



## How-To Guide

### Creating a Calendar Note

Last updated: March 2010

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## Overview of Calendar Notes

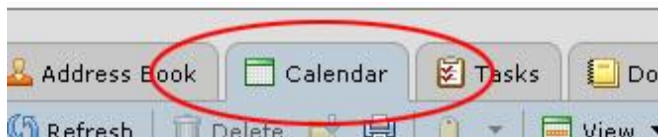
2008	Sun, Dec 21	Mon, Dec 22	Tue, Dec 23
		Bring laptop JDoe is away today	Hook up projector
8 AM			
9 AM			
10 AM			
11 AM			

There is no built-in option to create calendar notes in SFU Connect. However, there are methods of simulating this functionality.

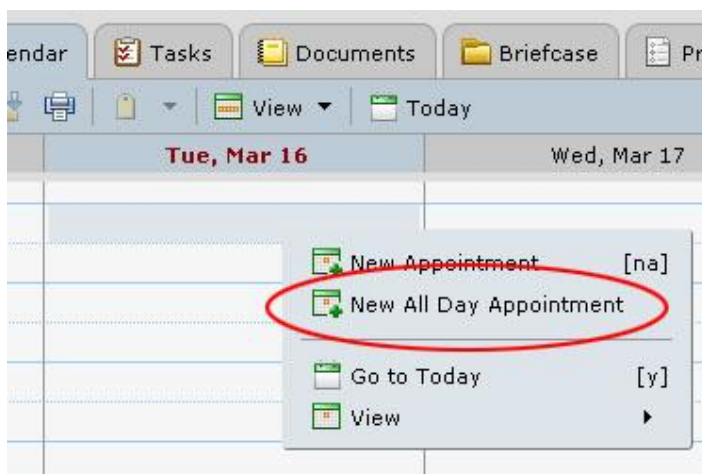
There are two suggested methods of creating a calendar note in SFU Connect: Placing it in the default calendar marked as 'free', or in a separate calendar that does not affect your overall free/busy status.

### Method #1: Creating a Calendar Note in your Default Calendar

1. Navigate to the Calendar tab in SFU Connect.

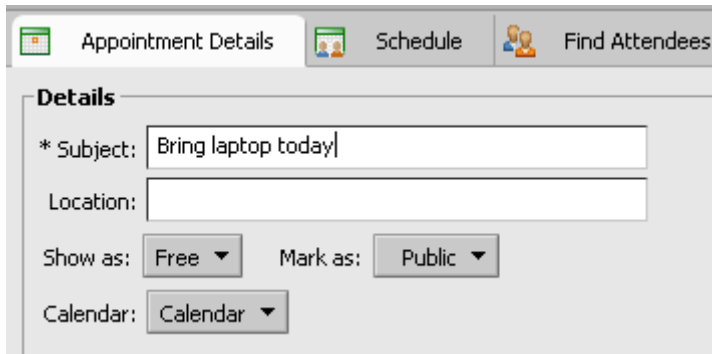


2. Right click on a calendar day and choose 'New All Day Appointment'. Depending on your settings under Preferences > Calendar, either the Appointment Details Menu or the QuickAdd Appointment menu should appear.



**Note:** If you wish to use the QuickAdd Appointment menu, see the “Creating a Calendar Note Using QuickAdd” section. If you are placing it in your default calendar, set the appointment to show as ‘Free’.

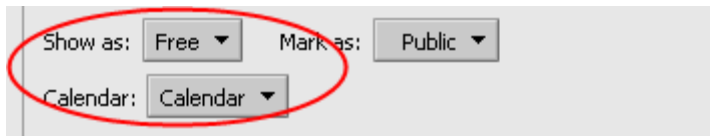
3. In the **Appointment Details** menu, enter the subject of the note, which is basically what the note will display. Leave the ‘Location’ blank, as anything entered in this field will not be displayed.



