Calendar

Calendar is a legacy product and is no longer sold. This guide contains archived Help content for Calendar to help answer questions. However, it's no longer being updated as of March 2020.

To find answers in this guide:

- Select any title in the Contents to go directly to a specific Help article.
- Use the **Find** function (**Ctrl + F** for Windows OR **Command + F** for Mac) in your browser to search the whole PDF for specific keywords.

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What is Calendar?

Here's the Lowdown: Calendar provides an easy-to-use, robust interface for time management, scheduling, and planning. You can schedule events and tasks for yourself, as well as, track resources, create groups, and interact with other users.

- Create and maintain groups.
- Schedule, view, and search events and tasks on group calendars, other users' calendars, and personal calendars.
- Give users you invite the option of inviting more users to your event.
- Have event reminders sent to your email account or cell phone.
- Schedule common resources, such as meeting rooms and shared office equipment.

Log into my account

You can access your Calendar through your Web browser by going to http://onlinegroupcalendar.com or from your Workspace Webmail account by clicking the **Calendar** button.

Set up my user accounts

Set up your group Calendar account and invite your users to activate their accounts.

Create a Calendar

1. Log in to your Workspace email.
2. Click on the **View Calendar** button at the top of the page.
3. Click the "Create" button.
4. Enter your **Email Address** and **password** (you'll need to **confirm password** as well).
5. Click **Create**. We'll email a link to activate the Calendar account to the email address entered (it can take up to 24 hours for you to receive the email).
6. Repeat process to create and share additional calendars with your users.

Activate a Calendar account

1. Open the email titled "Calendar Account Activation."
2. Click **Activate**.
3. Review the Calendar User Agreement, and click **Accept**.
4. Enter your **First Name** and **Last Name**, your **Timezone** and create your **password** (you'll need to **confirm password** as well).
5. Click **Accept**.

Changing personal settings

You can update your personal settings for Calendar as necessary.

1. On the navigation bar, click **Settings**.
2. Click the **Personal Settings** tab.
3. In the **First Name** and **Last Name** fields, type your first and last name.
4. To change your password, in the **Current Password** field, type your password, and then, in the **New Password** and **Confirm** fields, type your new password.
5. Click **Save.**

Importing, exporting, and subscribing to calendars

In an increasingly mobile world, your calendar of events may be strung across numerous programs. Thankfully, Calendar can share events with multiple calendars, and multiple users, helping you organize your schedule. Calendar works with other calendar programs in two ways.

- **By importing or exporting .ics files**, which store calendar information, you can transfer all events from one calendar to another. However, .ics files only use the calendar's information when it is exported, so all of your calendars are not updated as you modify or add events.
- **By subscribing to a calendar's published URL**, events are managed dynamically, so modifying or adding events reflects across all of your calendars. (This does not include third party clients.)

Some common programs that support both methods are:

- Apple iPhone®
- Apple iCal®
- Google Calendar®
- Microsoft Outlook® 2007
- Mozilla Sunbird®

Importing and exporting calendars

Importing or exporting .ics files uses the calendar's information when the .ics file is created.

To import .ics files

1. Log in to your Calendar account.
2. From the **Settings** menu, select **Import/Export**.
3. Click **Import**.
4. In the **Import Calendar** window, click **Browse** to locate the .ics file for the calendar you want to import.
5. Select **New Calendar** and enter the calendar name, or select an existing calendar.

6. From the **Set my attendance as** drop-down menu, select your status for imported events.
7. Click **OK**.

To export .ics files

1. Log in to your Calendar account.
2. From the **Settings** menu, select **Import/Export**.
3. Under **Actions**, click **Export** for the calendar you wish to export. The browser will open the file or prompt you to save the file.

Subscribing to calendars

Calendar subscriptions dynamically update when events are modified or added.

Note: Calendar contacts cannot modify events.

To subscribe to a calendar

1. Log in to your Calendar account.
2. From the **Settings** menu, select **Share Calendars**.
3. Click **Add External Calendars**.
4. In the **Add Calendar** window, enter the full URL to the calendar to which you want to subscribe.
5. Calendar will verify that the URL is valid and populate the **Calendar Name** field or you can enter a new calendar name.
6. Click **OK**.

To remove a subscribed calendar

1. Log in to your Calendar account.
2. From the **Settings** menu, select **Share Calendars**.
3. Under **Actions**, click **Delete** next to the calendar you wish to remove. The application will ask you to confirm the removal.
4. Click **OK**.

Additional Actions for a subscribed calendar

- **Request calendar data from source URL**: This action updates Calendar data for the specific subscription. Any changes to the source data will be recognized, and the corresponding events in Calendar will change to match.
- **Copy URL**: This action copies the URL to the clipboard, allowing you to paste elsewhere.

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Adding my calendar to my Apple mobile device

It takes just a few easy steps to add Calendar to your Apple® mobile device. Once you do, any events or tasks you add to Calendar sync with the calendar application on your iPhone® or iPad®.

> **Note:** Using CalDAV does not synchronize group Calendars or event/task attachments.

1. Tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Other**.
5. Go to the **Calendars** section, and then tap **Add CalDAV Account**.
6. Enter the following information:
   o **Server** — *caldav.secureserver.net*
   o **User Name** — The email address associated with Calendar
   o **Password** — Your Calendar password
   o **Description** — A title for the account
7. Tap **Next**.
8. Calendar is included in the mobile device.

> **Note:** Your Calendar password might be different than your email password. If you forgot your password, please contact customer support.

Adding a roaming time zone for Calendar events in Apple devices

You can configure your Apple® device to accurately display calendar events based on the time zone you're in.

1. On your Home screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Scroll to **Calendars**, and then tap **Time Zone Support**.
4. Turn **Time Zone Support** to **OFF**.

