Getting Started

iCal 4

Menus

All Day Events

Time Specific

Appointments & Meetings

Exchange (Server) Calendars

Local Calendars

Calendar Views & Date Navigator

View/Hide Task List

Task List

Task Priority

Search Box

Shortcut to Calendar View that Shows Today's Date

Add New Calendar; View/Hide Mini Calendar; View/Hide Notifications

Creating Appointments

To create a new appointment for yourself:

1. Click, hold, and drag your mouse over the time frame you would like to reserve for your appointment.
2. Type the name of the event.
3. You now have a new event on your calendar. If you would like to add more details about the event:
   4. Double click in the space where the start time of the event displays. The Inspector window will appear.
   5. Make the necessary adjustments to your appointment.
   6. Click Done.

Working with Alarms

Alarms can be a great way of reminding yourself of important appointments on your calendar. iCal provides a variety of reminder types.

Delegates

You may choose to grant someone else the permission to view your calendar and potentially manage the calendar on your behalf. For example, if someone has an assistant, the assistant may correspond on his behalf. To grant permission for someone to act as your delegate:

1. Go to the iCal menu and select Preferences...
2. Click Accounts, then Delegation.
3. Select Edit... in the bottom, right corner.
4. Click the Add a delegate to this account button.
5. Begin to type the ID of the user you would like to add. iCal should auto complete the address as you type.
6. Decide what permissions you would like to grant for your calendar and also your tasks.
7. Click Done.
8. Close the Preferences window.

Now, all of your delegates will be able to see your calendar, send mail on your behalf, and perform other actions as granted to them.

Delegates v. Sharing

Although being a delegate and viewing a shared calendar may seem as though they perform the same action, they are actually quite different. When you are someone’s delegate, you are also able to send emails for them (i.e. you’re able to send an email message that looks like it’s coming from them).

iCal does not at this point have a function to share your calendar. By making meeting invitations, everyone should be able to see your free/busy time.

If you have a need to share more information about your calendar with other people at Cornell, you may consider either switching to Entourage or linking through an Entourage calendar.

Linking iCal & Entourage

To link your Entourage Exchange calendar with your iCal Exchange calendar:

1. Open Entourage.
2. Go to the Entourage menu and select Preferences...
3. Select the Sync Services category.
4. Check the box to Synchronize events and tasks with iCal and MobileMe.

Help & Resources

www.cit.cornell.edu/services/
Adding Calendars

You can create either additional local or Exchange calendars. However, when scheduling meetings, your coworkers will only be aware of appointments that you have placed on the single calendar below your username.

When accessing your account using OWA, additional calendars will display as additional folders. Therefore, it is not recommended that you use multiple calendars to color-code your appointments, but for keeping private versus public appointments.

To add a new calendar:

1. Click the Add a New Calendar button at the bottom, left corner of the iCal window.
2. Read the warning message and click Continue.
3. Name your new calendar.

Now, use the check marks next to each calendar to filter out calendar items. You may use the same filters when printing a copy of your calendar.

Appointments with Attendees | Meetings

As with Outlook and Entourage, iCal can help you to organize and schedule appointments with other members of the Cornell Exchange community. To initiate a meeting invitation:

1. Create or open an appointment.
2. Click Add Invitees....
3. Begin typing the net IDs of your attendees. As you type, iCal should auto complete the addresses for you. Press ENTER to accept an address and begin typing another.
4. Note the icon next to each attendee’s name. You will automatically see the attendees status for the meeting.
5. Click Send.

Editing Appointment Date/Times

Click, hold, and drag on the top or bottom edges of an appointment to quickly change the start or end times.

Click, hold, and drag the entire appointment to a new day to adjust the start or end dates.

Editing the Details

To edit any of the details of an appointment on your calendar, double click on the appointment. In the call-out that displays, click Edit.

TIP: If you frequently edit appointments, you can make appointments open directly in edit mode when you double click them. To control this setting, go to the iCal menu and select Preferences... then check the setting: Open events in separate windows.

Making Multiple Edits

If you are making changes to many different appointments, it may be tedious to double click each appointment to begin editing. Instead, turn on the Inspector window so that it is always visible. To do this, go to the Edit menu and select Show Inspector. Now, as you click different appointments you will immediately be able to begin changing the details of the appointment.

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