



SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

SFU Connect Calendar

How-To Guide

Creating a Daily Note/All Day Event

Last updated: March 2009



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Overview of Daily Notes & Day Events

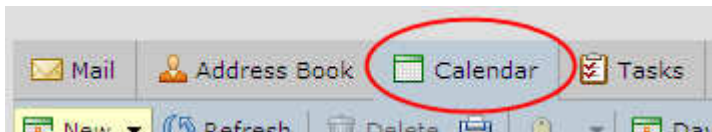
2008	Sun, Dec 21	Mon, Dec 22	Tue, Dec 23
		Bring laptop JDoe is away today	Hook up projector
8 AM			
9 AM			
10 AM			
11 AM			

Daily Notes and Day Events in SFU Connect are essentially 'all day events' that appear at the top of each day in all views (except Month view). There is no separate 'Daily Note' function in SFU Connect, although there are methods of simulating this functionality.

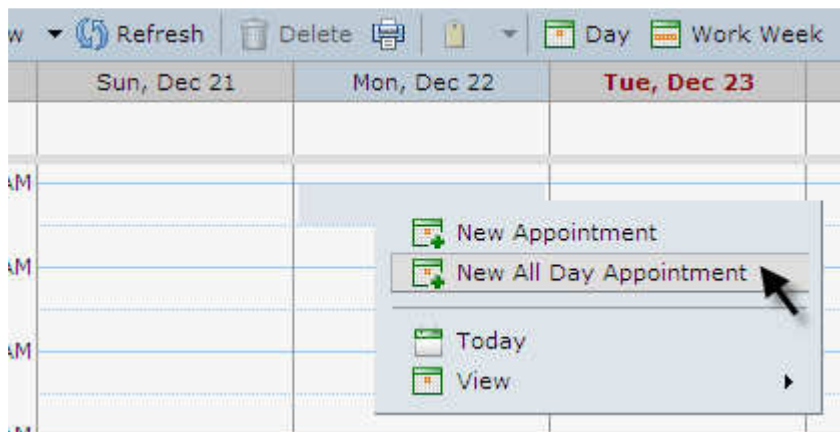
There are two suggested methods of creating a Daily Note in SFU Connect: Placing it in the default calendar, or in a separate calendar.

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

1. Navigate to the Calendar tab in SFU Connect.

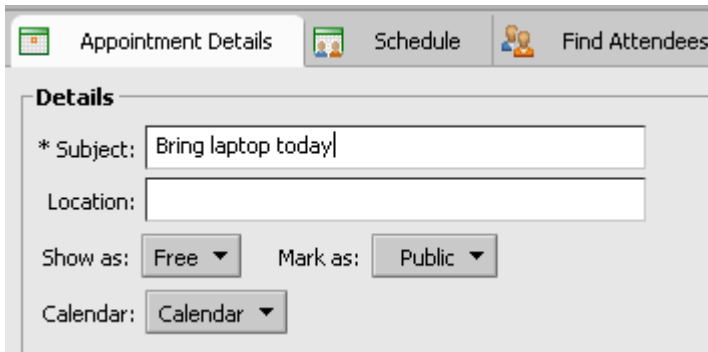


2. Right click on a calendar day and choose 'New All Day Appointment'. Depending on your settings under Preferences > Calendar, either the Appointment Creation Menu or the QuickAdd Appointment menu should appear.

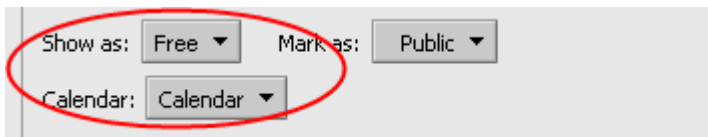


Note: If you wish to use the QuickAdd Appointment menu, see the "Creating a Daily Note/Day Event using QuickAdd" section. If you are placing it in your default calendar, set the appointment as 'Free'.