> **Note:** Time Zone Support keeps your Calendar events in the time zone set for your device. When it's turned off, your events display in the time zone of your current location.

5. Your Calendar now displays events in your current time zone.

Deleting resources

You can delete resources as necessary from your Calendar.

1. Log in to your Calendar account.
2. On the navigation bar, click **Groups**.
3. Click the name of the group that contains the resource you want to delete.
4. Click the **Resources** tab.
5. Locate the resource you want to delete, and then click the **X** for that resource.
6. To confirm the deletion, click **OK**.

Setting default options for invitations

Through Calendar, you can set the default options for invitations and event reminders.

To set default options for invitations

1. Log in to your Calendar account.
2. Click **Settings**.
3. Go to the **Calendar Settings** tab.
4. Click **Set Default Options for Invitations**.
5. From the **Send invitations to attendees** list, specify when to send invitations to attendees.
6. From the **Notify attendees when uninvited** list, specify when to notify attendees that they were uninvited from an event.
7. From the **Notify attendees of event updates** list, specify when to send updated events to attendees.
8. To always allow attendees to invite other users to events, select **Automatically allow attendees to invite other users**.
9. Click **Save**.

To set default options for event reminders

1. Log in to your Calendar account.
2. Click **Settings**.
3. Go to the **Calendar Settings** tab.
4. Click **Set Default Options for Reminders**.
5. Select **Send me a reminder**, and then specify the number of minutes, hours, days, or weeks before the event to send the reminder.
6. To send the reminder in an email, in the **Send reminders to** field, enter the email address to which you want to send the reminder.
7. To send the reminder as a text message to your cell phone, select **Format reminders for text messaging**.
8. Click **Save**.

Can I search for available time for my attendees when I schedule an event?

Through Calendar, you can check for the next time attendees are available for events. When checking for the availability of other users, the availability of scheduled resources is also checked.

Why can't I access Calendar?

You may not be able to access the Calendar application because you haven't added Calendar to allowed sites in your web browser.

To add calendar to your internet explorer trusted sites

1. In **Internet Explorer**, from the **Tools** menu, click **Internet Options**.
2. Click **Security**.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
   - If it is set to High, use the slider to change it to a **Medium** or lower security level.
   - If it is set to Custom, click **Default Level**, and then use the slider to change it to a **Medium** or lower security level.
5. Click the **Sites** button.
6. Clear the **Require server verification** check box.
7. In the **Add this website to the zone** field, type **http://www.onlinegroupcalendar.com**.
8. Click **OK**.
9. On the **Internet Options** window, click **OK**.

To add calendar to your allowed firefox sites

1. In **Firefox**, from the **Tools** menu, click **Options**.
2. Click **Content**.
3. Click the **Exceptions** button for the **Block pop-up windows** field.
4. In the **Address of website** field, type **calendar.secureserver.net**.
5. Click the **Allow** button.

Why don't some of my meetings show up on my Calendar?

If you accepted a meeting, and it didn't show up on your calendar, it may have been blocked by your popup blocker. You can add Calendar to your trusted sites list to solve the problem.

Can I check responses to my meeting invitations?

When an attendee responds to your Calendar event invitation, you receive the response in an email message, and the event is updated with the attendee's response.

To view the responses, you can view the email message that was sent to you or view the event details in your Calendar.

What are the system requirements for Calendar?

Calendar works with the following browsers:

- Windows Internet Explorer 6.0 and later
- Mozilla Firefox 2.0 and later
- Safari 2.0 and later
- Mozilla 5.0 and later

Accessing on my mobile home

There are lots of options for accessing your Workspace Calendar from your mobile phone. See below for instructions.

- If you don't feel like downloading an app, just use your phone's browser! Go to calendar.secureserver.net
- If you want to sync your Workspace Calendar with the native calendar app on your phone, you can set it up for iPhone or Android.

How does Calendar handle file attachments?

Through Calendar, you can add attachments to groups so that users can view the files associated with the group, such as a contact list. You can also add attachments to events so you can send files associated with the event to the invitees, such as a meeting agenda.

When you add an attachment to an event, the file is sent with the invitation as an attachment in the email message.

You can add files as attachments from your Online Storage, if you have one, or from your computer.

How do personal and group calendars differ?

Calendar offers two types of calendars to help manage your events:

- **Personal calendars** display individual users' lists of events. One-on-one meetings and parties are great for your personal calendar. You can display or hide your personal calendar by clicking **Personal Calendar** in the **Calendars** section.
- **Group calendars** display events for all of a group's members. Group calendars work well for events like weekly meetings or company functions. You can display or hide group calendars by clicking the name of the calendar in the **Calendars** section.

Deleting email addresses associated with a Calendar account

You can delete any or all of the email addresses associated with Calendar accounts. Deleting the addresses does not delete or cancel your Calendar account. You can then set up the account with other addresses.

To delete calendar email addresses

1. Log in to your account.
2. Click **Calendar**.
3. Next to the account you want to use, click **Manage**.
4. Click **View Calendar**.
5. Select the email address you want to delete, and then click **Delete**.

What is a group?

