

Zimbra Calendar

Opening the Calendar

Access the Calendar(s) by clicking the **Calendar** tab at the top of the Zimbra client (reference Figure 1). When the tab is active you will see the default calendar (Calendar) and any other calendars you have created in the list window on the left side of the screen.

Each calendar that is being displayed will have a check mark beside it in the list. Multiple calendars can be displayed as a merged calendar in Zimbra. (More on that in a bit...)

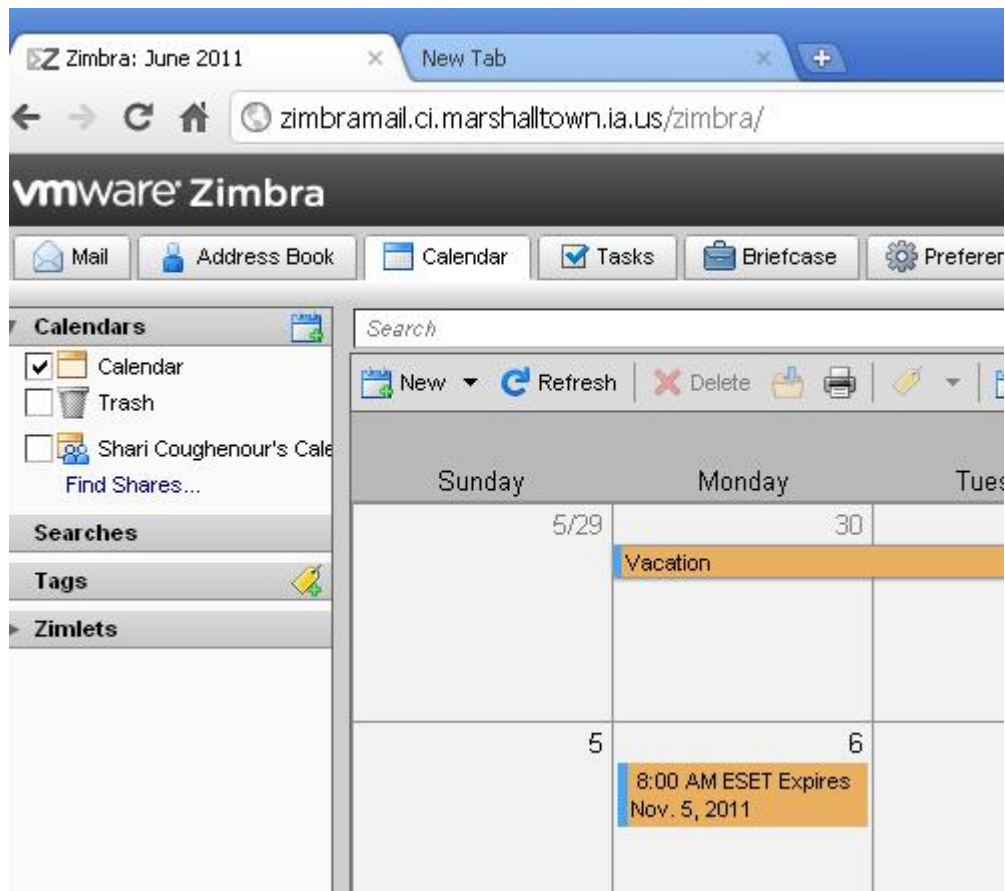


Figure 1.

Importing Calendars from Outlook

Zimbra adheres to the accepted Internet standard (ics) format for calendars. Microsoft does *not*. We have a macro-based tool that will export Microsoft's proprietary calendars into ics format. Once in the standard file format, Zimbra can import all your calendars.

The tool works as advertised, but the process takes some time. There are several steps that must be executed for *each* calendar. We cannot "batch" import all your calendars in

one operation, so be aware the more calendars you have, the longer it will take to pull them into your new Zimbra account.

Creating a New Calendar

To create a new calendar, open the Calendar tab, then click the **New** drop-down menu as shown in Figure 2. As you can see below, you can create messages, contacts, appointments, tasks, and other documents from here as well as new Calendars. Simply select Calendar to create your new one.

When working in these drop-down menus, make note of the keyboard shortcuts in brackets beside each option. For Calendar, the shortcut is [nl] which means you can create a new calendar by pressing and holding the “n” key while tapping the “l” key.