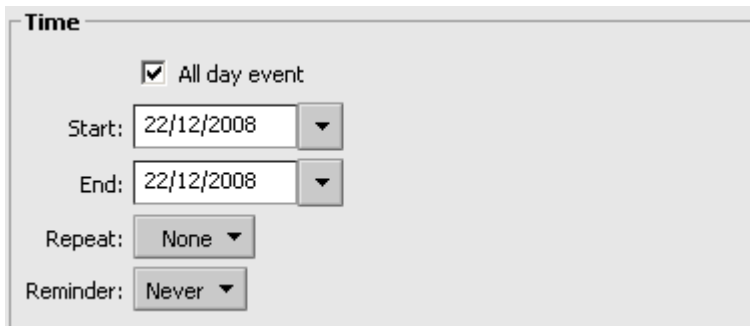
- In the **Appointment Details** menu, enter the subject of the note, which is basically what the note will display. Leave the 'Location' blank, as anything entered in this field will not be displayed.



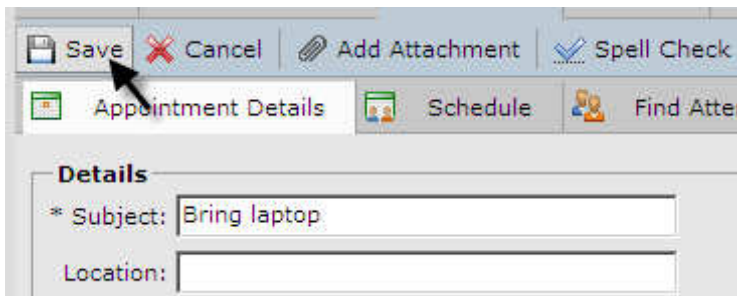
- You will notice that the appointment is marked as 'Free' automatically. Leave this as is, and set to 'Calendar', which is your default calendar.



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



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



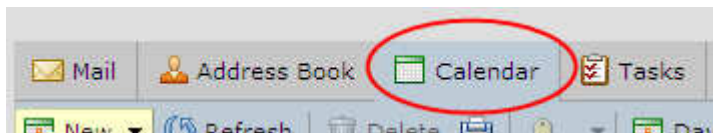
- The Daily Note should appear at the top of the day. Note that it is very faded because it has been marked as 'Free' to avoid blocking off the entire day as 'Busy'.

21 Dec	Mon, 22 Dec	Tue, 23
	Bring laptop	

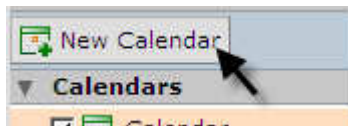
Method #2: Creating Daily Note in a Separate Calendar

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 'Daily Notes'. You may also customize the colour of the calendar.

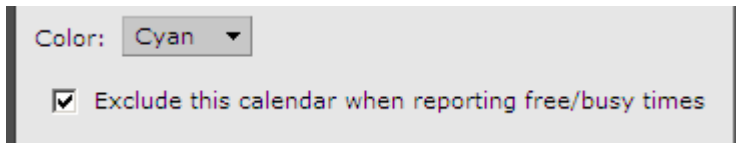
Create New Calendar

Name:

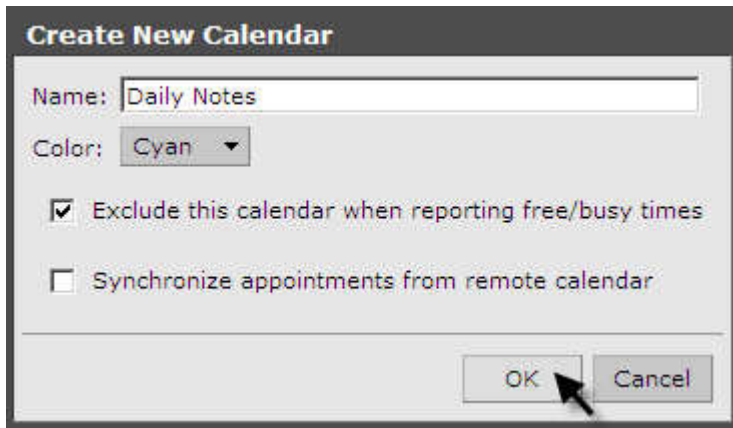
Color:

Exclude this calendar when reporting free/busy times

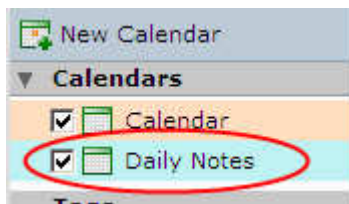
- Check on 'Exclude this calendar when reporting free/busy times'. By doing this, if someone is scheduling you into a meeting, it will ignore items in your 'Daily Notes' calendar.