In Calendar, groups represent various teams or work groupings that share common events and resources. In the example below, **Marketing** and **New Products** are groups created by members of those teams.
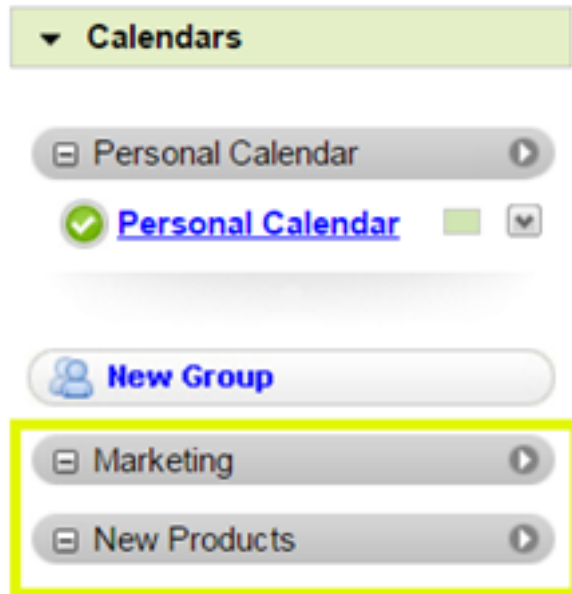
Groups can contain these types of calendars:

- **Group calendars** let you share scheduled events among Calendar members. For example, group calendars work well for teams that regularly attend the same events. Only members of a group can schedule events for that group.
- **Resource calendars** let group members schedule resources, such as meeting rooms or equipment. Scheduling a resource for an event reserves it so others in your group can see it is in use.

Create a group

Get started by creating a calendar group in your account.

You must have administrator permissions to create a group in Calendar.

1. Log in to your Workspace Email account.
2. Click the **Calendar** tab.

3. In the left pane, under **Calendars**, click **New Group**.
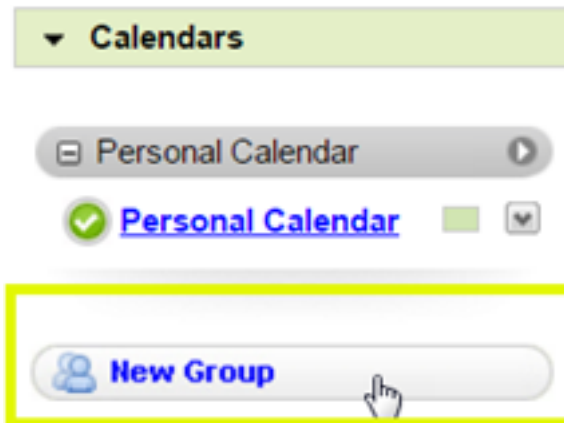
4. Fill in the **Enter Group Name** box, and click **Next**.
5. In the **Members** dialog box, do one or more of the following to add members:

In the dialog box	Do this
Email	Enter Calendar users' email addresses, select whether or not to grant each person administrator privileges, and then click **Add**.
Group	To add an entire group or one or more group members, click **Group**, select one or more groups from the list, select individual members, select whether or not to grant administrator privileges, and then click **Add**.

Domain	To add all members of a domain, click **Domain**, enter the domain name in the box, and then click **Add**.
	Members
	All users with email addresses on that domain are added as members. As you add more users to that domain, they will be added automatically to the group.
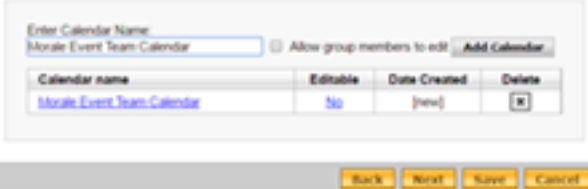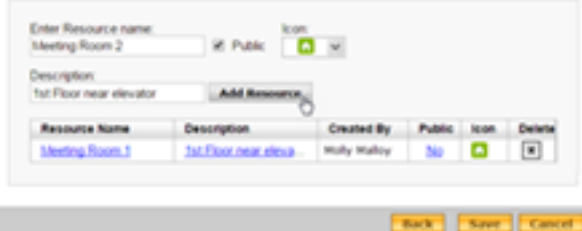
6. In the **Calendar** dialog box, enter a name in the **Enter Calendar Name** box, select whether or not to allow group members to edit the group calendar, and then click **Add Calendar**. Repeat this process to add additional group calendars, and then click **Next**.

7. In the **Resources** dialog box, fill out the **Enter Resource name** and **Description** fields, select whether or not the resource is to be made public, and then click **Add Resource**. Repeat this process to add multiple resources, and then click **Save**.

The calendar groups you create are available with resources in the left pane, under the **New Group** button.

Delete a group

When you no longer need a Calendar group, you can delete it.

You must have administrator permissions to delete a group.

Caution: Deleting a Calendar group permanently deletes files and information associated with the group, such as events, resources, and files.

1. Log in to your Workspace Email account.
2. Click the **Calendar** tab.
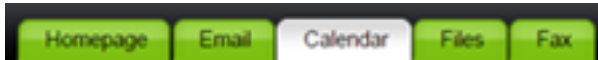
3. In the left pane, under the **New Group** button, click the white arrow for the calendar group you want to delete.
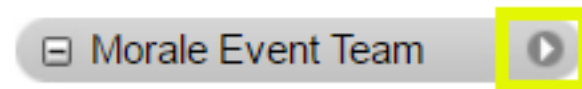
4. From the list that appears, click **Delete Group**.
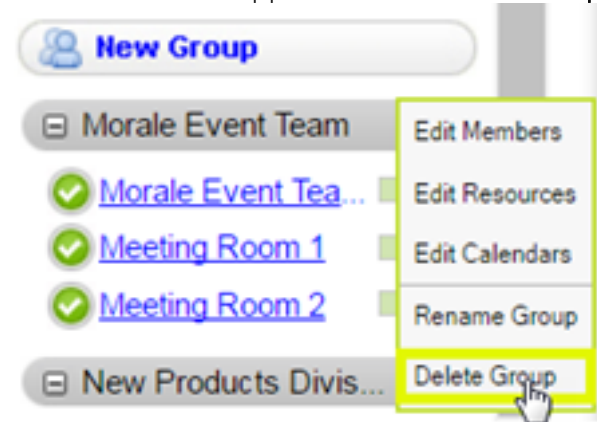
5. Click **Yes**.
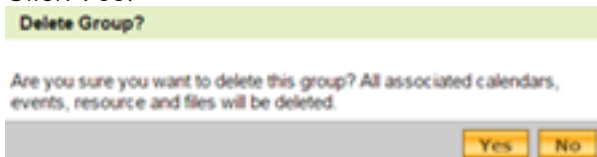
Change the status of a group member

You can change permissions of a Calendar group member, or you can remove a member from the group altogether.

