

# **Yours, Mine, and Ours....**

## **(Calendars)**

**How do I give others permissions in my calendar?**

**How can I access someone else's calendar?**

**How can I see events in someone else's calendar?**

**How can I add events to someone else's calendar?**

**How can I invite others (and other calendars) to events?**

**How can I pass the buck (mail tasks to others)?**

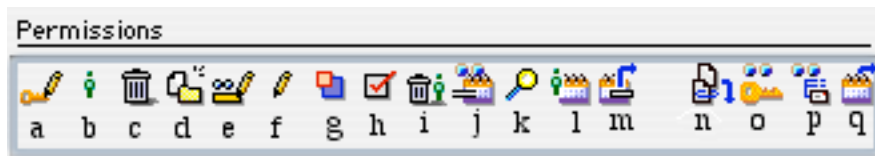
---

**<<<How do I give others permissions in my calendar?>>>**

Think of the chaos that would result from everyone being able to see and edit everyone else's calendar. Fortunately, our calendars are set up with very conservative security settings to start.

Individual users have to purposefully give others **permission** to do anything with their personal calendar.

- Here's what you can allow others to do in your calendar:



**a--Edit permissions:** Can edit your calendar's Permissions form. This includes adding users and groups at "Who", and adding users at "List of subscribers".

**b--Moderator:** Just gives a user a Moderator label. The Approve items permission is required to let the user approve items in moderated calendars.

**c--Delete any item:** Can delete any item, including items sent by others.

**d--Create items:** Can create events and tasks, and move items into the calendar.

**e--Edit read-only items:** Can edit items that are not normally editable. For this permission to work, the Edit items permission must also be selected. Be cautious about selecting the Edit read-only items permission, because it overrides normal FirstClass operation.

**f--Edit items:** Can edit any event or task.

**g--Save window and view properties:** Can change the default position, size, and view properties of the calendar window. Be cautious about selecting this permission, because a user with this permission is dictating the default calendar view for other users.

**h--Approve items:** Can open and approve unapproved items. Items sent by users with this permission are automatically approved.

**i--Delete own items:** Can delete and change the properties of their own items.

**j--View unrestricted details:** Can see the details of items with a sensitivity of Normal.

**k--Search items:** Can search the calendar.

**l--Add participants:** (applies to resource and location calendars) Can update the calendar by booking the resource or location when creating an event in another calendar.

**m--Open items:** Can open events and tasks.

**n--Download files & attachments:** Can download attached files.

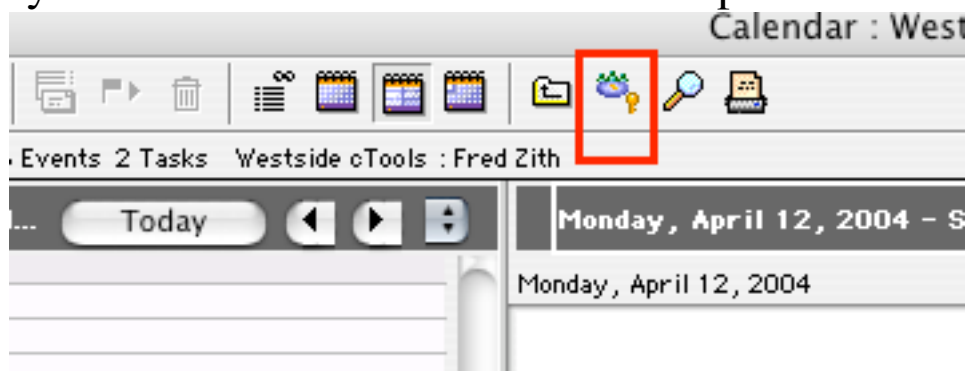
**o--View permissions:** Can view this Permissions form.