The screenshot shows the 'Appointment Details' form with the following fields and values:

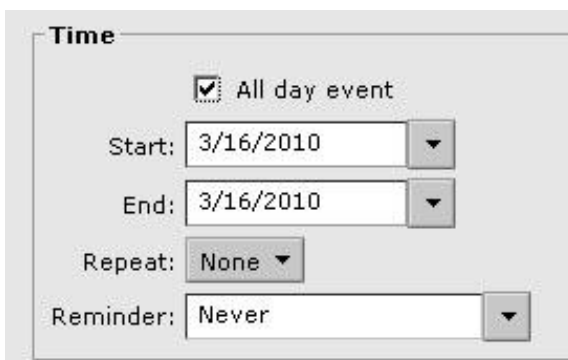
- \* Subject:** Bring laptop today
- Location:** (empty)
- Show as:** Free
- Mark as:** Public
- Calendar:** Calendar

4. You will notice that the appointment is marked as ‘Free’ automatically. Leave this as is, and set to ‘Calendar’, which is your default calendar.



This close-up view shows the 'Show as', 'Mark as', and 'Calendar' dropdowns. A red circle highlights these three dropdowns, indicating they should be left as is.

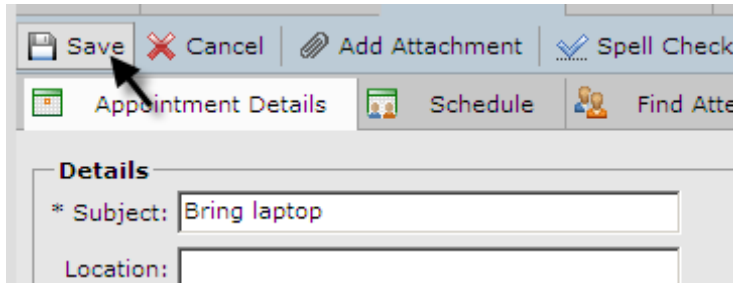
5. Leave the Time settings as they appear, set to ‘All day event’. You may choose a repeat or reminder setting if you wish.



The screenshot shows the 'Time' settings form with the following fields and values:

- All day event
- Start:** 3/16/2010
- End:** 3/16/2010
- Repeat:** None
- Reminder:** Never

- Once you have finished, click 'Save' at the top left of the screen to create the calendar note.

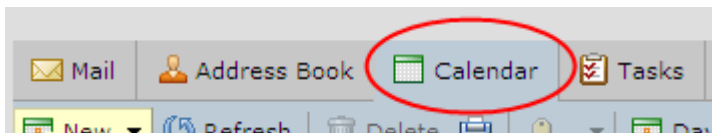


- The calendar note should appear at the top of the day. Note that it is very faded because it has been marked as 'Free' to avoid blocking off the entire day as 'Busy'.

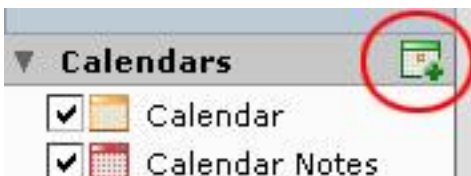
## Method #2: Creating Calendar Note in a Separate Calendar

### *Creating a Separate Calendar*

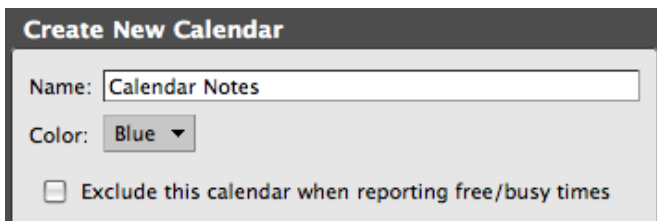
- Navigate to the Calendar tab in SFU Connect.