You must have administrator permissions to change the status of a group member in Calendar.

1. Log in to your Workspace Email account.
2. Click the **Calendar** tab.
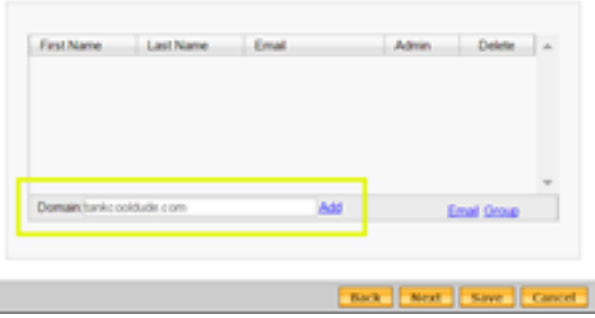

3. In the left pane under **Calendars**, click the white arrow to the right of the calendar name for the group you want to make changes to.
4. Click **Edit Members**.
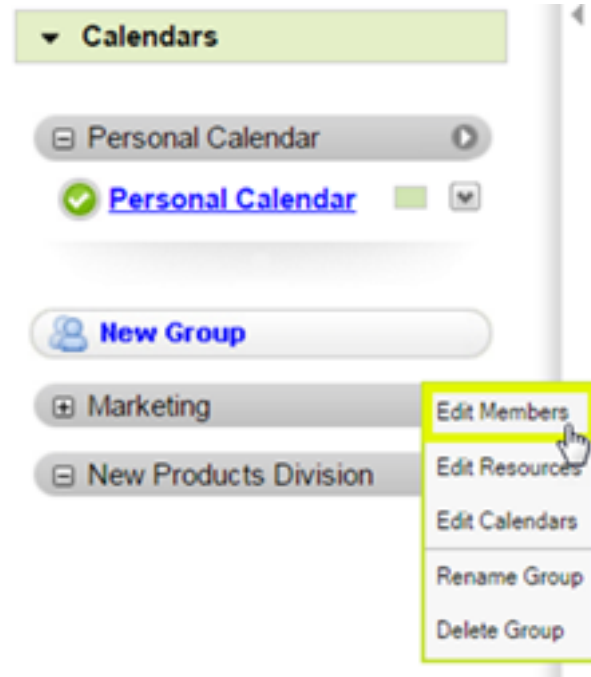
5. In the **Members** dialog box, do one of the following:
   o To change the permissions of a member, in the **Admin** column beside their name, click **Yes** or **No** to toggle between the two options.
   o To delete a member, check the box beside their name, and then click **OK**.
6. Click **Save & Exit**.

Change the name of a group

If the purpose of your calendar group evolves into something different, you can change the name.

You must have administrator permissions to change the name of a group in Calendar.

1. Log in to your Workspace Email account.
2. Click the **Calendar** tab.

3. In the left pane, under the **New Group** button, click the white arrow to the right of the calendar name you want to change.
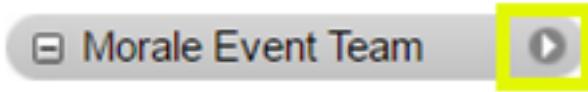
4. Click **Rename Group**.
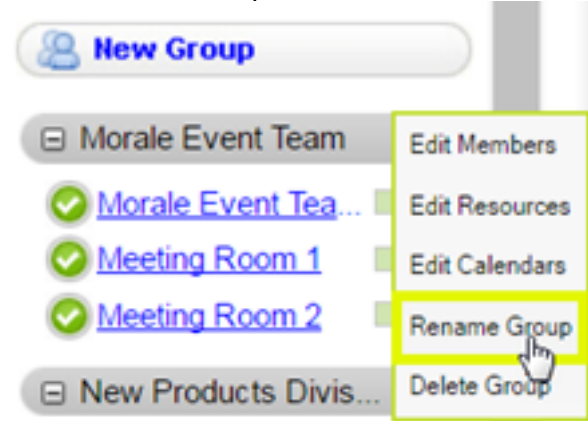
5. In the **Group Name** dialog box, enter the new name for the group.
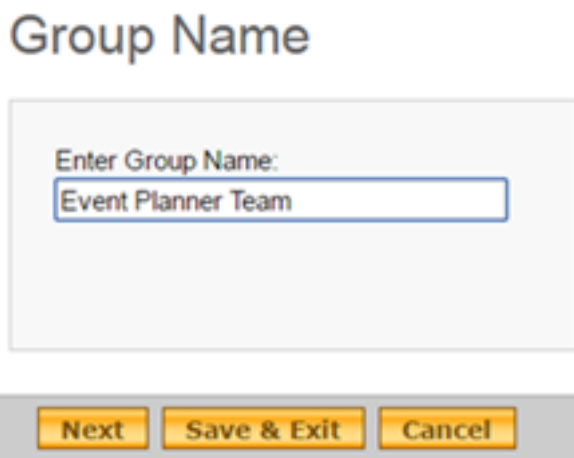
6. Click **Save & Exit**.

Creating Calendar Tasks

Tasks in Calendar are to-do lists of objectives, such as reports and assignments. You can assign due dates to tasks, but they do not require definite beginning and end times. Tasks display in the **Task** section of your Calendar account.

When creating tasks, you must complete the **Task** field. All other fields are optional.