- Click 'OK' to create the new 'Daily Notes' calendar.

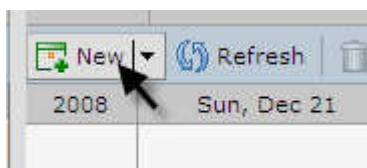


- The new calendar will now appear in the list of calendars on the left side of the screen, as well as a drop down selection with creating a new appointment.

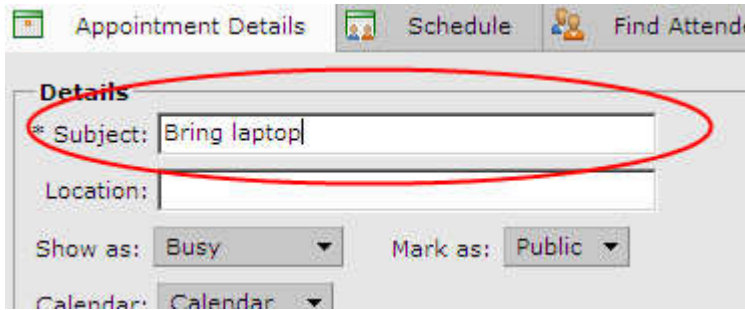


Creating a Daily Note in the new Calendar

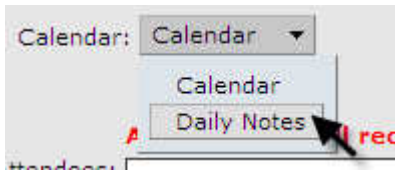
- To create a daily note or day event in SFU Connect, click on the 'New' button on the top left of the screen. This will bring up the **Appointment Creation menu**.



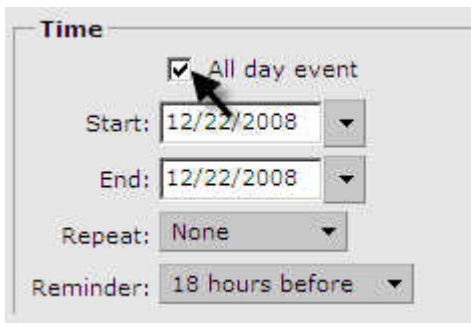
- In the Appointment Details, enter the subject of the note, which is basically what the note will display. Leave the 'Location' blank, as anything entered in this field will not be displayed.



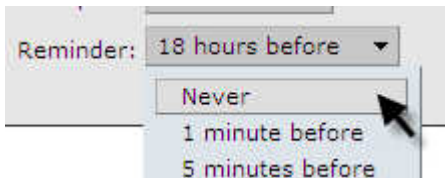
- 16. Change the destination calendar to your Daily Notes calendar, or whichever calendar you wish to place the note.



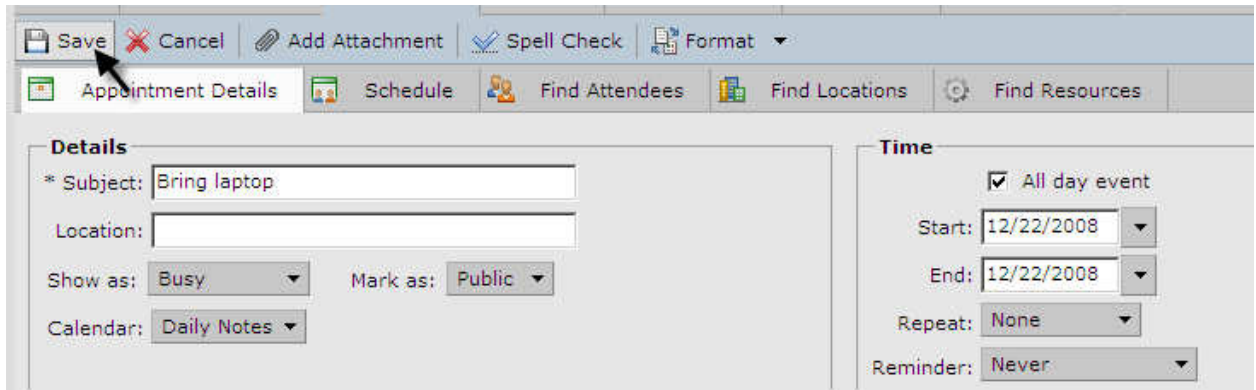
- 17. Check off 'All day event' in the Time section. This is what makes the event appear at the top of the page in the Day, Work Week, Week and Schedule views.