**p--View history:** Can view the history of items.

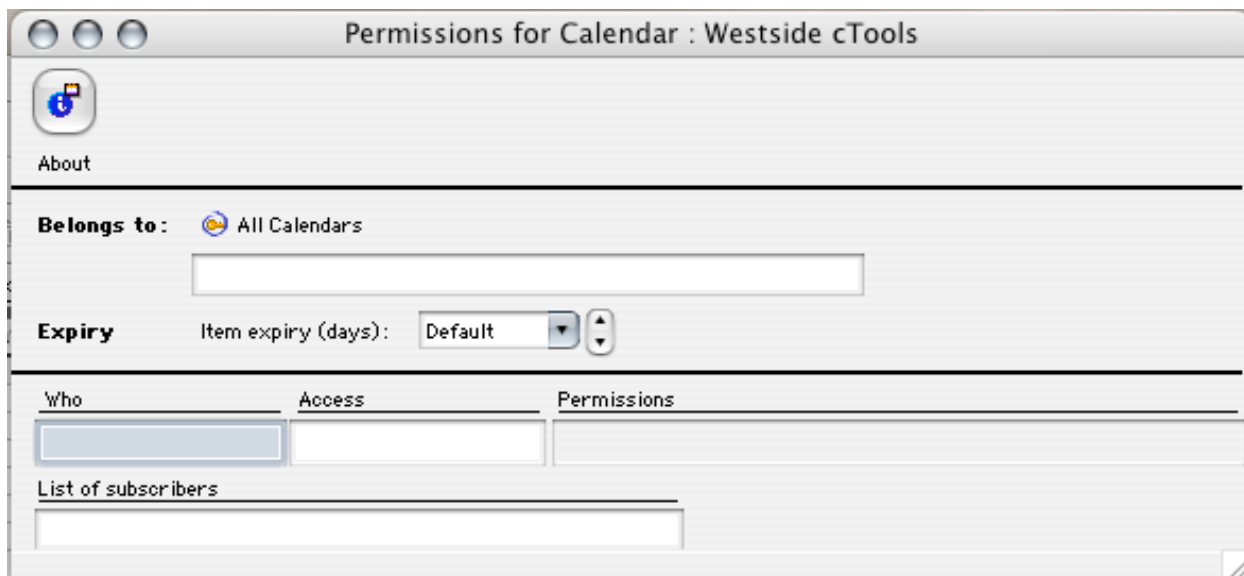
**q--Open calendar:** Can open the calendar. This lets users see the times for events and tasks, but no other details.

- Here's how to change the permissions for your calendar:

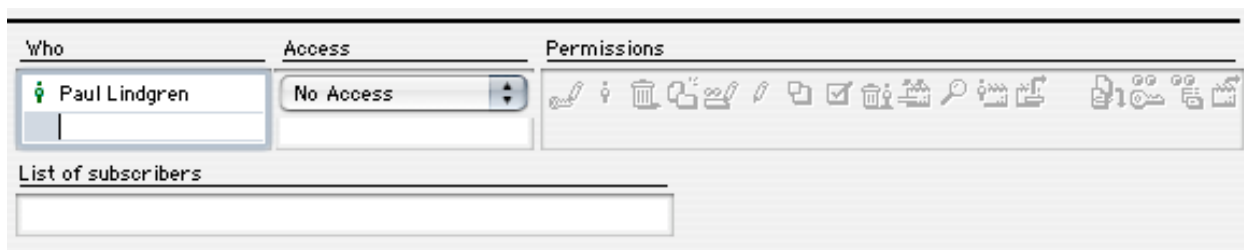
1. Open your calendar and double-click the permissions icon:



To get a screen like this:



2. After typing a FirstClass user's name in the WHO area and pressing the RETURN key, the name should multi-match and give you the following view:



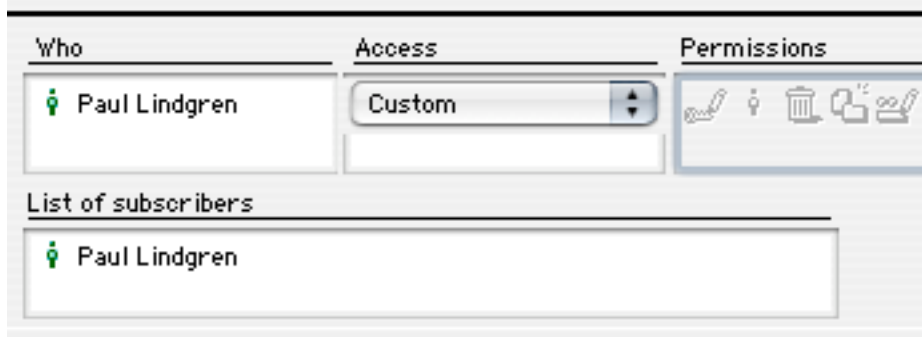
3. Click on the various permission icons to grant the capabilities that you want each user to have.

