Oracle Calendar
(formerly CorporateTime)

Information Technology
Web and Learning Services
College of William and Mary

First Time Log In

- Open Oracle Calendar
- When the Sign-In window appears, click the Other button, then click the New button
- Type in calendar.wm.edu in the Connection Name field and in the Server Name field then click the Lookup button
- Once the server is found, click OK
- Now select calendar.wm.edu and click the Make Default button

Logging In

- You will only have to set up the server once
- For your User Name enter your WMuserid or your first and last name
- Enter your Password
- Click the Sign-In button
Your In-Tray

- This window opens along with your calendar when you log in
- The in-tray is the central place where you can view all new entries that have been proposed by other Calendar users
- You can accept or reject entries by double-clicking them to open them or right-click once and choose to attend or not attend
- Close your in-tray using the X in the top right corner of that window

Preferences

- From the menu, choose Tools – Options to change your preferences
- Many options can be changed such as the ability to display weekends, disable the view of declined meetings, activate default reminders for entries, change the colors of your entries and more.

Viewing Your Agenda

- You can view by day, week or month using the buttons on the toolbar or “view” from the pull down menus
- Use the left and right arrows on the second toolbar to move dates forward and backward
- You can easily return to the current date by clicking on the “Today” button between the arrows
- Use the flip calendar button on the second toolbar to select a specific date to view
Scheduling a Meeting

- There are several ways to open the New Meeting dialog box:
  - Click on the New Meeting button on the toolbar
  - Select a block of time while viewing by day or week and right-click, double-click or click on the New Meeting button
  - Right-click or double-click in any view
- To quickly enter a meeting without opening the dialog box, select a block of time while viewing by day or week, type a title and hit enter

New Meeting Dialog Box

- At the top, enter the title of the meeting, location, date and time
- People/Resources tab – invite people, resources or groups to the meeting
- Details tab – set the Importance and Access levels, attach a file, and/or add details of the meeting
- Reminders tab - set a pop-up or email reminder to appear prior to the meeting

New Meeting, cont’d.

- Add Date button – add an additional date to the meeting entry
- Repeating button – set up recurring meetings
- Check Conflicts button – ensure attendees do not have a conflict
- When finished, click OK
- Choose yes or no to send an email message to attendees if you have invited anyone
Accepting and Refusing Entries

- Double-click on an entry from the calendar or the in-tray and choose to attend or not attend
- Right-click over an entry from the calendar or the in-tray and choose to attend or not attend
- Your choice will change the color of the meeting
- To view color values, click on Tools – Options – Agenda - Colors

Creating Tasks

- A task is a personal “to-do” list that will appear in the daily view only
- Click on the New Task button or right-click and choose New Task and enter a title
- Remove check marks to have it appear on every day of your calendar or specify start and end dates
- Can also specify a due date and set a reminder based on that date

Creating Events

- A day event would be used for an entry that lasts one or more days and does not have specific times associated with it (such as a birthday or an event like Homecoming)
- Click on the New Day Event button or right-click and choose New Day Event
- Enter title, date(s), attendees and any other desired options
- Day events will appear when viewing by day, week or month
Creating Notes

- A daily note is an informal message or reminder that you can create for yourself or for a group
- Click on the New Daily Note button or right-click and choose New Daily Note
- Enter title, date(s), attendees and any other desired options
- Daily notes will appear when viewing by day, week or month

Editing Entries

- To edit an entry, double-click it, make your changes and click OK
- Or, click the right mouse button while over the entry and choose the edit option, make your changes and click OK

Deleting Entries

- Highlight the entry by clicking on it once and press the Delete button on the keyboard
- Or, click the right mouse button while over the entry and choose the delete option
Creating Your Own Groups

- Create groups of people that you schedule meetings with frequently
- Go to Tools – Manage Groups
- Click on the New button, name the group, choose a group type (Public, Private, or Members Only), add the members of the group, then click OK twice
- NOTE: When creating a Members Only group, do not forget to add yourself as a member!!

Viewing another person’s agenda

- Click on the Open An Agenda button on the tool bar
- Enter the person’s first and last name or just part of the last name
- If you are unsure of the last name, use the search button (magnifying glass)
- Click OK

Viewing multiple agendas

- Click on the Open Group Agenda button on the toolbar
- Add people to the list by typing in part or all of their last names
- Hit enter after each name
- After everyone is added, click OK
- You can create a meeting for the entire group by clicking and dragging on the appropriate time and day and then clicking the New Meeting button
Viewing a resource agenda

- Click on the Open An Agenda button on the toolbar
- If you know the name of the resource you want to view, type r:name of resource and click OK
- If you do not know the name, click on the search button (magnifying glass)
- Click on the Resources tab
- Click on the Search button
- Choose the room you want to view and click OK twice

Printing your agenda

- Make sure you are in the “view” that you want printed (daily, weekly or monthly) and then click the print icon on the toolbar
- You can change the format and layout if you desire
- Click on the Options button to adjust which items will and will not print
- Click on the preview button to view your agenda before printing it

Accessing your Calendar on the Web

- From an internet browser, type http://calendar.wm.edu in the address line
- Enter your user name and password and then click the Sign In button
- You have almost the same functionality as using the client version on your desktop
Archive and Downloading

- Currently, information is guaranteed to be stored in calendar for the previous two years
- To download calendar to your computer, visit: http://software.wm.edu