To create tasks

1. Log in to your Calendar account.

2. Click **Add Task**.
3. Enter a name for your task in the **Task** field.
4. Go to any of the following tabs, complete any fields you want, and then click **Save**.

Details

Details are additional information about the task you want to track in Calendar.

- **Priority** — Select the task's priority.
- **Percent Complete** — Select the percentage of the task that has been completed.
- **Start** and **End** — Select when the event begins and ends.

    Note: You must select **Enable Due Date** to select an **End** time.

- **Description** — Enter any additional information about the task.

Task sharing

Sharing a task lets other Calendar users see it in their **Tasks** section. You can assign one of three permissions:

- **Admin** — Other users can modify all of a task's settings.
- **Read** — Other users cannot modify any of a task's settings.
- **Write** — Other users can modify all of a task's settings besides Task Sharing.

Click one of the following to add other Calendar users to tasks:

- **Email** — Enter a user's Calendar email address, select their permissions, and then click **Add**.
- **Group** — Select a group, select the group's members you want to invite, select their permissions, and then click **Add**.

To change users' permissions, select their new permissions, and then click **Save**.

To remove users' access, click **Delete** next to their name.

Attachments

Attachments let you share files with an event's attendees.

- To upload a file from your computer click **Upload File**, locate the file on your computer, and then click **Open**.

    Note: You can attach files up to 5 MB in size.

- If you have an Online Storage account, you can upload files stored there. Click **Upload from Online Storage**, select the file, and then click **Add**.

To remove an attachment, click **[X]** next to the attachment's name.

The **Task History** tab is read-only and displays all of a task's past activity.

To complete a task, select its **Percent Complete** as **100%**.

To delete a task, click its name from your **Tasks** section, click **Delete**, and then click **Yes**.

Share my Calendar

Calendar can give other Calendar users access to your personal calendar. You can assign one of two permissions:

- **See Free/Busy**: Allow other Calendar users to see events you're attending.
- **Full Control**: Allow other Calendar users to have full access to your personal calendar. Your personal calendar displays under the **Delegated Calendars** menu in their **Calendar** section.

Note: Only Workspace Calendar users can have access to your personal calendar.

1. Sign in to your [Calendar account](#).
2. In the upper-left corner, select **Settings**, and then select **Calendar Access**.
3. In **Grant administrative control to**, enter the Calendar user's email address, select the permissions you want to assign, and select **OK**.

Managing your Calendar settings

Most of Calendar's settings are straight-forward, but some are more complicated. This article details all of the settings and provides links to use the more complicated ones.

To access your settings

1. Log in to [Calendar](#).
2. Click **Settings**.

Personal settings

Personal Settings are basic information your Calendar uses.

- **First Name** and **Last Name** — Enter the name you want to display to other users in Calendar.

Calendar settings

Calendar Settings are numerous basic functions of how you calendar displays information and interacts with events.

- **Set time and date format:**
    - o Select how you want Calendar to display time and date information.
- **Set calendar format:**
    - o Select how you want Calendar to handle settings such as when days start and end, your color theme, and how long to display recently completed tasks.
- **Set default options for invitations:** Choose Calendar's default behavior when scheduling events.
    - o **Send invitations to attendees** — Select when invitations are emailed to your events' attendees.
    - o **Notify attendees when uninvited** — Select when to notify attendees that you removed their invitations.
    - o **Notify attendees of event updates** — Select when to notify attendees of changes made to your events.
    - o **Default Event Duration** — Select the default number of minutes, hours, or days your events last.
    - o **Send an event invite response when attendees** — Select when to receive email notifications when attendees respond to event invitations.
    - o **Automatically allow attendees to invite other users** — Select to let event attendees invite other users by default.
- **Set default options for reminders:** Calendar can send reminders so you don't miss important events.
    - o **Format** — Select the default option for receiving reminders:
        - ▪ **Email** — Receive an email at a specified time.
        - ▪ **SMS** — Receive an SMS email message at a specified time. You can receive this as a text message on a mobile phone by using your phone number's email address. For more information about your phone number's email address, contact your mobile phone service provider.
        - ▪ **Alert** — Receive reminders in Calendar and through any third-party clients, such as Microsoft Outlook®, that get updates through your Calendar's Published URL. For more information about subscribing to your Calendar, see.
    - o **Send me a reminder** — Set the default number of minutes, hours, days, or weeks before the event to send a reminder.
    - o **Send reminders to** — Enter the email address to which you want to send event reminders.
    - o **Include event attachments with reminder emails** — Select this option to receive any files attached to an event along with a reminder.
- **Other settings:**
    - o **Inactivity timeout** — Select the length of time before Calendar logs you out.
    - o **Open Each Application in a New Window** — Select this option if you want your other WorkSpace applications to open in a new window when you go to that application's tab.

Holiday settings

Holidays display as all-day events in Calendar. You can add holidays to Calendar in two ways:

- Select pre-defined holidays from **Select a holiday collection** menu, and then click **Add Collection**.
- From **My Holidays**, click **Add Holiday**, complete the on-screen fields, select a recurrence, and then click **Save**.

Manage ICS calendars

ICS Calendars let your Calendar interact with other calendar programs.

Manage attachments

Attachments let you share files with others attending events or sharing tasks with you. After adding attachments to tasks or events, you can manage them here.

To remove a file from your Calendar account, select it, and then click **Delete**.

Event types

Event types help you organize your personal calendar. When scheduling an event, you can select its event type so that it displays in your calendar with the color-coding and icon you choose.

You can hide or display all events of a specific type by clicking the name of the event type from your **Personal Calendar** in the **Calendars** section.

To create new event types, click **Add an Event Type**, enter a name, selects its color and icon, and then click **OK**.

