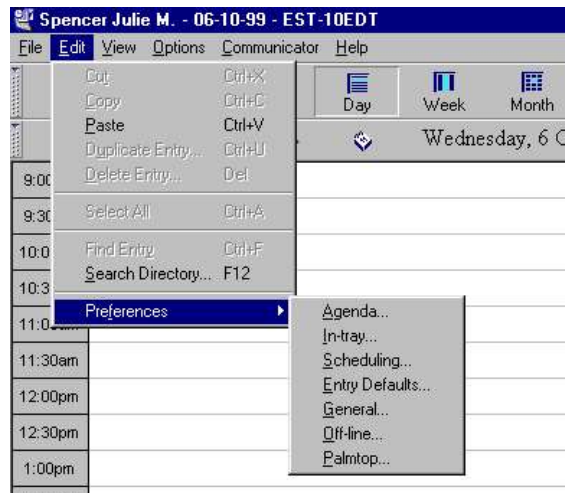


Preferences

Within Calendar there are a number of preferences that can be personalized to suit your needs and habits.

To view Preferences settings

Select Edit → Preferences



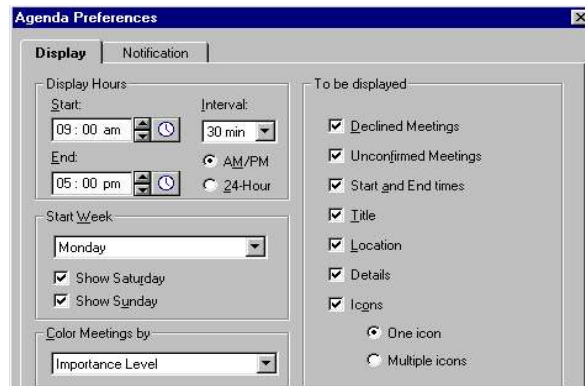
Preference settings have been divided into different groups namely

- Agenda
- In-Tray
- Scheduling
- Entry Defaults
- General
- Off-line
- Palmtop

Agenda Settings

Display Tab

The Display tab of the Agenda Preferences dialog box Edit → Preferences → Agenda lets you customize your Agenda display.



Display Hours

Using the arrows or by clicking the Clock button set the Start and End times. These times will be displayed in the first and last time slots of your Day and Week Views. If Meetings have been scheduled at an earlier time than your Start time, your page will begin from the time slot where that Entry is scheduled.

Interval

Select the desired time interval using the drop-down list box. This is the amount of time that each slot in your Agenda represents.

Time Format

Choose your preferred time format.

- Select "AM/PM" to display times in the AM/PM format.
- Select "24-Hour" to display times in the 24-hour format (00:00 to 23:59).

Start Week

Choose the first day of your week using the drop-down list box. The selected day will be displayed first in your Weekly and Monthly Agenda pages.

Select the "Show Saturday" and/or "Show Sunday" checkboxes to display them in your Agenda.

Select the color coding system you prefer using the drop-down list box. Your Meetings can be color coded by Importance level, Attendance status or ownership.

To be displayed

A number of options can be selected that affect which entries are displayed and how they will appear in your agenda.

Declined Meetings: Declined Meetings will be displayed on your Agenda pages.

Unconfirmed Meetings: Meetings not yet replied to will be displayed on your Agenda pages, not only in your In-tray.

Start and End times: Meetings' Start and End times will be displayed.

Title: Meeting Titles will be displayed.

Location: Meeting locations, when specified, will be displayed.

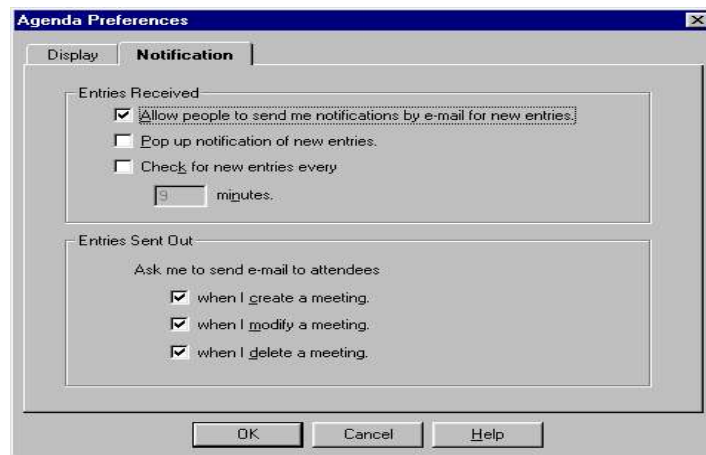
Details: Entry Details will be included.

