointments and meetings.

How do I schedule an appointment or meeting?

There are several ways to schedule an appointment or meeting:

Use the appointment details tab:

1. Right click on the toolbar and click the arrow on New .
2. Select New appointment
3. Specify the required information(s)
4. Use the **QuickAdd** Appointment dialog.
5. Drag/drop a message from the inbox to the mini-calendar.

How do I change an event that is on the wrong calendar?

1. Right click on the event and choose **Move**.
2. In the dialog box that opens, choose the correct calendar, then click **OK**.

How do I use the Find Attendees tab?

1. Click **Find Attendees** in the Calendar View.
2. Type the name into the Find field
3. Select the list to use from Source menu
4. Click **Search** to select from the name(s) displayed.
5. Click either Add All or Add
6. Click **Save**

How do I use the Schedule tab?

After selecting attendees, click **Schedule** in the Calendar View and use the Key area to determine free/busy time

1. Click **Schedule** in the Calendar View.
2. Use the Key area to determine the free/busy time for each attendee

The column beside the attendees identifies the following:



Indicates that the attendee has not accepted the invitation yet



Indicates a location



Indicates a resource

How do I schedule a meeting on a shared calendar?

To schedule a meeting on a shared calendar, you must have Manager's permissions for the shared calendar. Then, from the shared calendar:

1. Follow the steps to schedule an appointment or meeting

How do I schedule a recurring appointment, meeting, or event?

1. Select an option from the **Repeat** drop-down menu on either the QuickAdd Appointment dialog or the Appointment Details tab.
2. Click **Customize** to display the Custom Repeat dialog.
3. Select options from the Custom Repeat dialog as necessary.
4. Click **OK**.