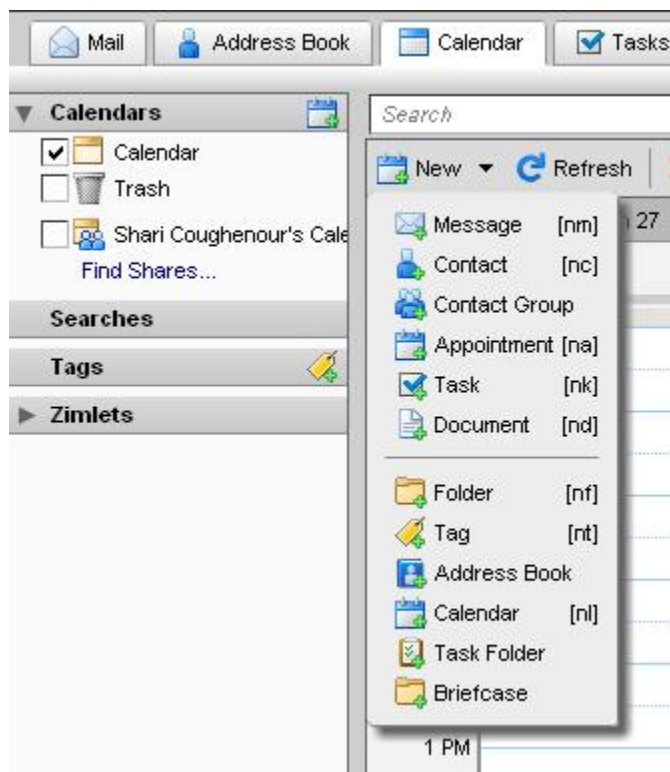
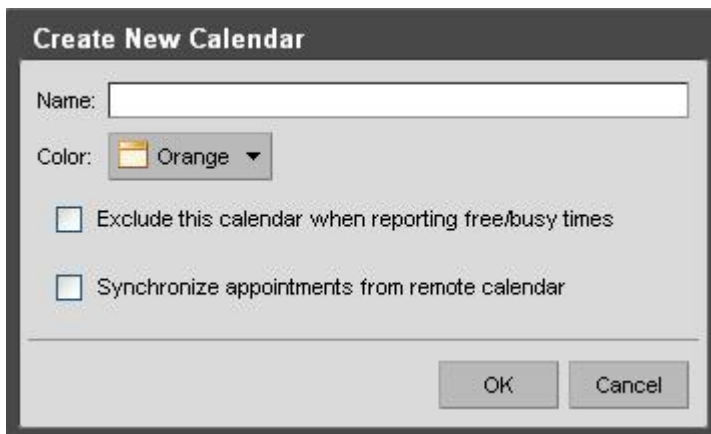


Figure 2.

When you select the Calendar option you will see a pop-up box that allows you to name the calendar as shown in Figure 3. Type an appropriate name for the calendar in the field provided. You can also alter the color code associated with the calendar. This features allows you to color-code your calendars to make them easier to locate quickly. It also identifies which appointments belong to which calendars when you have merged two or more calendars in your Zimbra display.

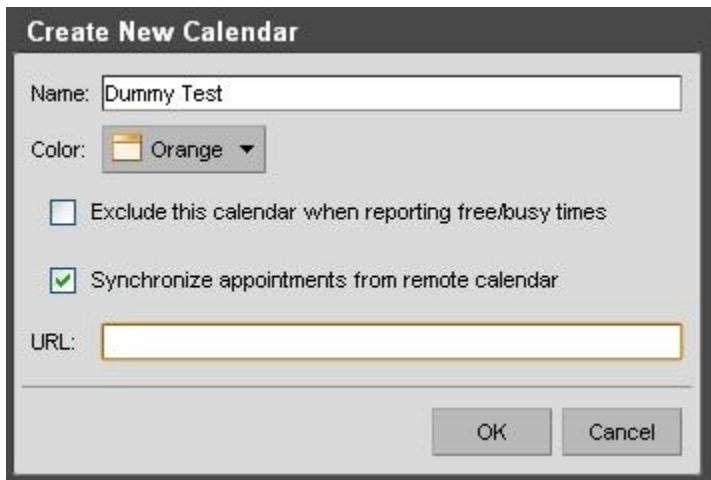
Notice the two option check boxes. You can, at your option, exclude appointments on this calendar from appearing in your free/busy times. You can also synchronize appointments on this calendar with those on a remote calendar. Checking this box will produce the field shown in Figure 4.