Manage existing event types by selecting their colors and icons.

To delete an event type, from the **Delete** column, click **X**.

Changing your Calendar password

If you want to change your Calendar password, you can change it through your settings.

1. Log in to your Calendar account.
2. Click **Settings**.
3. In the **Current Password** field, enter your current password.
4. In the **New Password** and **Confirm** fields, enter your new password.
5. Click **Save**.

Managing Calendar resources

Resources in Calendar represent facilities and equipment, such as meeting rooms, auditoriums, projectors, and other shared office equipment. When scheduling events, you can schedule resources to indicate that they are in use at that time.

Resources must be added to groups. Only the group's users with Admin permissions can schedule resources, unless the resource is **Public**, which lets any group member schedule its use. You can add resources to existing groups or when you create a group.

 Note: Consider making a group just for your resources, and make all members of your organization members of the group. If you make the resources in the group Public, **anyone can schedule a resource and all other users can see the resource's availability.**

To add resources to existing groups

1. Log in to Calendar.
2. From the **Groups** section, right-click the group you want to use, and then select **Edit Resources**.
3. Complete the **Enter Resource name** and **Description** fields.
4. (*Optional*) To make the resource's calendar available to other groups, select **Public**.
5. Click **Add Resource**.
6. Click **Save & Exit**.

To delete a resource, right-click its group, select **Edit Resources**, and then click **Delete** next to the resource.

Accessing your Calendar account from Online Storage

If you have a Calendar account associated with the same email address as your Online Storage account, you can access it from Online Storage.

 Note: Calendar may not be available to all users.

1. Log in to Online Storage.
2. Go to the **Links** tab.
3. Click **Calendar**.
4. On the Calendar login screen, enter your email address and password, and then click **Login**.

 Note: If you do not have a Calendar account associated with the same email address as your Online Storage, the Calendar link takes you to the page on our website where you can purchase an account. Calendar may not be available for purchase for all users.

Scheduling Calendar events

Events in Calendar are occurrences with definite start and end times, such as meetings or parties. They display in your personal and group calendars in the **Calendars** section of your account.

You can invite other Calendar users or groups to attend events. Users or groups you invite receive emails requesting them to provide their attendance statuses. Calendar then tracks and displays their responses.

To schedule events

1. Log in to your Calendar account.
2. Click **Add Event**.
3. In the **Title** field, enter a name for your event.
4. Select the event's **Start Time** and **End Time**. Select **All day event** if the event runs through an entire day.

    Note: When you schedule events that conflict with other users' schedules, those users display in the Conflicts window.

5. Use the **Time Zone** menu to identify the correct time for the event.
6. If the time zone you need isn't listed, do the following:
    o Click **Manage Time Zones**.
    o In the **Manage Additional Time Zone** window, drag and drop selected time zones from the **Available** menu to the **Selected** menus. You can also use the **+** and **-** buttons to add and remove selected time zones.
7. Go to any of the tabs below, enter the necessary information, and then click **Save**.

Details

Details are additional information related to the event you want to track in Calendar.

- **Calendar** — Select the calendar to use for scheduling the event.
- **Event Type** — Select the event type for the event.
- **Icon** — Select an icon to identify the event.
- **Title** — Enter the name of the event.
- **Location** — Identify where the event is located.
- **Details** — Add event-related information.
- **My Attendance** — Select **Attending**, **Tentative**, or **Not Attending**.
- **Event Status** — Select **Not Complete** or **Complete**.
- **Event Owner** — Select the Calendar user who created the event. By default this field contains your name and email address, but you can select anyone you share a Calendar with.
- **Send Attendance Notifications to** — Select an email address to receive notifications, or select **Don't Send Notification**.

Attendees & Resources

Attendees and resources are the Calendar users attending your event and the resources, such as meeting rooms and office equipment, your event is using.

If the event conflicts with other users' schedules, you can click the selector in the time grid, and then slide it to a time that fits.

- **Attendee** — Enter a user's Calendar email address, and then click **Add**. If users accept the invitation, the event displays on their personal calendars. After adding users, click **Yes** or **No** in the **Required** column to change their statuses to either required to attend or not required.
- **Group** — Select a group, select the members of the group you want to invite, select whether their attendance is required, and then click **Add**. If you select **All Members** of a group, the event displays on the group's calendar. If you select individual members of a group, the event displays on their personal calendar.

    Note: You can only schedule events for groups you are a member of.

- **Resource** — Click the resource you want to schedule for your event. You can schedule use of any resource that belongs to groups where you're a member. For more information, see.

To let an event's attendees invite other Calendar users, select **Allow attendees to invite other users**.

The table displays your attendees' names, their acceptance and requirement statuses, and the time of their currently scheduled events.

Recurrence

Calendar can automatically schedule recurring events in attendees' personal or group calendars and resource calendars.

Select one of the following, and then enter the required information to create recurring event:

- **None** — The event occurs once.
- **Daily** — Enter the event's frequency in days, or select **Every weekday** if the event recurs every day.
- **Weekly** — Enter the event's frequency in weeks, and then select the day it occurs.
- **Monthly** — Enter the event's frequency in days of the month, frequency of monthly occurrences, or select a recurrence rule.
- **Yearly** — Enter the event's frequency in days of the month per year, frequency of yearly occurrences, or select a recurrence rule.

Reminders

Calendar can send reminders so attendees don't miss events.

Click **Add Reminder**, complete the following fields, and then click **Add**:

- **Address** — Enter the email address you want to send the reminder to.
- **When** — Enter and select how long before the event you want to send the reminder.
- **Format** — Select how you want the reminder sent:
    - **Email** — Receive an email at a specified time.
    - **SMS** — Receive an SMS email message at a specified time. You can receive this as a text message on a mobile phone by using your phone number's email address. For more information about your phone number's email address, contact your mobile phone service provider.
    - **Alert** — Receive reminders in Calendar and through any third-party clients, such as Microsoft Outlook®, that get updates through your Calendar's Published URL.

