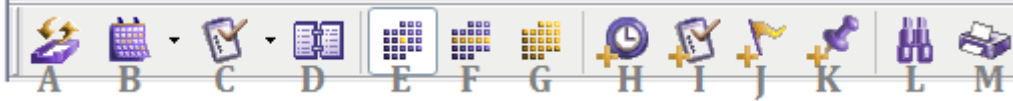


# Oracle Calendar: An Introduction

## Toolbar Buttons



- A. Open In-Tray – this option opens a listing of events you’re scheduled or invited to.
- B. My Agenda – this opens your personal agenda.
- C. My Tasks – this opens your personal tasks list.
- D. Open Contacts – these are only within Oracle Calendar, but be useful to you.
- E. Single Day View – set the timeframe to only one day.
- F. Week View – set the timeframe to a week.
- G. Month View – set the timeframe to a month.
- H. Add Meeting – add a new meeting.
- I. Add Task – add a new task.
- J. Add Event – add a new event (which last 1 or more full days, i.e. vacations.)
- K. Add Daily Note – add a note about a specific day.
- L. Search – search the calendar for events, tasks, events, and notes from many options.
- M. Print – print the currently displayed calendar to your specifications.

## Terminology

**Agenda** – the agenda is a calendar. It includes meetings, tasks, events, and notes that are relevant to the calendar.

**Meeting** – a time set aside for a meeting, which is defined typically in minutes or hours.

**Tasks** – duties or projects scheduled to complete over a period of time.

**Event** – an event extends at least one day, but possibly more. This includes holidays, breaks, festivals, and vacations to name a few.

**Note** – notes are applied to specific times as reminders or information regarding whatever is happening at that specific time. (They are semi-redundant.)

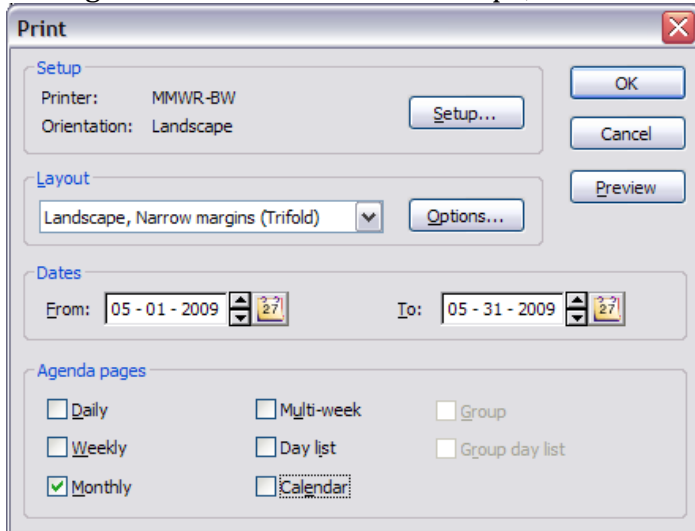
**Resources** – shared locations that have their own calendar, so that people can schedule to use the location without overlapping.

## Logging-In

Find the Oracle Calendar program in your programs list. Use your Willamette network/email login and password to open your calendar. Be sure the “Connect to:” is set to Willamette.