The most reliable way to enter data in this field is to copy it from your browser. Open your browser and go to your remote calendar. Now Copy the address of the remote calendar from your browser's address field, then Paste it into the URL field of the Create New Calendar pop-up dialog box.



The screenshot shows a dialog box titled "Create New Calendar". It contains a "Name:" text input field which is currently empty. Below it is a "Color:" dropdown menu with "Orange" selected. There are two checkboxes: "Exclude this calendar when reporting free/busy times" (unchecked) and "Synchronize appointments from remote calendar" (unchecked). At the bottom right are "OK" and "Cancel" buttons. The "URL:" field is not visible in this view.

Figure 3.



The screenshot shows the same "Create New Calendar" dialog box. The "Name:" field now contains the text "Dummy Test". The "Color:" dropdown remains "Orange". The "Exclude this calendar when reporting free/busy times" checkbox is still unchecked, but the "Synchronize appointments from remote calendar" checkbox is now checked. The "URL:" text input field is now visible and is empty. The "OK" and "Cancel" buttons are still present at the bottom right.

Figure 4.

According to Zimbra "help," this should work with remote calendars even if they require a sign-on and password. This has not been tested on our system as of this writing.

When you click "OK" the newly created calendar will immediately appear in the list of calendars on the left side of the Zimbra window. See Figure 5.



Figure 5.

The new calendar “Dummy Test” now appears below the default calendar. To view a calendar, click the check box beside the calendar. In Figure 5, only the default calendar is currently being viewed. The new calendar, “Dummy Test,” is not checked. Checking it while the default calendar is also checked will merge the two calendars (for viewing only!) into one. Keeping appointments for each calendar separated when viewing multiple calendars is made easier by using the color coding discussed previously in this document. Notice the default calendar is coded RED, while the new test calendar is coded ORANGE.

In Figure 6 both calendars have been opened and Zimbra has merged them in the calendar display. The appointments for Dummy Test appear with orange highlight, while appointments for the default calendar appear with red highlights.