Attachments

Attachments let you share files with an event's attendees.

- To upload a file from your computer click **Upload File**, locate the file on your computer, and then click **Open**.

   Note: You can attach files up to 20 MB in size.

- If you have an Online Storage account, you can upload files stored there. Click **Upload from Online Storage**, select the file, and then click **Add**.

Searching your Calendar's events and tasks

Calendar lets you search event and task titles and descriptions, as well as event attendees and Calendar users you share tasks with.

To search your Calendar, enter the term you want to search for in the **Search** field, and then click **Go**.

View search results by going to either the **Events** or **Tasks** tab, depending on which kind of information you are searching for.

Can I invite non-calendar users to events

Yes. Event attendees do not need a Calendar account to receive and respond to invitations.

Event invitations are sent to the attendee's email address, and the attendee can accept, accept as tentative, or decline an invitation using the buttons included in the email message.

Creating a single event in Calendar using click and drag

You can quickly and easily create a new event in Calendar using the "click and drag" feature, either in day/week or monthly views. Here's how:

Using click and drag

1. Go to Calendar.
2. Click on the desired start time and date you would like to create your event, drag to the desired end time, and then release the mouse button (drop).

   Note: If there is a time or date conflict for the event you are creating, the event block will be red.

3. A pop-in window appears, showing the date and time. Enter an event title.
4. *(Optional)* From the **Calendar** drop-down, you have the option to select your calendar.
5. *(Optional)* Click **Edit Event Details** to add attendees and resources.
6. Click **Save**.

Using drag and drop

1. Go to Calendar.
2. Click on the start day you would like to create your event, drag to the desired end time, and then release the mouse button (drop).

   Note: In **Month View**, the event defaults to the entire day. Also, if there is a time or date conflict for the event you are creating, the event block will be red.

3. A pop-in window appears, showing the date. Enter a new event title.
4. *(Optional)* From the **Calendar** drop-down, you have the option to select your calendar.
5. Click **Save**.

Updating and moving events in Calendar

You can quickly and easily make updates or move events in Calendar. There are several different ways to make updates. Remember, you can only make updates to events that you've created.

To update an event by clicking on it

1. Go to Calendar.
2. Click on the event you would like to update.
3. Make your updates, and then click **Save**.

To move an event using drag and drop in day/week view

1. Go to Calendar.
2. Click on the event you would like to move, drag to the date and time you would like your event to occur, and then release the mouse button.

 Note: If there is a time or date conflict for the event you are updating, the event block will be red.

To move an event using drag and drop in month view

1. Go to Calendar.
2. Click on the event you would like to move, drag to the day of the month you would like your event to occur, and then release the mouse button.

Note: To update the event time in Month View, you must click on the event and edit the time.

Accepting Calendar event invitations

When Calendar event organizers invite you to attend events, you receive an email requesting that you notify the event's organizer of your attendance. Click one of the three options:

- **Accept** — You are attending the event. The event displays in your personal calendar.
- **Tentative** — You might attend the event. The event displays in your personal calendar.
- **Declined** — You are not attending the event. The event does not display in your personal calendar.

You can add the event to your Outlook® calendar by opening the ICS file attached to the invitation.

Synchronize my Calendar with my mobile device

The following instructions describe how to synchronize your Calendar with an iPhone, iPad, and Apple Mac OSX iCal, or an Android device.

Before you synchronize, ensure that you have published your Calendar. Publishing your Calendar makes it available for you to view from mobile devices. For information on publishing your Calendar see

iPhone or iPad

Note: You must use iPhone firmware 3.1.3 or newer to synchronize your Calendar with CalDAV. All versions of the iPad's firmware support CalDAV.

Calendar offers CalDAV support for iPhones, iPads, and Apple Mac OSX iCal. CalDAV lets you synchronize your personal Calendar with devices and applications easily. You can also use Calendar with your iPhone by importing, exporting, or subscribing to calendars.

Note: Using CalDAV does not synchronize group Calendars or event/task attachments.

1. From the Home screen, tap **Settings**.
2. Tap **Passwords & Accounts**.
3. Tap **Add Account**.
4. Tap **Other**.
5. Tap **Add CalDAV Account**.
6. Complete the following fields, and then tap **Next**.
    o **Server** — Type caldav.secureserver.net.
    o **User Name** — Enter your Calendar user name, which is your email address.
    o **Password** — Enter your Calendar password.
    o **Description** — Enter a name for your Calendar to display on your phone.
7. Tap **Save**.

Android Devices

For Android devices, you need to sync your Calendar with the Google Calendar associated with the Gmail address that your Android device is using by subscribing to your shared Calendar.

1. From the home screen on your Android device, tap the **App Drawer**.
2. Tap **Settings**, and then tap **Accounts & Sync**.
3. Tap **Google** as the account type, then **Existing** or **Sign in**.
4. Enter your Google email address and password before tapping the right arrow or **Sign in**. (If you're using 2-step verification, enter the password for that instead.)
5. Select **Calendar** from the list of services connected to your Google account.
6. Tap the right arrow or **Next**. Your calendar should synchronize. (To be sure, open the **Calendar**.

Note: As a courtesy, we provide information about how to use certain third-party products, but we do not endorse or directly support third-party products and we are not responsible for the functions or reliability of such products.

Publishing and subscribing to your Calendar

Publishing and subscribing to your Calendar lets you view it with numerous programs, including mobile devices, to help organize your schedule. There are just a couple quick steps to publish and subscribe to Calendar, as outlined below.