Icons: Meeting icons will be displayed in your Agenda. Once selected, choose whether you want to view all Meeting icons or simply the Information icon (indicating there is information included with the Meeting).

Click OK only when finished with both tabs of the dialog box.

Notification Tab

The Notification tab lets you decide how your Agenda will notify you and others of new and modified entries.

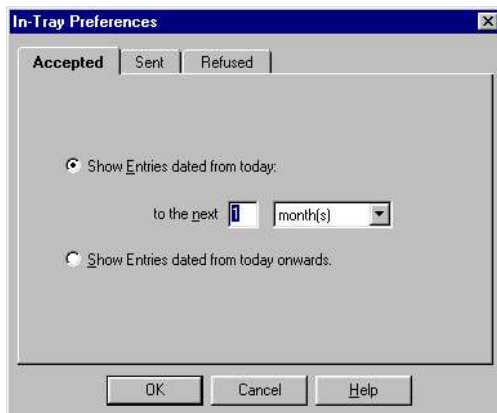


- It is advisable to allow people to send you email notification thereby you will be alerted to the new/modified entry in your calendar.
- To receive a Pop-up Window notifying you of New Entries, select "Pop-up notification of New Entries".
- To check your Agenda for New Entries at regular intervals, select "Check for New Entries every" and type the time interval in the edit box below (there is a 15 minute minimum). The New Entries Alert appears on the Status bar when there are new Entries in your Agenda.

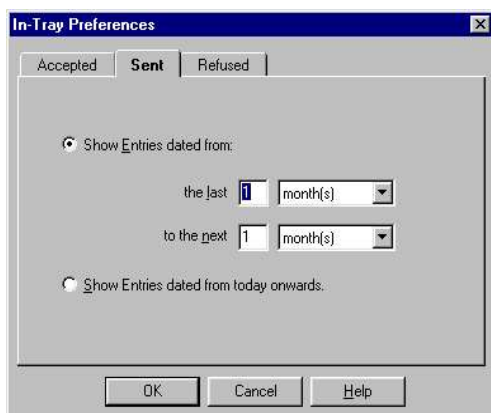
- You can also choose in which cases your Agenda will ask you whether you want to send an e-mail message to invited users.
- Creating a meeting: You will be asked whether you want to send an e-mail message every time you invite other users to an Entry you have created
- Modifying a meeting: You will be asked whether you want to send an e-mail message every time you modify an Entry to which you have invited other users.
- Deleting a meeting: You will be asked whether you want to send an e-mail message every time you delete an Entry to which you have invited other users.
- Click OK when finished

In-Tray

In-tray preferences can be set for Accepted, Sent and Refused.



→To limit the number of entries displayed Select **Show Entries dated from today until the next** Once selected, you can set the interval using the drop-down list box.
 →Entries can be viewed in intervals of days, weeks, months or years.
 →To view every accepted Entry select **Show Entries dated from today onwards**

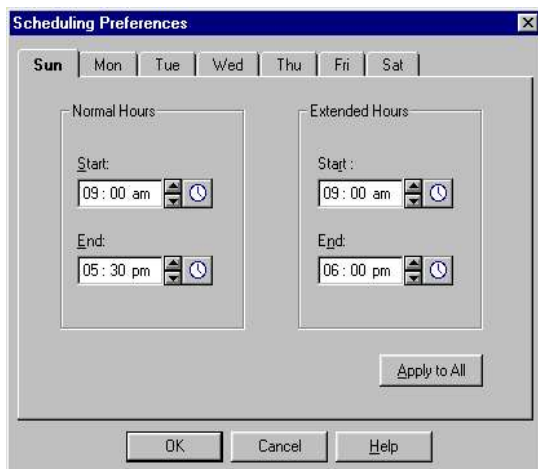


→To reduce the number of entries to be shown, **Select Show entries dated from.** Using the drop-down list select the appropriate interval.
 →Select **Show Entries dated from today onwards** to view every Entry you have sent.