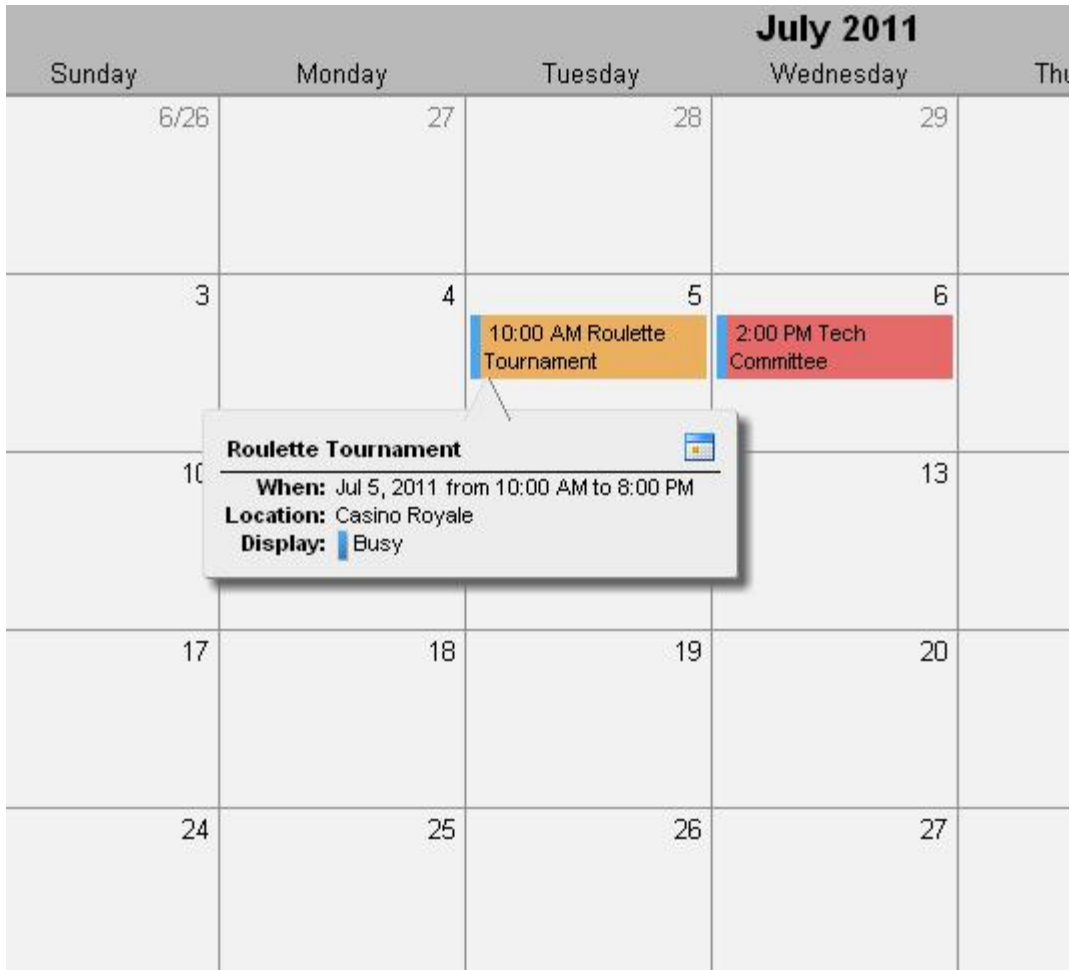


Figure 6.

Creating an Appointment

Refer to Figures 7a and 7b while reading through the process of creating a new appointment.

With the Calendar tab selected, either click the **New** drop-down menu and select the “Appointment” option, or use the shortcut [na]. To use the shortcut, press and hold the “n” key and tap the “a” key.

Figure 7b shows a partially completed new appointment for a budget meeting. This is the “full details” version. You can also move directly to the date on which you want to create a new appointment, then right-click on the hour for the appointment and select **New Appointment** from the pop-up window. If you use this technique, you will see the **QuickAdd Appointment** panel shown in Figure 7a. To get to the full detail version, click the **More Details . . .** button.

The appointment form is fairly straight-forward in design and is similar to appointment forms found in other e-mail systems. Begin with the Subject field by entering

appropriate text to describe the purpose of the meeting. Keep your descriptions short and concise so they are easily displayed on other individuals' calendars. Remember, you have no control over how others choose to view their calendars. Some may be in Week view, others may be in Month view.

Next, enter the names of those persons you want to invite to your meeting. Auto-complete will work here, so watch for the name you want to pop up as you type. (During the testing period auto-complete will work only for those accounts Zimbra is aware of. During the test, we have a limited number of licenses, so not everyone's address will be installed on the demo version of Zimbra).

Next, type the location where the meeting will be held. Finally, select the starting and ending dates and times for the meeting.

Next select the calendar you want the meeting to appear in. By default it will go to Calendar, since that's the calendar selected in the drop-down box. You can select any calendar found in the list. A single appointment can be displayed on multiple calendars by selecting them from the list.

QuickAdd Appointment

*Subject:

Location:

Display: Mark as:

Calendar:

Start Time: @

End Time: @

Repeat:

Reminder: [Configure](#)

Figure 7a.

Calendar | Tasks | Briefcase | Preferences | Social | Budget Meeting

Send | Save | Close | Add Attachment | Print | Spell Check | Format | Save as WebEx | Options

Subject: Budget Meeting

Attendees: "Lori Stansberry" <lstansberry@ci.marshaltown.ia.us> x "Doris Edler" <dedler@ci.marshaltown.ia.us> x Show Optional

Location: Old Chambers Show Resources

Start: 7/21/2011 9:00 AM All day Repeat: None

End: 7/21/2011 10:15 AM Reminder: 5 minutes before Configure

Display: Busy Calendar Private

Scheduler Hide

Calendar
Dummy Test

All Attendees		3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
wlawyer@zimbra.ci.marshaltown.ia.us																							
Istansberry@ci.marshaltown.ia.us																							
dedler@ci.marshaltown.ia.us																							

Free Busy Tentative Unknown Out of Office

Figure 7b.