**Note!** I find the pre-set categories (No Access, See Times, etc.) in the Access area to be somewhat confusing. **It is much easier to just click on the icons for the individual permissions I want to give.** If you hold your mouse over any of the icons long enough a concise pop-up descriptor will appear. If that is not

enough, refer to the previous section in this handout or go to the “help” menu for this screen.

4. Subscribe other users to your calendar (optional).

**Subscribing will put a copy of your calendar on their FirstClass desktop.** If you decide that this is what they want, simply multi-match their name in the “List of Subscribers” area.



Your calendar should immediately appear on the secondary user’s desktop. **Note!** It will look just like their own personal calendar so it is usually a good idea for them to use the old “Apple-i” to re-name the calendar or even choose an alternate icon for it. For example, Karen Campisi uses the Homer Simpson icon for the copy of Kent Kingston’s calendar that she has on her desktop.

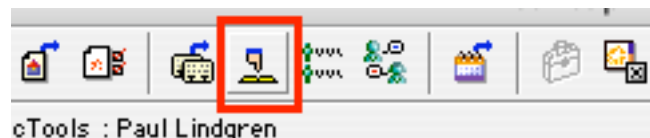


**<<<<<<How can I access someone else’s calendar?>>>>>>**

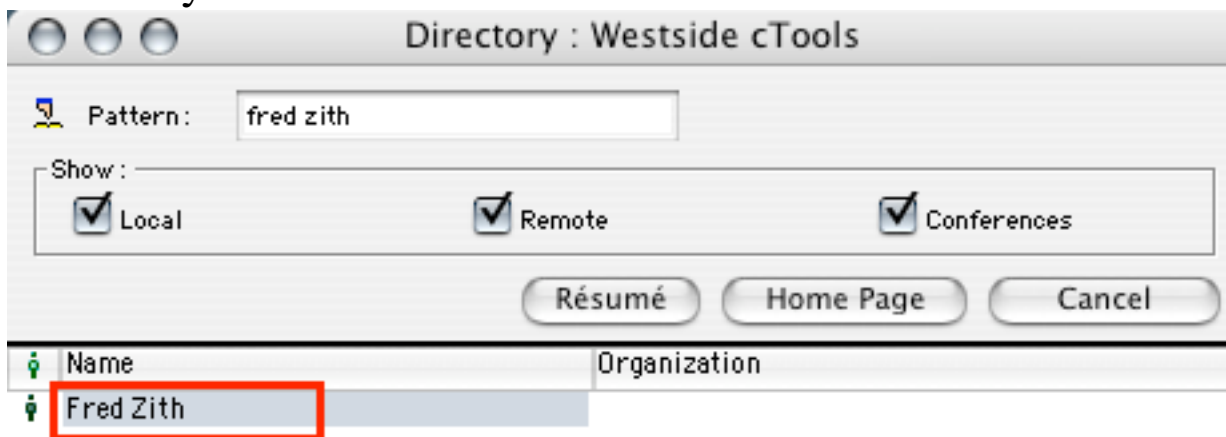
There are three ways (that I know of) to interact with someone else's calendar. Each of them **assumes that the owner has granted you some level of access through their calendar's permission settings** (see "permissions" section above).

**First Method:** If the owner has subscribed you to their calendar it will be on your desktop (again, see "permissions" section above). Depending on the level of access granted you, you should be able to open their calendar or even open individual events.

**Second Method:** Open the FirstClass Directory by clicking on the directory button in your FC desktop toolbar:



In the Pattern area, multi-match the name of the person whose calendar you would like to access.



