

SIMON FRASER UNIVERSITY THINKING OF THE WORLD

SFU Connect Calendar How-To Guide

Creating a Daily Note/All Day Event

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Overview of Daily Notes & Day Events

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

		-	
🖂 Mail	🚨 Address Book	Calendar	Tasks
TE New .	- 18 Pafrach 🕀 1	Delete 19	- Day

 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.

Sun, Dec 21	Mon, Dec 22	Tue, Dec 23
м		
м	New All	pointment Day Appointment
м	Today	

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'.



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.

Appointment Details	5chedule	8 Find Attendees
Details		
* Subject: Bring laptop to	oday	
Location:		
Show as: Free 🔻 🕅	1ark 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.

Show as:	Free 🔻	Mark as:	Public 🔻	
Calendar:	Calendar	-		

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

Time —	
	All day event
Start:	22/12/2008 🗸
End:	22/12/2008 🗸
Repeat:	None 🔻
Reminder:	Never 🔻

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

Save 🗙 Cancel 🖉	Add Attachment	Spell Check
Appointment Details	Schedule	Rind Atter
	hand the second se	241
12122 22		
Details		
Details * Subject: Bring laptop		



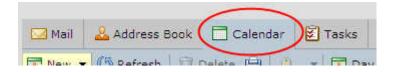
7. The Daily Note should appear at the top of the day. Note that it is very faded because it has been marked as 'Free' to avoid blocking off the entire day as 'Busy'.

21 Dec	Mon, 22 Dec	Tue, 23
	Bring laptop	

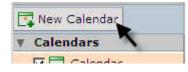
Method #2: Creating Daily Note in a Separate Calendar

Creating a Separate Calendar

8. Navigate to the Calendar tab in SFU Connect.



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



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



11. **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.

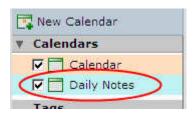




12. Click 'OK' to create the new 'Daily Notes' calendar.

Create	e New Calendar
Name:	Daily Notes
Color:	Cyan 🔻
F E>	clude this calendar when reporting free/busy times
⊏ sj	nchronize appointments from remote calendar
-	OK Cancel

13. 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

14. 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**.



15. 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.

SFU	15.7 THE R 15 THE R	FRASER OF THE WO		RSITY
	nent Details	Schedu	ule 🧏	Find Attende
Subject:	Bring laptop			\geq
Location: Show as:	Busy •	 Mark as 	: Public	•

÷.

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

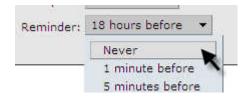
Calendar:	Calendar 🔻
	Calendar
	Daily Notes rec
Hondoory F	×.

Calendar: Calendar

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.

	All day ev	vent
Start:	12/22/2008	
End:	12/22/2008	•
Repeat:	None	•
Reminder:	18 hours bef	ore 🔹

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.

Appointment Details	Schedule	Pind Attendees	Find Locations	💮 🛛 Find Resou	rces
etails Subject: Bring laptop ocation:			Tin	ne	
how as: Busy	• Mark as: Pu	ıblic 🔻		End: 12/22/2008 epeat: None	

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

800	Sun, Dec 21	Mon, Dec 22	Tue, Dec 23	Wed, I
		Bring laptop		
8 AM				
10 AM				



Creating a Daily Note/Day Event using QuickAdd

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

Sun, Dec 21	Mon, Dec 22	Tue, Dec 23
1		
1	New All	pointment Day Appointment
м	Today	

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'.

22. 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.

QuickAdd Appointment	
*Subject: Bring Laptop	
Location:	
Show as: Busy 🔻	Mark as: Public 🔻
Calendar: Calendar 🔻	

23. 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'.

alendar 👻	
Calendar	
Daily Notes	
Contract of the local division of the local	Calendar



24. Click 'OK' once you have finished.

*Subject:	Bring Lapto	p		
Location:	ſ			
Show as:	Busy	•	Mark as:	Public 🔻
Calendar:	Daily Notes	s 🕶		
Start Time:	12/1/2008	•		
End Time:	12/1/2008	-		
Repeat;	None	-		
Reminder:	Never			
More Detail	100		OK N	Cancel

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

008	Sun, Dec 21	Mon, Dec 22	Tue, Dec 23	Wed, I
		Bring laptop		
8 AM				