→ For a reduced display select **Show all Entries dated from today to the next**
 → Then select the time frame for which the entries are to be displayed for.
 → Select **Show all Entries from today onwards** to view every Entry you refused.

Scheduling



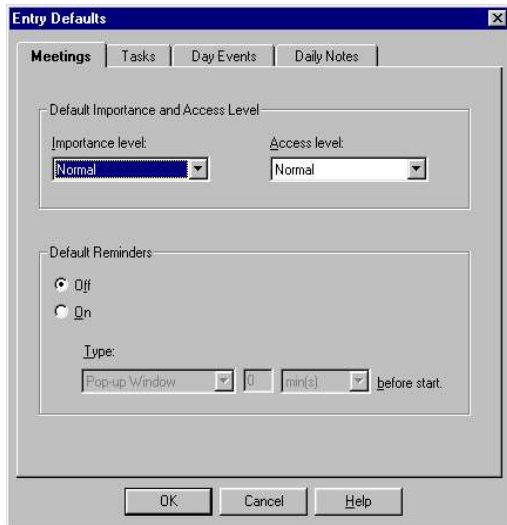
Normal Hours and Extended Hours can be set for each individual day of the week. However if the times are to apply for all days then select the **Apply to All** button.

Entry Defaults

There are defaults settings for

- Meetings
- Tasks
- Day Events
- Daily Notes

Defaults are only a recommendation however if they do not suit your needs they can be changed.

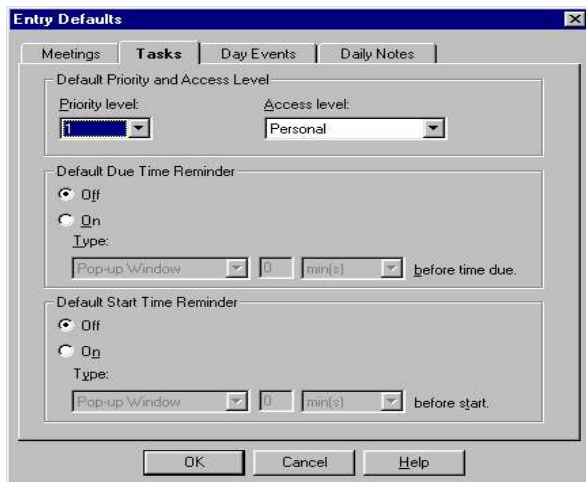


The Meetings tab allows you to set Default settings for

→ Importance Level and Access Level. To change choose the appropriate setting from the drop-down list.

→ Default Reminders can be either On/Off.. If On is set then choose the type of reminder and the interval from the Drop-down lists

Note: This Reminder setting will also be the Default for any Entries that you receive from other users. That is, this setting will not just apply to your Entries, but also to Entries you

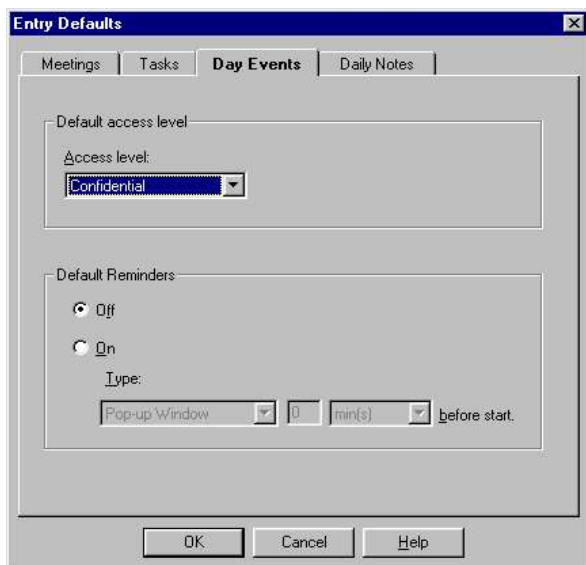


Task Default settings

→ Select the Priority and Access Levels for the task from the drop-down list boxes.