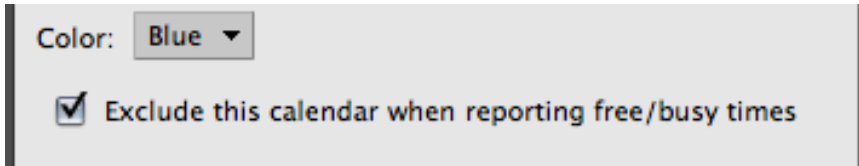
- Click on the 'New Calendar' button on the left of the screen. A new menu should pop up.



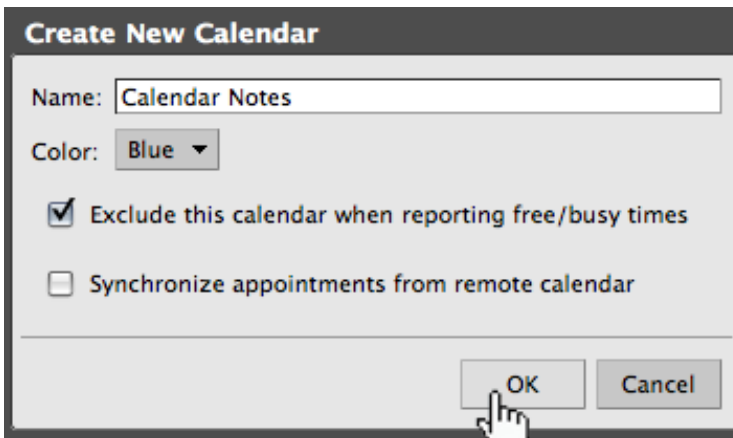
- Type in a name for the new calendar, such as 'Calendar Notes'. You may also customize the colour of the calendar



4. Check on 'Exclude this calendar when reporting free/busy times'. By doing this, if someone is scheduling you into a meeting, it will ignore items in your 'Calendar Notes' calendar.



5. Click 'OK' to create the new 'Calendar Notes' calendar.

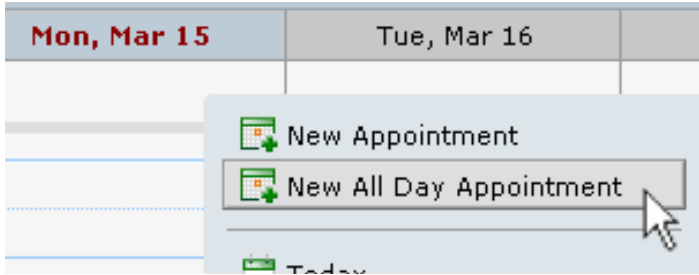


6. The new calendar will now appear in the list of calendars on the left side of the screen, as well as a drop down selection with creating a new appointment.

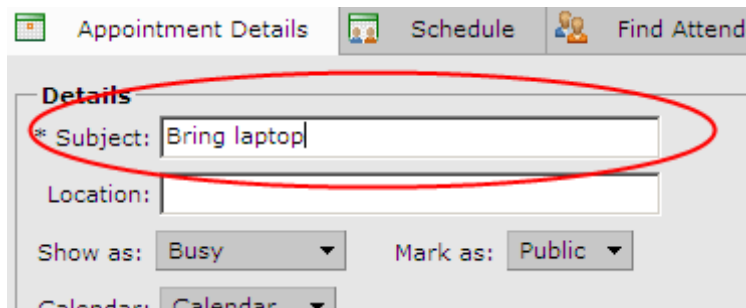


### *Creating a Calendar Note in the New Calendar*

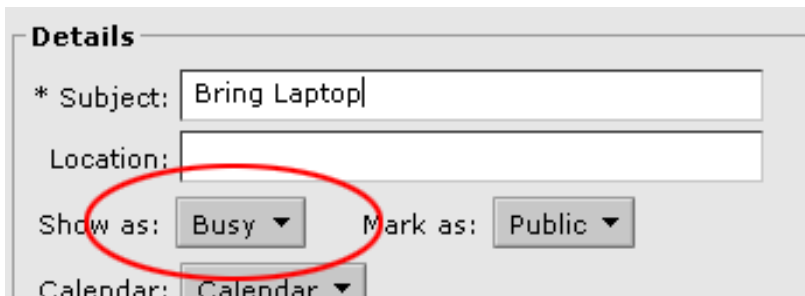
1. Right click on a calendar day and choose 'New All Day Appointment'. Depending on your settings under Preferences > Calendar, either the Appointment Details Menu or the QuickAdd Appointment menu should appear.