To publish your Calendar

Publishing your Calendar makes it available for you to view from other devices.

1. Log in to your Calendar account.
2. Go to the **Settings** tab.
3. Click **Share Calendars**.
4. Next to the calendar you want to publish, in the **Actions** column, click (**Enable Publish URL**).

Your calendar's **URL** displays. You'll use that to subscribe to your calendar in whatever application you use.

> **Note:** To remove a calendar's shared URL, click (**Remove Published Calendar**).

Subscribing to your Calendar

Subscribing to your published Calendar allows you to view it on other devices. The following instructions describe how to subscribe to your published Calendar using a few popular calendar programs.

Apple iPhone

1. From the **Home** screen, click **Settings**.
2. Click **Mail, Contacts, and Calendars**.
3. Click **Add Account…**.
4. Click **Other**.
5. Click **Add Subscribed Calendar**.
6. In the **Server** field, enter your published Calendar URL.
7. Click **Next**.
8. Click **Save**.

Apple calendar

1. Launch **Calendar**.
2. From the **File** menu, select **New Calendar Subscription**.
3. Enter your Calendar shared URL in the **Calendar URL** field, and then click **Subscribe**.
4. Complete the following fields, and then click **OK**:

Field	What to do…

Name	Enter the name you want to use for this calendar in your Calendar application.
Subscribed to	Leave your Calendar shared URL in this field.
Location	Select where you want to save this calendar's data. If you use iCloud, we recommend selecting that. [1]
Remove	Select if you'd like to remove this calendar's **Alerts** and **Attachments**. You might want to do this if you have default alerts set up or don't want to permanently store your events' attachments on your hard drive.
Auto-refresh	Select the frequency with which you'd like to refresh this calendar. We suggest **Every hour**.
Ignore Alerts	Select this option if you want the alerts to come through the subscribed calendar but suppress them.

[1] Sharing your Calendar with iCloud will save its information to your iCloud account, which will also synchronize its information to all of your devices using your iCloud account. If you want to remove this Calendar from any of these devices, you'll need to do so through icloud.com.

Google calendar and Android devices

1. From **Other Calendars**, click **Add**, and then **Add by URL**.
2. In the **URL** field, enter your published Calendar URL.
3. Click **Add Calendar**.

Once you've published your Calendar, if you're using an iPhones®, iPads®, and Apple Mac OSX iCal®, or an Android® device, you can synchronize it to your mobile device.

 Note: As a courtesy, we provide information about how to use certain third-party products, but we do not endorse or directly support third-party products and we are not responsible for the functions or reliability of such products. All registered trademarks are the property of their respective owners in the United States and/or other countries. All rights reserved.

Updating your Calendar month view

Here's the Lowdown: When you view your Calendar events in Month view you can specify if you want to display the Calendar in Full View or Fit to Screen.

1. Log in to your Calendar Account.
2. Click the **Month** view icon to display events for the month.
3. Select the **Switch to Fit to Screen** hyperlink to display events for the month in a screen fit view.

   Note: Using the Fit to Screen View may prevent a full Calendar of events from displaying.

4. Select the **Switch to Full View** hyperlink to view a full list of events for the month.
5. Your settings are updated automatically.

Deleting Calendar accounts

Delete a calendar email address through my account

1. Log in to your account.
2. Click **Calendar**.
3. Next to the account you want to use, click **Manage**.
4. Click **Cancel** for the account you want to delete.

   Warning: Clicking cancel deletes the email address from the Calendar account.

Delete a Calendar email address from within the Workspace control center

1. Log in to your account.
2. Click **Workspace Email**.
3. Next to the account you want to use, click **Manage**.
4. If an option to add addresses or view all email plans displays, Click **View All**.
5. Click **Calendar**.
6. In your list of Calendar email accounts, use the checkbox(es) to select the accounts you want to delete.
7. Click **Delete Selected**.
8. Click **OK** to confirm you want to delete the email accounts.

Accepting Pending Calendar Activations

If you, or another Calendar user, added you to a Calendar account, you receive an email notification for the request.

1. From the email account to which the activation was sent, open the email and click **Activate this account**.
2. Read the End User License Agreement, and if you agree, click **Accept**.
3. In the **First Name** and **Last Name** fields, enter your first and last name.
4. From the **Timezone** list, select your time zone.
5. In the **Password** and **Confirm Password** fields, enter your password.
6. Click **Setup**.

Manage your Calendar users

After setting up other users' Calendar accounts, you can manage them through the Workspace Control Center. This lets you launch, delete, or move users' Calendar accounts.

Note: Only users with access to the customer account containing the Calendar accounts can manage individual Calendar accounts. Being a Calendar user does not provide this feature.

1. Log in to your account.
2. Click **Calendar**.
3. Next to the account you want to use, click **Manage**.
4. From the **Actions** column, click the action you want to perform:
   - o **Launch Calendar** — Open the user's Calendar account. This does not require a password.
   - o **Edit Calendar** — Edit the Calendar user's email address by entering a new email address, and then clicking **OK**.
   - o **Move Calendar Account** — Move the user's Calendar account to a different Calendar plan by selecting the new plan, and then clicking **OK**.
   - o **Delete Calendar Account** — Remove the Calendar user's account.

Removing Calendar access from users

When using Calendar, you can remove other users' control of the calendars.

To remove control of your calendar from another user

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Click the **Calendar Access** tab.
4. In the **Users with access to your calendar** field, click the **X** for the user whose access you want to remove.

To remove control of another user's calendar

1. Log in to your Calendar account.
2. On the navigation bar, click **Settings**.
3. Go to the **Calendar Access** tab.
4. In the **Users whose calendar you control** field, click the **X** for the user whose calendar you want to remove.
5. To confirm the deletion, click **OK**.