While holding down the control key on your keyboard, click on the person's name. From the menu that appears, select "Open User Calendar" and release.

That user's calendar will be opened up for you. When you are finished, close the calendar window. **Note!** The advantage to this method over subscribing is that your desktop is not cluttered up with an additional icon.

**The Third Method** of calendar access involves publishing it to the web. That process is for another time.

### **<<<How can I add events to someone else's calendar?>>>**

**Reminder!** Permissions must be set on the other person's calendar to allow you open and add to their calendar. You also must either be subscribed to the calendar by the owner or access it through the directory (see section on access above).

1. Open the other person's calendar (use the directory method or open one to which you are subscribed).
2. Add events just as you would add an event to your own calendar.

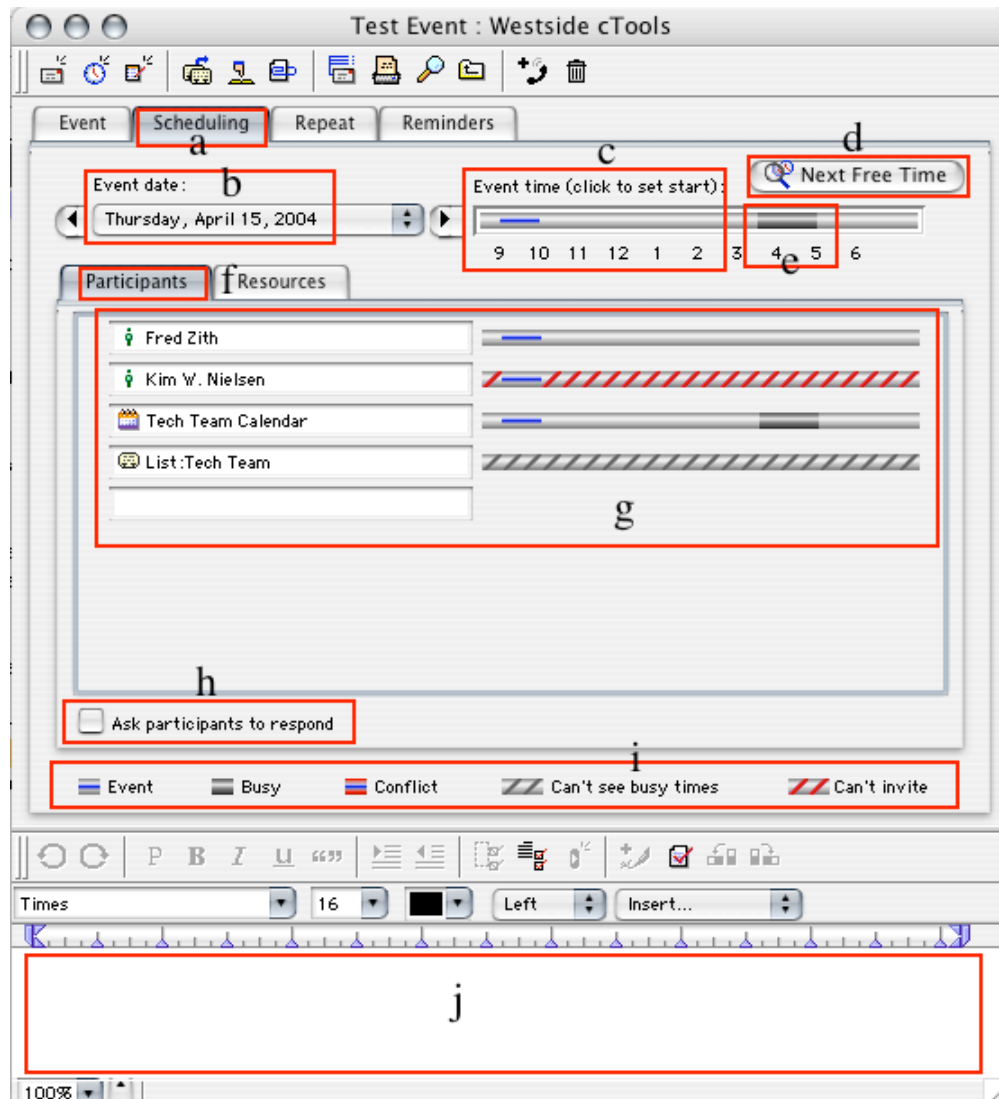
### **<<How can I invite others (& other calendars) to events?>>**

The invitation capabilities of the FirstClass calendar are fairly sophisticated and can be helpful in finding common available

times for meetings. **Note!** The description of this process assumes that calendar permissions have been set appropriately (see info above on permissions).

