

Adding Events to the CIE Events Calendar March 24, 2005

Overview:


The “CIE Events Calendar” is located in a Public Folder of the CIE’s Exchange E-mail Server. This document explains the process by which events may be added to the “CIE Events Calendar.”

Please note:



- Microsoft Outlook considers programs/events to be “**appointments**” if shorter than 24 hours and “**events**” if twenty-hour hours or longer.
- A separate document details how the calendar may be saved in HTML format and moved (“uploaded” or “ftp’d”) to the CIE’s web site.

The document assumes the user has:

- (a) a **CIE user account**;
- (b) a **CIE Exchange e-mail account**;
- (c) an **Outlook client** installed on her/his computer, configured for access to her/his CIE Exchange e-mail account; and
- (d) general familiarity with the use of **Outlook’s calendar**. An online tutorial may be consulted at:
 - <http://office.microsoft.com/training/training.aspx?AssetID=RC011550431033>

1. Open **Microsoft Outlook** on your CIE desktop computer by clicking on its icon  on your desktop or your Windows Start menu.

2. Open, if necessary, your **Outlook Folder List** panel. Look inside the folder list (Figure 1).

- A “**Public Folders**” icon  should appear at the bottom of the list. [If not, enter Ctrl+6 to display the icon]. Click on the “**Public Folders**” icon.
- An “**All Public Folders**” icon  should appear. Click on that icon.
- A list of all CIE public folders should be displayed (Figure 2).

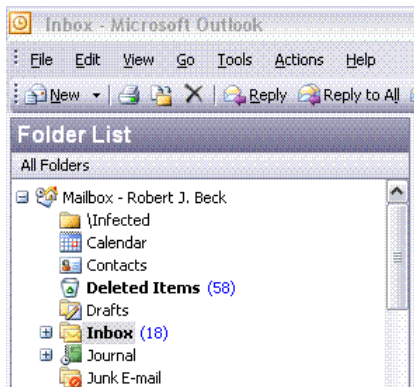


Figure 1

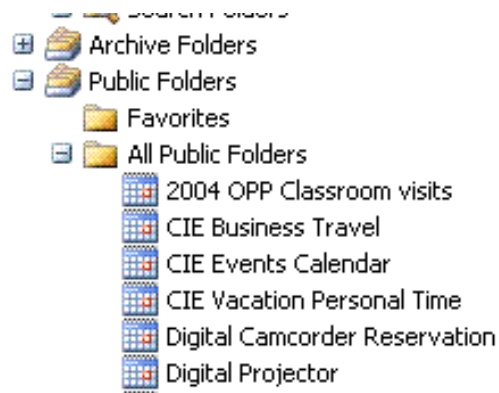





Figure 2

3. A “**CIE Events Calendar**” icon  should appear near the top of the list of all CIE public folders. Click on that icon.

- The CIE Events Calendar should open and be displayed.

4. To add a **program of shorter than twenty-four hours** (an Outlook “appointment”) to the CIE Events Calendar:

- On the **File** menu  (or Alt+F), point to **New** (or Alt+W), and then click **Appointment** (or Alt+A).
 - Alternatively, you may click the “New Appointment” icon  located at the far left of Outlook’s “Standard” toolbar, located by default immediately below Outlook’s menu bar.
- A New Appointment Window will open (as in Figure 3):

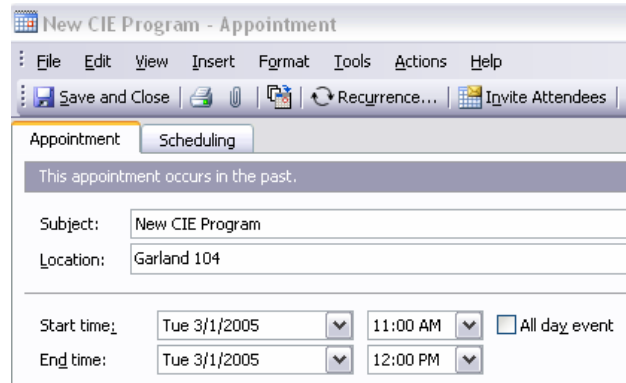


Figure 3

- In the **Subject** box, type a description of the program (for example, “New CIE Program”)
- In the **Location** box, enter the location of the program (for example, “Garland 104”).
- Enter start and end times of the program, using the drop-down boxes.
- Select any other options you want. For example, you may often wish to add program details in the text box, as in Figure 4:

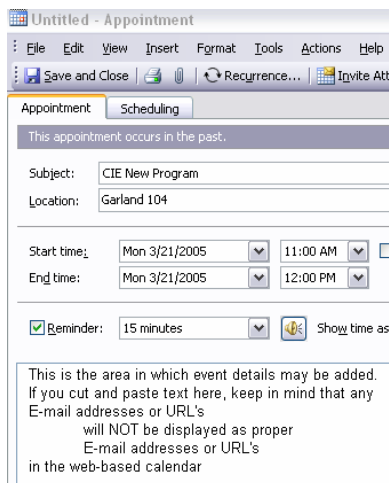


Figure 4

- To make the appointment recur, click **Recurrence**.
- Click the frequency (**Daily, Weekly, Monthly, Yearly**) with which the appointment recurs, and then select options for the frequency.
- Click **OK**.
- Click **Save and Close**.

5. To add a **program of twenty-four hours or longer** (an Outlook “event”) to the CIE Events Calendar:

- In **Calendar**, on the **A**ctions menu **A**ctions (or Alt+A), click **New All Day E**vent (or Alt+E).
- In the **S**ubject box, type a description.
- In the **L**ocation box, enter the location.
- Select any other options you want.
- If the event lasts longer than one day, change the values in the **S**tart time and **E**nd time boxes.
- To make the event recur, on the **A**ctions menu, click **R**ecurrence, select the options you want, and then click **O**K.
- Click **S**ave and **C**lose.
- **Tip:** In **D**ay/**W**eek/**M**onth view, you can quickly create an event by double-clicking the date heading of the day of the event.

6. Once you have completed your entry of programs, you may simply leave the “CIE Events Calendar” (while keeping Microsoft Outlook open) or you may completely close the Outlook program. The “CIE Events Calendar” has now been successfully updated.