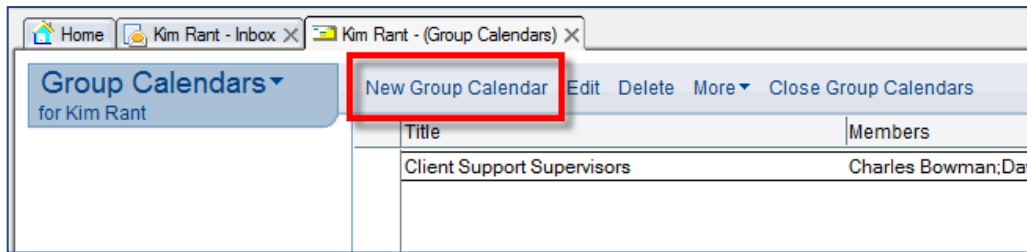


View Group Availability

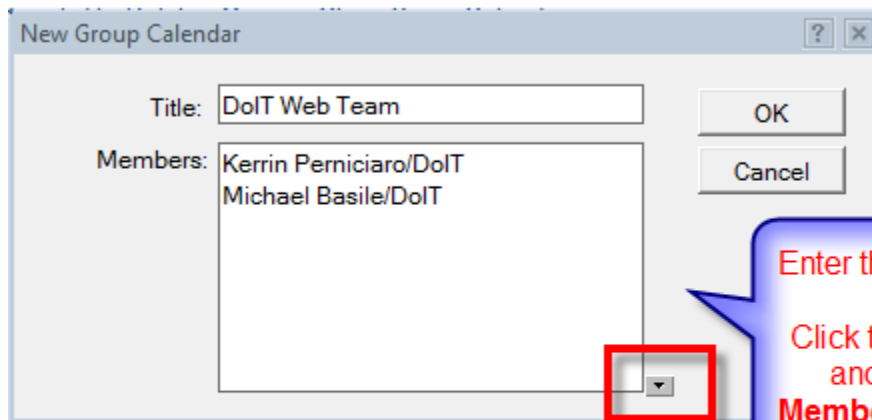
If you work with teams of other people it is helpful to be able to view their schedules so that you can effectively plan meetings and other events. You can use the **Group Calendars** feature in Lotus Notes to define these groups and to simultaneously view the schedules of everyone in the group. You can even open another person's Calendar if they've given you access to do that.

How to Create a Group Calendar

- Open your *Calendar*
- Click the **More** action and select **Create Group Calendars**. You will be in the Group Calendars view:



- Click the **New Group Calendar** action



Enter the **Title** for this group

Click the drop down arrow and select the group **Members** from *SUNYSB's Address Book*

Click **OK**

DoIT Web Team Close Members... Display Options... Print Preview...

Tuesday, October 7, 2008 Wednesday, October 8, 2008

Kerrin Perniciaro/DoIT
Michael Basile/DoIT

Blocks of time are color-coded to differentiate whether someone is Available, Already Scheduled or Unavailable

Available Already Scheduled Unavailable No Info Info Restricted

Use the horizontal scroll bar to scroll ahead to another date.

- If you've been given access to this person's Calendar you can:
 - Click their name and the Calendar will open in the **Preview Pane** below
 - Right click a **Red** (Already Scheduled) block of time to view the details of the Calendar entry
- Click the **Close** button to close this Group Calendar

You can quickly create a new Group Calendar from a message in your Inbox:

- Select the message in your *Inbox* by clicking it
- Click the **Actions** menu and select **More > Add Recipients to New Group Calendar**
- The *New Group Calendar* dialog box opens with the members copied from the *Address* fields of the message
- Enter a **Title** for the group
- Click **OK**

How to Edit a Group Calendar

In the *Group Calendars* view select the Group Calendar that you want to edit by clicking it.

- Click the **Edit** action to change the title of the group or to add/remove members
- Click the **Delete** action button to send the Group Calendar to the *Trash* folder