1. Create a new calendar event or open an existing one.
2. Click the Scheduling tab (see image on next page).
3. Multi-match names in the Participants area to invite them.
4. Close the event's window to complete the process.





### Additional Notes

- a--Schedule tab. Click this to get to screen to invite others.
- b--Event date. Click here to change event date.
- c--Timeline. Click at points along here to alter start time.
- d--Next Free. Will find a common free time among Participants.
- e--Conflict. Gray shows a time that won't work for a participant.
- f--Participants Tab.
- g--Participants area. Conflict status shown at right of each name.
- h--Response Checkbox. Gives participant option to refuse.

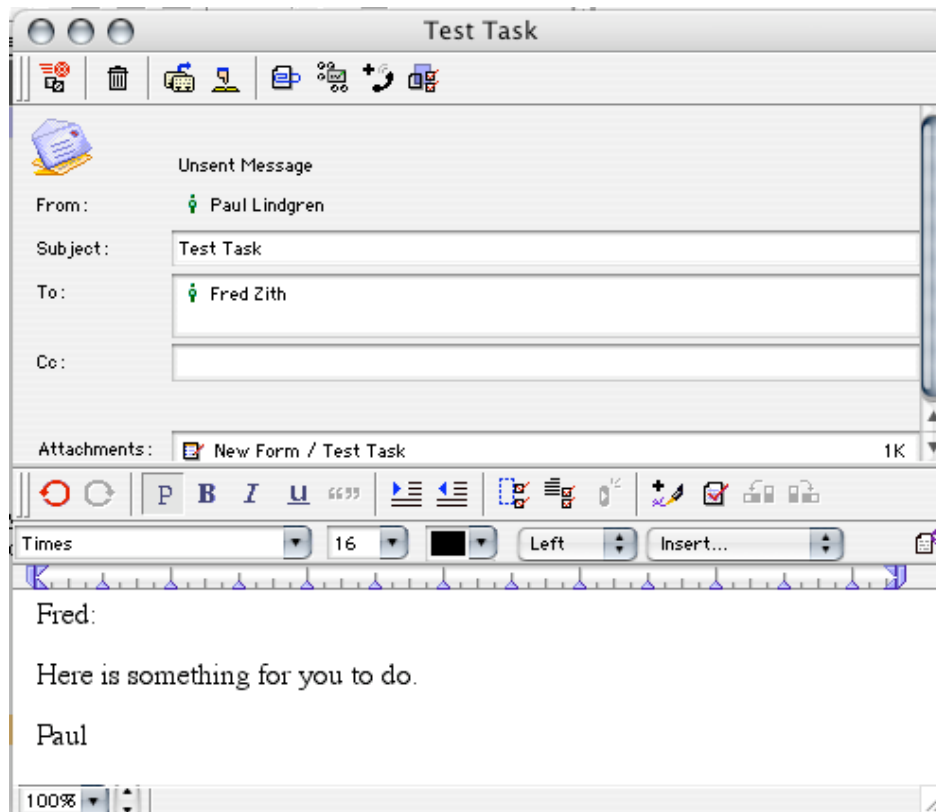
i--Key. Shows what the different status bars mean.

j--Text Area. Place to enter notes and additional information.

### **<<<<How can I pass the buck (mail tasks to others)?>>>>**

So you've got a task that you want some help with.

1. Create the task in your own calendar.
2. Create a new message and address it to the individual(s) to whom you want to distribute the task.
3. Click on the task and drag it to the gray header of the message ( a copy of the task will be added to the message as an attachment).



4. Send the message.

5. The recipient can then drag the task from the message to their own calendar.

**Note!** This will also work for calendar events.