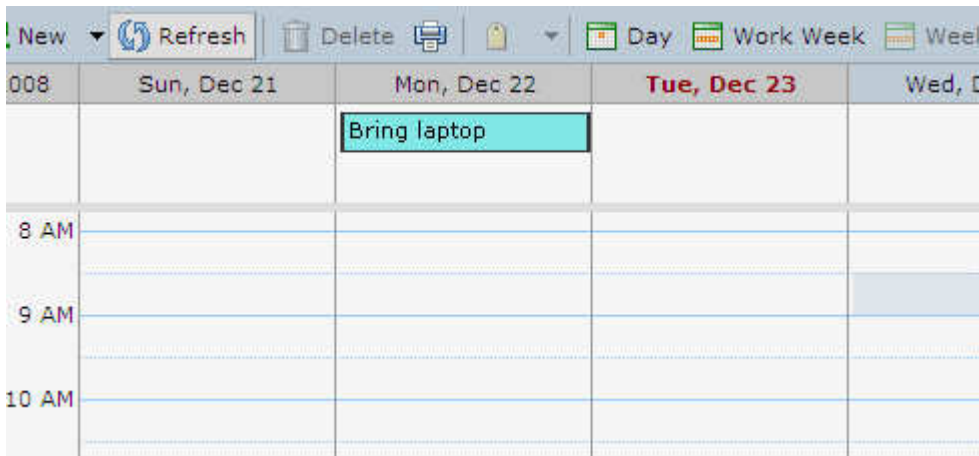
- 18. If you do not wish to receive a reminder for the daily note, change the reminder setting to 'Never'.



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

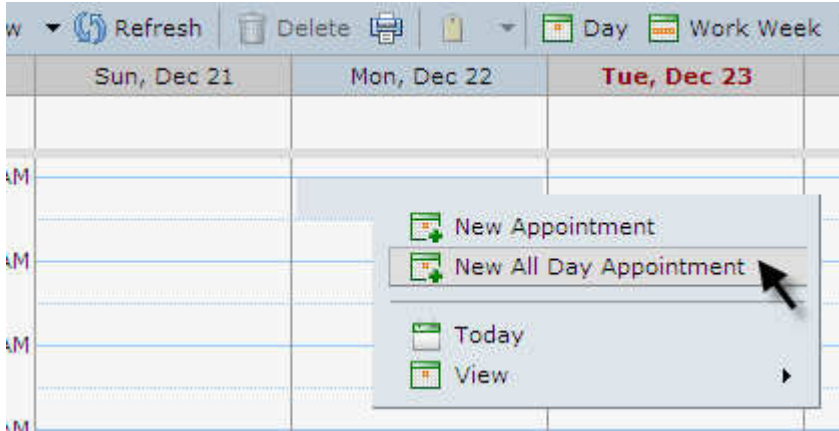


20. The daily note will now appear at the top of each day in Day, Work Week, Week and Schedule view.



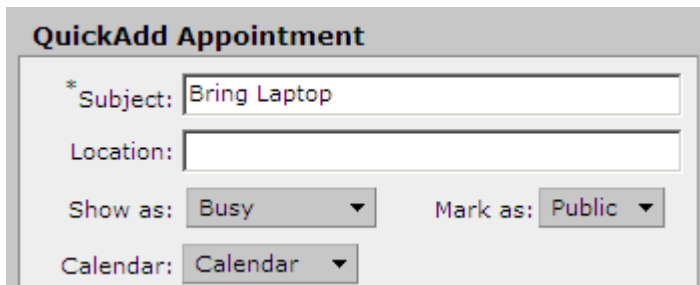
Creating a Daily Note/Day Event using QuickAdd

