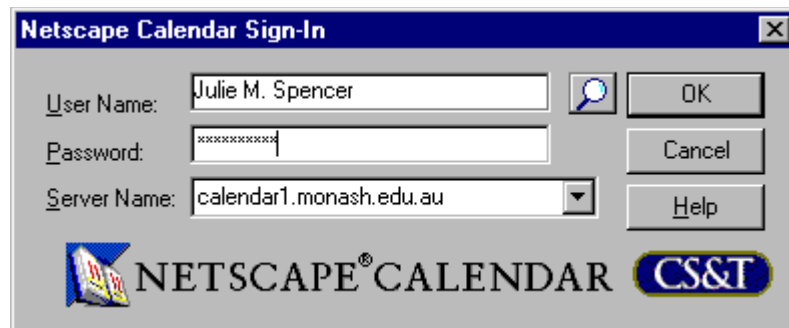



# Calendar Logging in

## Starting Calendar

To start Netscape calendar, Select Calendar from the Communicator menu.

The Calendar login box will appear:



The calendar recognizes Usernames in a slightly different way to Messenger - usernames should be entered as "GivenName FamilyName", as shown above. If you are in doubt use the lookup button to find your name.  (see below)

The password used for Messenger Email access is the same as the one for Calendar access. Enter the calendar server name ("calendar1.monash.edu.au") and click OK to log in.

## Searching for Usernames

To search for a username, click the search button



The search window will appear:

**Directory search**

People Resources

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Org Unit 1: \_\_\_\_\_ Org Unit 2: \_\_\_\_\_ Org Unit 3: \_\_\_\_\_ Org Unit 4: \_\_\_\_\_

Organization: \_\_\_\_\_ Private Domain: \_\_\_\_\_ Admin Domain: \_\_\_\_\_

Search

Found:

\_\_\_\_\_

OK Cancel Information... Print... Help

Enter details on the user to search for:

**Directory search**

People Resources

Surname: citizen Given Name: \_\_\_\_\_

Org Unit 1: \_\_\_\_\_ Org Unit 2: \_\_\_\_\_ Org Unit 3: \_\_\_\_\_

The amount of data entered should reflect the number of expected matches. For instance, to search for someone with the family name "Smith", entering additional information (given name, for instance), will reduce the number of matches returned.

In the example, only the surname, "Citizen" has been entered. Once all the desired search criteria have been entered, click the search button. A list of matches is shown:

1 Found:

Citizen, Jane J M.

To select an entry found in the search, click on the entry, then click OK:

1 Found:

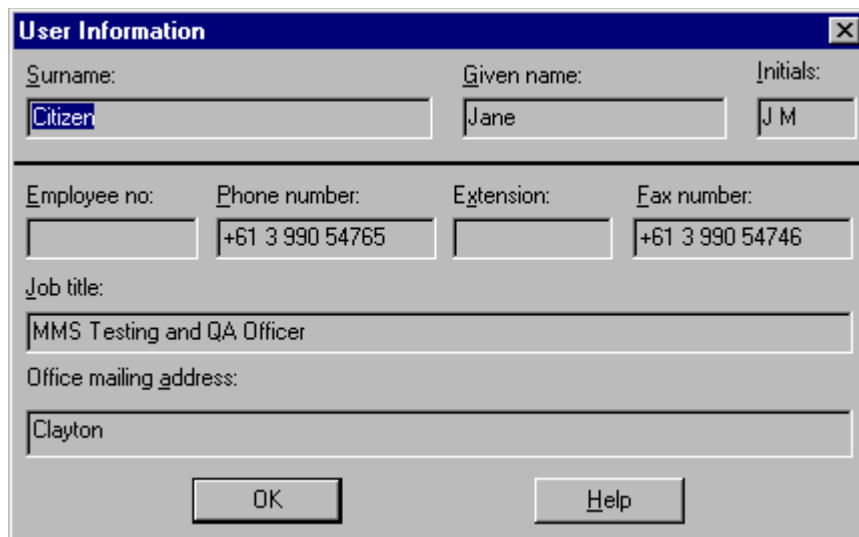
Citizen, Jane J M.

Selected: Citizen, Jane J M.