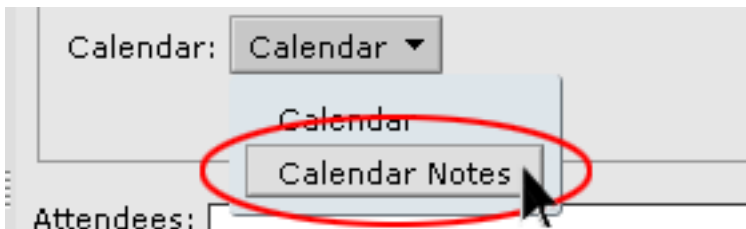
2. In the Appointment Details menu, enter the subject of the note, which is basically what the note will display. Leave the 'Location' blank, as anything entered in this field will not be displayed.



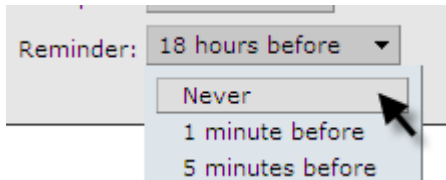
3. Set it to show as 'Busy'.



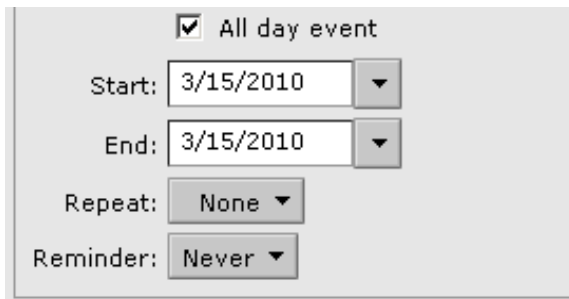
4. Change the destination calendar to your Calendar Notes calendar, or whichever calendar you wish to place the note.



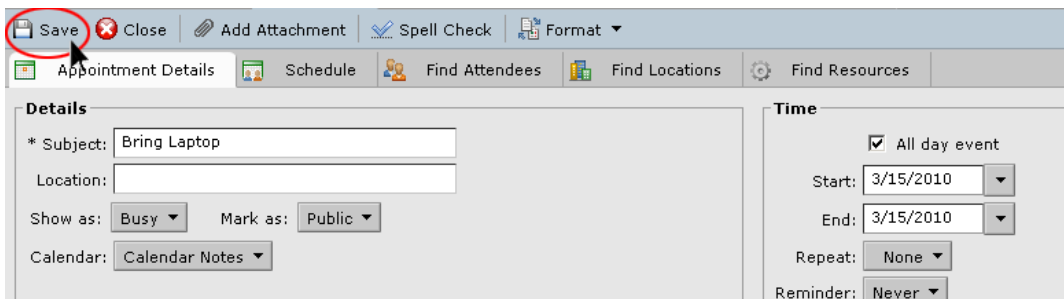
5. If you do not wish to receive a reminder for the note, change the reminder setting to 'Never'.



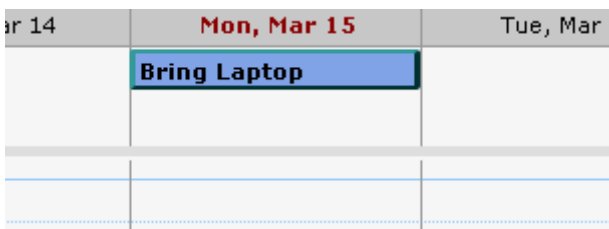
6. Leave the Time settings as they appear, set to 'All day event'. You may choose a repeat or reminder setting if you wish.