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

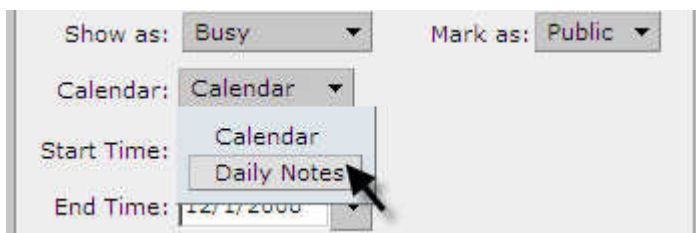


Tip: If the QuickAdd Appointment menu is not appearing, check your settings in SFU Connect by going to the Preferences tab, then clicking on the Calendar tab underneath. Under the Creating Appointments section, make sure the following check box is checked: 'Use the QuickAdd dialog when creating new appointments'.

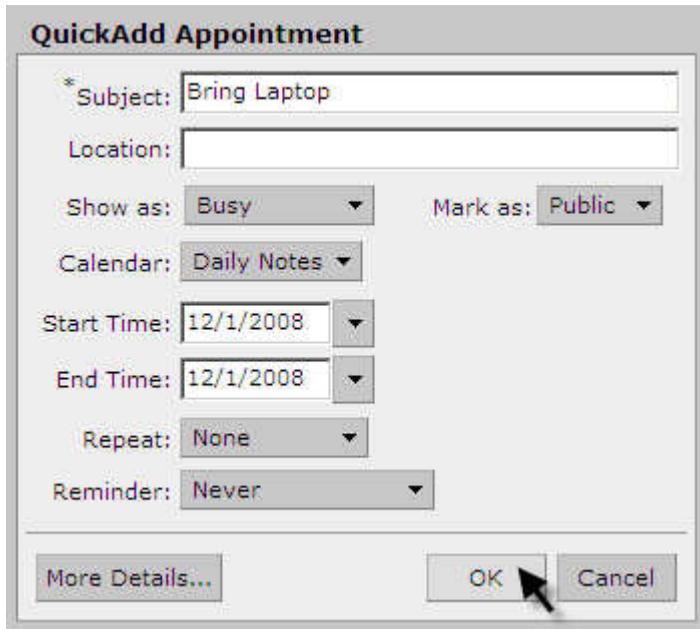
- In the **QuickAdd Appointment menu**, enter the subject of the note, which is basically what the note will display. Leave the 'Location' blank, as anything entered in this field will not be displayed.



- Next, change the destination calendar to your Daily 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'.



24. Click 'OK' once you have finished.



QuickAdd Appointment

* Subject:

Location:

Show as: Mark as:

Calendar:

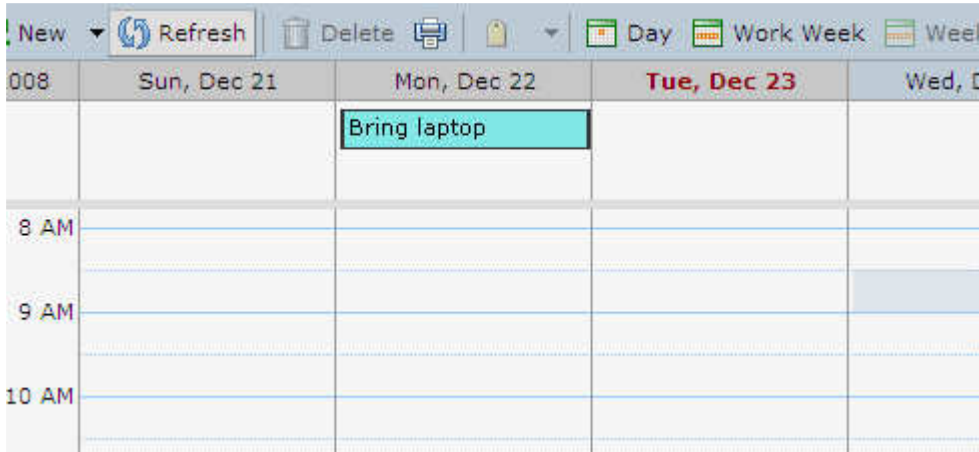
Start Time:

End Time:

Repeat:

Reminder:

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



	Sun, Dec 21	Mon, Dec 22	Tue, Dec 23	Wed, Dec 24
12:00		Bring laptop		
8 AM				
9 AM				
10 AM				