OK Cancel Information... Print... Help

## Viewing user Information

To view details on Calendar users, perform a search, select a user, then click the Information button. The user's details will be displayed:



The screenshot shows a dialog box titled "User Information" with a close button (X) in the top right corner. The dialog contains several text input fields and buttons. The fields are organized as follows:

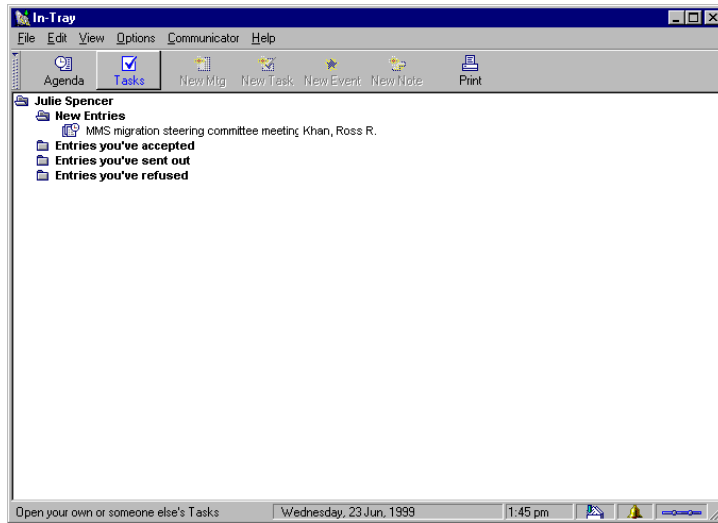
Surname:	Given name:	Initials:	
Citizen	Jane	J M	
Employee no:	Phone number:	Extension:	Fax number:
	+61 3 990 54765		+61 3 990 54746
Job title:			
MMS Testing and QA Officer			
Office mailing address:			
Clayton			

At the bottom of the dialog, there are two buttons: "OK" and "Help".

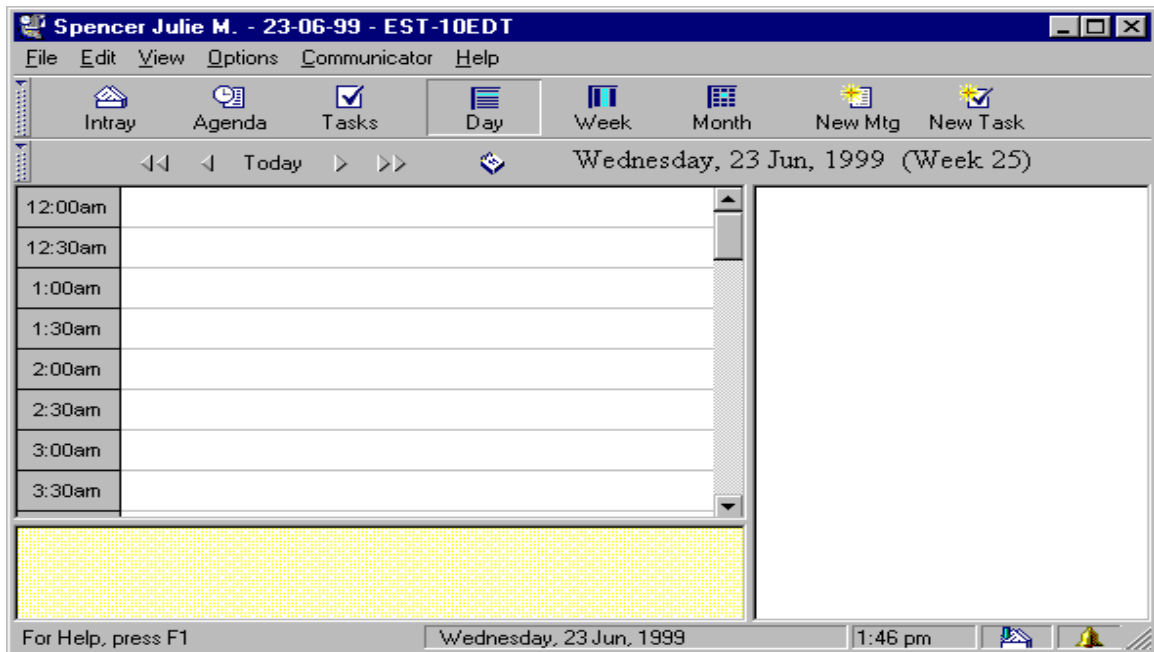
This information may be used to confirm that the correct user has been selected.

## Calendar views

Upon logging in either the In-tray view:



or the agenda view



will be displayed.

To open the InTray view, select In-Tray from the Communicator menu. To open the Agenda view, select the agenda user's name from the Communicator men