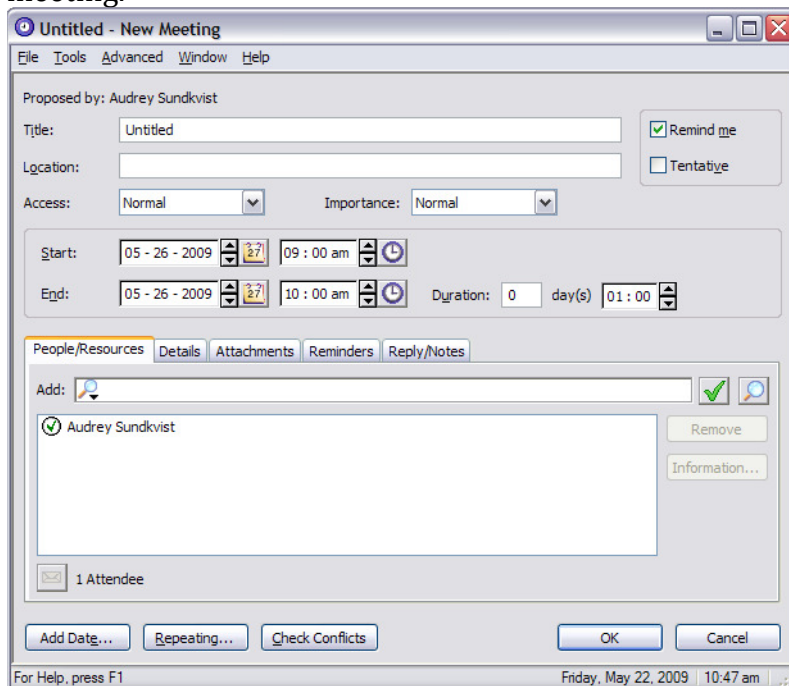
## Print the Calendar

Set your calendar with all of the events you would like printed on it. Then click the Print button (M) or go to the File > Print option in the menu bar. You can then choose your print settings. I recommend the “Landscape, Narrow Margins (Trifold)” option. Click “OK” to print.



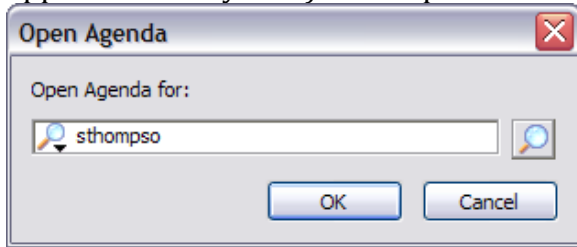
## Adding an Meeting

Click on the Add Meeting button (H) or right-click on the calendar and choose “Add Meeting” from the options. Fill out the information about the meeting with as much detail as desired. You can invite other people and resources to the meeting by typing the name in the “Add:” section, and then clicking the “+” symbol. This will place the meeting on the person’s schedule as tentative. The person can accept or deny the meeting via right-clicking on it on his or her calendar. If you add a resource it will be labeled as reserved for your meeting.



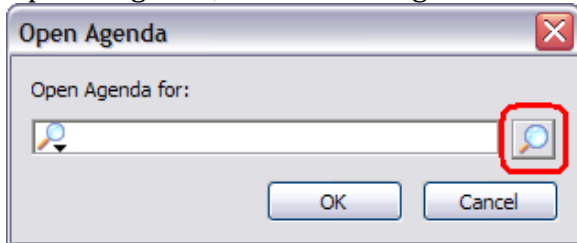
## Open Another Person or Resource's Calendar

Go to File > Open > Agenda, then type in the username (or full name if you know how it appears in the system) for the person or resource whose calendar you wish to connect to.