→ Select the Default settings for the Task Start and Task Due Reminders.

→ If a reminder is required then set the appropriate interval and the style of the reminder i.e. (pop-up window or display upcoming.)



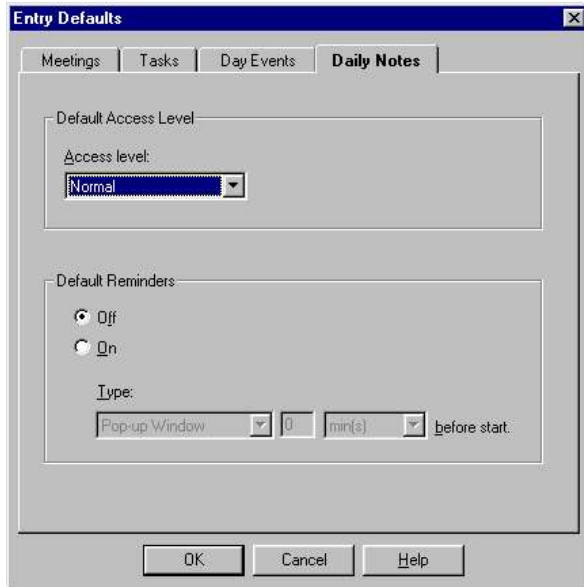
The Day Events tab allows you to set the Default settings for Day Events you create.

→ Use the drop-down list to set the default Access.

→ Set the Default Reminders. Choosing either the **No Reminder** or **Set Reminder** button. Once the **Set Reminder** button is selected, you can set the Reminders options.

→ Use the drop-down list to choose the type of reminder you would like. Pop-up or Upcoming Note. And then select the time interval for which you wish to be reminded for.

→ Click Ok



Daily Notes tab allows you to set the Default settings for Daily Notes you create.

→Set for the Access level using the drop-down list box.

→Set the Default Reminders. Choosing either the **No Reminder** or **Set Reminder** button. Once the **Set Reminder** button is selected, you can set the Reminders options.

→Select the type of reminder from the drop-down list.

→Select the time interval for the reminder.

→Click OK

General Preferences

The general preferences are separated into 3 groups.

- Names
- Date and Time
- Time Zones

The screenshot shows the 'General Preferences' dialog box with the 'Names' tab selected. The 'Name Format' section has a dropdown menu showing 'Smith, John C.'. Below it are radio buttons for 'Use Separator (OU1/OU2/OU3...)' (selected) and 'Display Org. Field (OU1=, OU2=...)'. There are checkboxes for 'Generation', 'OU1', 'OU2', 'OU3', 'OU4', 'Organization', 'Country', 'AdminDomain', and 'PrivDomain'. A preview shows 'Smith, John C.'. The 'Resource Format' section has radio buttons for 'Name Only (Conference Room)' (selected), 'Name, Number (Conference Room, R30)', and 'Number, Name (R30, Conference Room)'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

→ From the drop-down list select a format in which you want names to appear.

→ Select how you want your Organization units and other organizational information displayed.

→ Select the format in which you want Resources to appear.

The screenshot shows the 'General Preferences' dialog box with the 'Date and Time' tab selected. The 'Short Date Format' section has radio buttons for 'MDY', 'DMY' (selected), and 'YMD'. The 'Separator' is a dropdown menu showing '-'. There is a checkbox for 'Century (1999 vs. 99)'. The 'Time Format' section has radio buttons for 'AM/PM' (selected) and '24-Hour'. A preview shows '12:00AM-11:59PM'. The 'Long Date Format' section has radio buttons for 'MDY', 'DMY' (selected), and 'YMD'. There are dropdown menus for 'Friday', '1', 'Oct', and '1999'. A preview shows 'Friday, 1 Oct, 1999'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

The Date and Time tab allows you to set your preferences for the Date and Time Formats.



This tab allows you to change the time zone for when you are working off-line, traveling or when scheduling

- Choose the name of the time zone from the drop-down list box or
- Select your time zone by selecting the name of the region or country whose time zone you wish to use then Click Load regions for a list of countries and regions in the list box. Select the one you want.