7. Once you have finished, click 'Save' at the top left of the screen to create the calendar note.



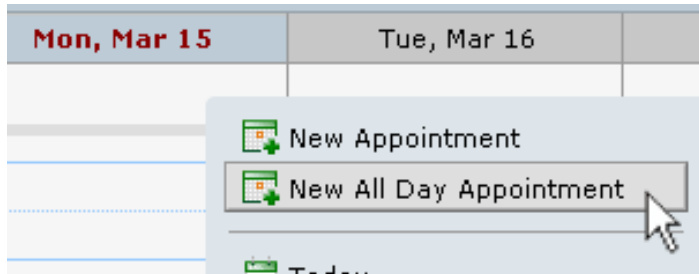
8. The calendar note will now appear at the top of each day in Day, Work Week, Week and Schedule view.





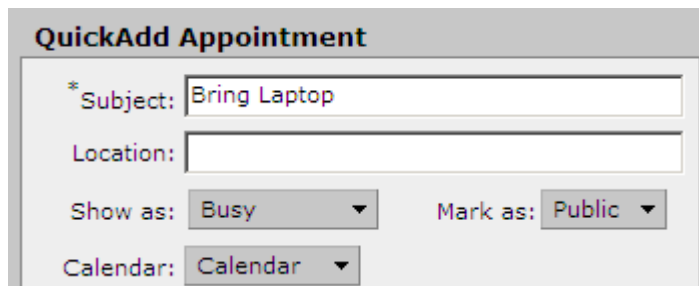
## Creating a Calendar Note Using QuickAdd

1. Right click on a calendar day and choose 'New All Day Appointment'. The **QuickAdd Appointment menu** should appear.

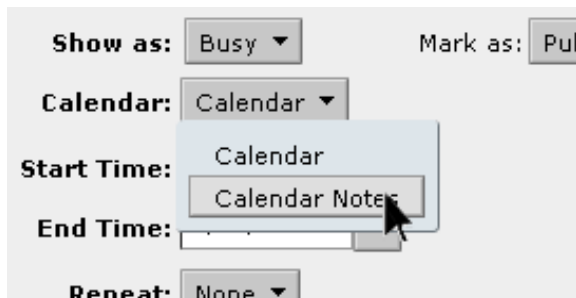


*Tip:* If the QuickAdd Appointment menu is not appearing, check your settings in SFU Connect by going to the Preferences tab, then clicking on the Calendar option on the left side. Under the Creating Appointments section, make sure the following check box is checked: 'Use the QuickAdd dialog when creating new appointments'.

2. In the **QuickAdd Appointment menu**, enter the subject of the note, which is basically what the note will display. Leave the 'Location' blank, as anything entered in this field will not be displayed.



3. Next, change the destination calendar to your Calendar Notes calendar, or whichever calendar you wish to place the note. If you are placing this in your default calendar, be sure to set the appointment to show as 'Free' instead of 'Busy'.



4. Click 'OK' once you have finished.

**QuickAdd Appointment**

**All attendees will receive an email notification of this event.**

\* Subject: Bring Laptop

Location:

Show as: Busy Mark as: Public

Calendar: Calendar Notes

Start Time: 3/15/2010

End Time: 3/15/2010

Repeat: None

Reminder: Never

More Details... OK Cancel

5. The calendar note will now appear at the top of each day in Day, Work Week, Week and Schedule view.

Mar 14	Mon, Mar 15	Tue, Mar 16
	<b>Bring Laptop</b>	

## Related How-to Guides

For instructions on how to:

- Create a new appointment, see 'Creating Appointments'
- Check the availability of people, rooms, or resources, see 'Checking Availability'