Creating a “Classes” Calendar in Zimbra

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To facilitate the scheduling of committee meetings in BILSA, you are encouraged to create a “Classes” calendar in Zimbra. Students can also view this calendar for office hours.

There are three major steps to preparing the “Classes” calendar so it is available to students and others on campus.

1. Creating the calendar
2. Adding your classes and office hours to the calendar
3. Publishing the calendar.

Other steps include changing the calendar and linking to the calendar of others:

4. Editing the calendar.
5. Link to other calendars.

Creating the calendar

1. Log in to Zimbra

2. Go to the Calendar module by clicking on the Calendar tab.

3. On the left side of the screen, click on the New Calendar button and a dialog box appears.

4. Enter the name and pick the color. Do not mark the two check boxes at the bottom. Use the name “Classes” exactly so others will know the spelling of your calendar when trying to find it.
5  Click the OK button. The dialog box disappears and the new calendar will be listed on the left side of the screen.

6  Remove all the check marks from all the calendars listed, but leave the check mark for the Classes calendar. (Since this is the only calendar displayed, it becomes the default calendar when you add the classes and office hours to this calendar.)

7  Done

**Adding Classes & Office Hours**

1  Select the first day of classes. This can be done in one of two ways:

   a. **Method 1:** Use the calendar navigation buttons \(\leftarrow 8/30 - 9/5 \rightarrow\) (upper right on screen) to display the correct week, (b) click on the date for the first day of classes. The selected day is indicated by the date column header being a different color. 
      
      | Mon, Aug 31 | Tue, Sep 1 | Wed, Sep 2 |
      | gray        | light blue | gray       |

   b. **Method 2:** Use the mini-calendar located in the lower left corner of the screen. Use the arrow to navigate to the desired month and then click on the date.

      ![Mini-calendar](image)

**Note:** Since you will be using the Repeat command to add your classes and office hours to the calendar for the entire semester, always pick the first day of classes for UWP—not the first date on which your particular class begins. The Repeat command will handle this disparity.

2  Click the New Appointment button \(\text{New}\) to display the Appointment Details screen.
3 Fill in the Subject and Location fields. Leave the Show as, Mark as, and Calendar as shown below. (Because you did step #6 above, the value for the Calendar drop button is **Classes**.

4 The Start and End dates displayed are the first day of classes for the university. Do not be concerned if the respective class that you are adding starts on this date or not. This will be taken care of via the Repeat drop button.

5 Using the drop buttons to the right of the Start and End dates, set the clock times for the start and end of the class period. Even though classes end at 8 minutes before the hour, it is not worth the hassle to be that specific here.

6 Click the Repeat drop button and select the **Every Week** option. Click the Custom link that now appears.

7 Select the second option button in the Repeat frame. and enter a 1 in the text box. Next check which day(s) of the week that the class or lab or discussion meets. In the End frame, select the third option button and enter the last day of classes for UWP. This is typically the second Friday before finals week. You can either manually enter the date or you can click the down arrow button to pick it by clicking on the date on a monthly calendar.

**Note:** If you pick the first Friday before finals week, you will have to manually delete the classes for finals week since exam times don’t match normal class times.
8 Set the Reminder value as per your personal preference.
9 Click the Save button. Wait a few seconds and you will see the class blocked off on the calendar for every week of the semester. Repeat the above steps for each class that you teach.
10 To add office hours to the Classes calendar, repeat the above steps with the following exceptions:
   a. In step #3, enter **Office Hours** in the Subject text box.
   b. In step #3, leave empty or put your office number in the Location text box.
   c. In step #3, in the Show as drop button, select **Free**.
11 Done
Publishing the Calendar

To make your Classes calendar available to students and others at UWP, you must set the Share properties as follows:

1. On the Calendar screen, right-click on the Classes calendar as listed on the left side of the screen.

2. A pop-up menu appears. Click on the Edit Properties option.

3. This dialog box appears.
4  Click the Add Share button.

5  Pick the Public option button for the Shared with value. The dialog box now looks like this.

6  Click the OK button to close the Share Properties dialog box. Click the OK button for the Folder Properties dialog box.
Editing the Calendar

1. To make changes to classes placed on the calendar,
   a. Double-click on the class or office hours time blocks that you want to change.
   b. The Open Recurring Item dialog box opens. Select the Open the series option and click the OK button.
   c. Make the required changes and click the Save button. The changes will appear on the calendar.
   d. You can make as many editing changes as need by repeating these steps.
   e. Done.

2. When you added the classes and office hours, they were added as a recurring series. This resulted in these items being placed on holidays and university breaks. To remove these from the calendar, do the following:
   a. Navigate to the holiday or university break of interest.
   b. Right-click on the class or office hours block that you want to eliminate. A pop-up menu appears.
   c. Pick Instance > Delete on the pop-up menu. You will be asked to verify whether to delete this instance or not. Click Yes and the respective item will disappear from your calendar.
   d. Continue to clean-up your calendar by repeating these steps.
   e. Done.
Linking to an External Calendar

1. Right-click on the Calendars heading on the left side of the screen. A pop-up menu appears.

2. Pick the Link to Shared Calendar option. The Link To Shared Calendar dialog box appears.

3. Fill out the dialog box:
   a. Enter the email address of the person who owns the calendar that you want to use. As you type, Zimbra will list addresses that match. When the one that you want appears, click on it.
   b. The Path is the name of the calendar. In this case it will be **Classes**—the exact name that the owner has given it.
   c. As you enter the above information, the name of your new link is automatically provided. This is the name which will appear on your list of calendars. Edit this name as you desire. Use a naming convention so your external calendars will alphabetize in a useful order; e.g., placing the college and department abbreviations as prefixes to the names will sort the names by college and department rather than by the person’s name.
   d. Select the color that you want to use for this calendar. You may want to use the same color for all faculty calendars. You can use different colors, but there are only about a dozen colors to choose from.
4 Click OK to create the link and it will appear in your list of calendars. All the calendars that you created (that you are the owner of) are listed first. All your external (linked to) calendars are listed under the white bar. The calendars in each group are alphabetized.

5 Done