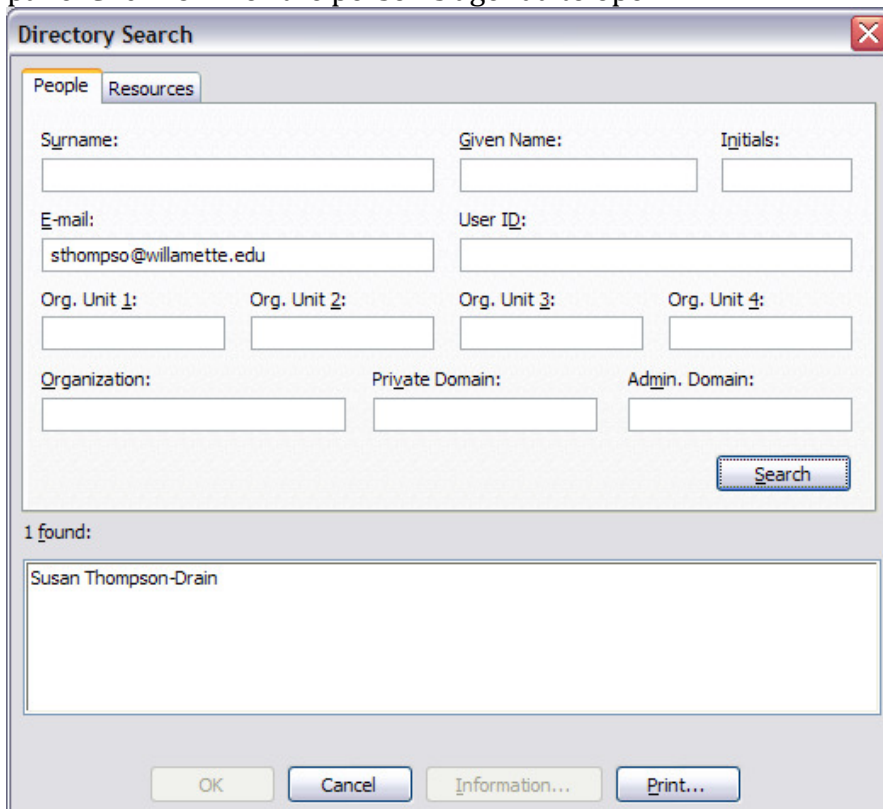


## Finding People or Resources

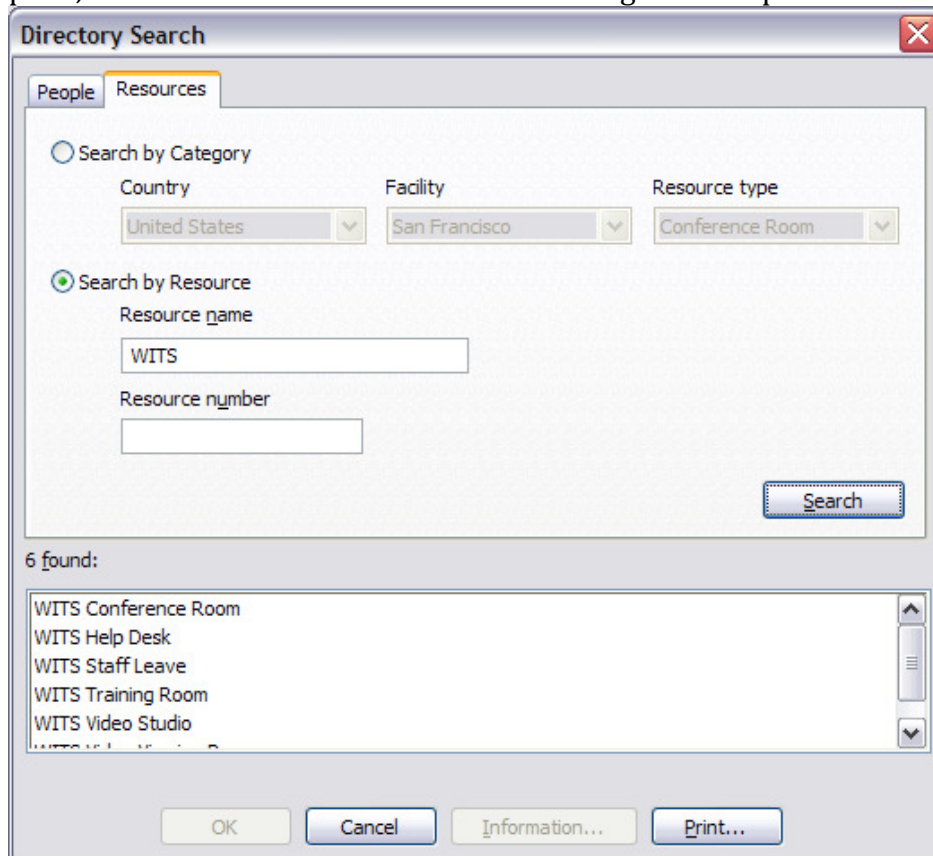
If you do not know the exact name of the person or resource you'd like to connect to, you can use the magnifying glass button (on the right) to open a search option. Go to File > Open > Agenda, click on the right-most button labeled with a magnifying glass.



**To find a person:** type in information about him/her and then select the name in the lower pane. Click "OK" for the person's agenda to open.



**To find resources:** select the “Resources” tab at the top and type in what you know or assume is a part of the name of the resource. Select the second option to “Search by Resource,” then type in a part of the name to search for. Select the resource in the lower pane, and then click “OK” for the resource’s agenda to open.



### Adjust Start-up Display Settings

Open the Tools > Options menu, click on the “+” next to “General” and then “Startup” to change the way the program displays when it initially starts up. Adjust the options and then click the “OK” button. You can save it so that your Oracle Calendar program starts-up exactly how you have it set to display at any given time by going to the Window > Save State option in the menu bar.

### Questions or Problems?

Call or email your User Services Representative for assistance, or visit the self-help resources at the WITS website: <http://www.willamette.edu/wits/helplinks/>.