***ZIMBRA PROGRAM INFORMATION AND PROCEDURES***

We encourage everyone to use their “Zimbra” calendar. If you choose to use the “Thunderbird” calendar, you will not have full communication access with others using Zimbra.

***General Information***

The Zimbra Calendar lets you track and schedule your appointments, meetings, and events. You can switch between multiple views, drag and drop to move events from one calendar to another and share your calendars with others.

Calendar View

To open Calendar, select the **Calendar** tab in Zimbra. The Work Week view is the default and is displayed when Calendar is opened the first time. The Calendar includes an Overview pane that lists your calendars and an Appointment area that shows your appointments.



You can change which view is displayed when Calendar is opened from the **Preferences tab > Calendar** folder.

You can change your view from the **Calendar** toolbar, to see activities for a day, work week, full week, or month. Changing the Calendar view from the toolbar only changes the view for that session.



***Using the Program***

•**Appointments**. An appointment is an activity without other people. When you schedule an appointment, no email is sent to confirm the appointment. You can set recurring appointments. QuickAdd can be used to quickly create an appointment.

•**Meetings**. Meetings are appointments that include other people. When you create a meeting, you select attendees and send an email invitation to them. You can reschedule meetings and set up recurring meetings.

•**Events**. An event is an activity that lasts all day. Events do not display as time on the calendar–they appear as banner at the top of the calendar schedule.

All three types of activities can be entered in several ways. You can schedule an appointment from any view except Preferences. To create an appointment you can do one of the following.

To make a meeting double click on any day in your calendar

1. Enter your subject
2. Add your attendees
3. Choose a location
4. Choose your time
5. Choose the display accordingly (busy, tentative, out of office, or free)
6. Click on “send” to invite the others to the meeting. If you save (only), the meeting will not show on the calendar of others)

When you are going to be out of the office please do the following:

Make your meeting for the time you will be out (see 1 – 4 of procedure above. **Do not invite anyone**, just save the meeting. This way, anyone trying to invite you to any other meeting will see your time blocked, and know you will not be able to attend

1. In the subject area, add your name and the time you will be out
2. Notify those you need to by doing the following in the attendees section—add your Admin Support
3. In the time area, select “all day”
	* 1. Make Display “Free”. That way whoever is invited and accepts the invite, ***their*** calendar will remain open and it will not look like he or she is also out of the office.

**Now you will have your calendar blocked and also show you are not available in the notes (upper part of calendar) area.**

The default view for the calendar is private. To change your meetings view default from private to open

Go to zimbra

Click on the preference tab

On the left hand frame click on calendar

Then on the right side pane, change the "default calendar visibility" to public

To change your Admin’s access capabilities regarding your calendar, in zimbra, go to the calendar tab. If your admin support is expected to help with scheduling and/or changing your meetings, this should be done

On the left hand frame, right click on your “calendar”

Share your calendar with me (tmevans@jlab.org)

Choose the type of permissions you want me to have (if any at all)

Click okay

To add the entire group to a meeting (or email),

In the “attendees” box, type your Org code

Click on (+) on the left side of box to expand

Select the names you want