8 Managing Your Calendar

This chapter explains how to…

- Choose a calendar view

- Create calendars

- View multiple calendars

- Import and export your iCal calendars

- Print a calendar

- Delete a calendar

The Zimbra Calendar lets you track and schedule your appointments, meetings, and events.

Displaying the Calendar View

To open the Calendar view, select the **Calendar** tab in ZWC. The Work Week view is the default and is displayed when Calendar is opened the first time.

You can change which view is displayed when Calendar is opened from the **Preferences > Calendar** tab.

You can change your view from the **Calendar** toolbar, to see activities for a day, work week, full week, or month. Changing the Calendar view from the toolbar only changes the view for that session.

Creating a Calendar

One calendar is created for you, and you can create additional calendars to keep track of different type of functions. For example, you can create one calendar for work, one for personal appointments, and one for company activities. Use the Schedule view the see calendars side-by-side.
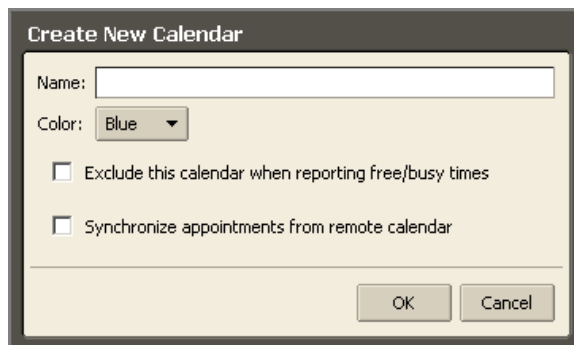
To create a calendar:

1. Select the **Calendar** tab in the ZWC.

2. Either:

   o Right-click **Calendars** in the Overview pane and select **New Calendar**.
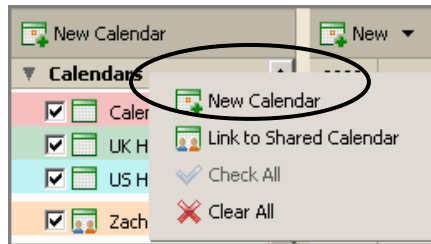
   o Right-click on the toolbar and select **New Calendar**.
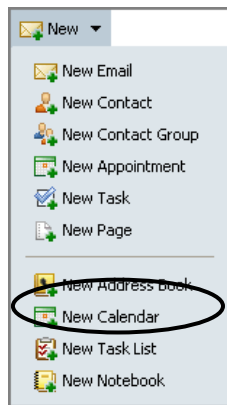
   The **Create New Calendar** dialog appears.

3. Type the name of the calendar into the **Name** field.

4. Select a color for displaying the Calendar's activities using the **Color** menu.

5. Select the other options if necessary:

   o **Exclude this calendar when reporting free/busy times**. The appointments on this calendar will not be displayed when you view free/busy times.

   o **Synchronize appointments from remote calendar**. When you select this option, a **URL** field appears. Enter a valid iCal file URL for the remote calendar.
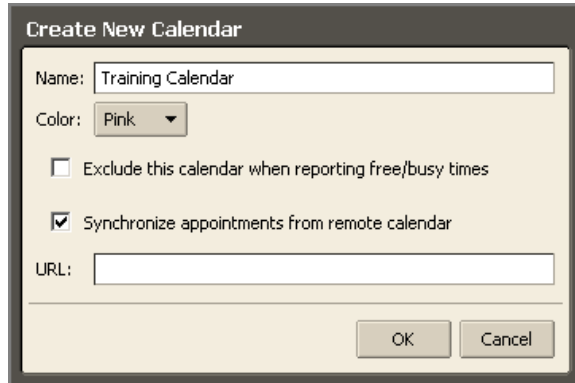

6. Click **OK**. The new calendar displays in the Calendar list.
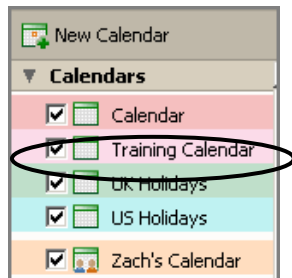
Adding Color to a Calendar

You can color-code calendars in your mailbox so that activities for that calendar always display in the selected color. When you are looking at activities from all calendars in one view, the color signifies activities on different calendars. There are eight colors available, and you can use a color more than once.
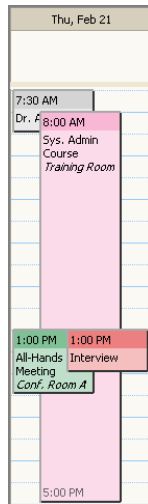

The above shows that gray, green, pink, and red calendars have activities on February 21, and the pink calendar has an all-day event.

To select a color for a calendar:

- Select a color when you create a calendar.

- Select a color when you accept a calendar to share.

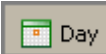- Edit the calendar's properties to change the color.
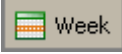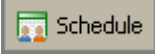
Viewing Multiple Calendars

All of your calendars, including shared calendars, are visible in your Calendar list. Each calendar has a check box to the left of its name. Check the boxes for the calendars you want to view.
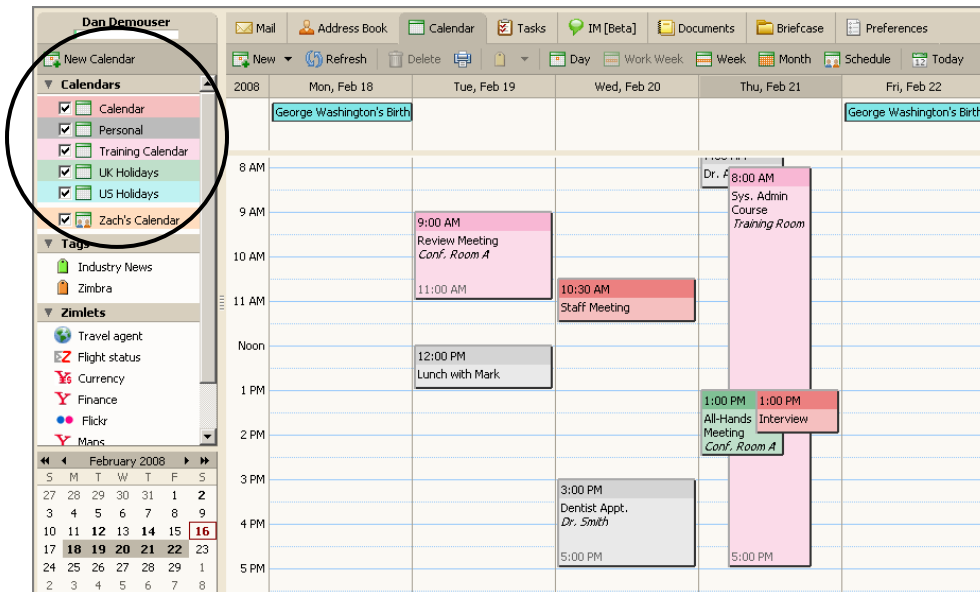
The Work Week view is displayed by default, as shown above. You can change your view:

- For this session only by clicking options on the Calendar toolbar.

- For the default view using the **Preferences > Calendar** tab.

The views are as follows:

- is one day's activities.

- displays Monday through Friday activities.

- displays seven days of activities.

- Select which day is the first day of the week view using the **Preferences > Calendar** tab.

- displays a month's activities.
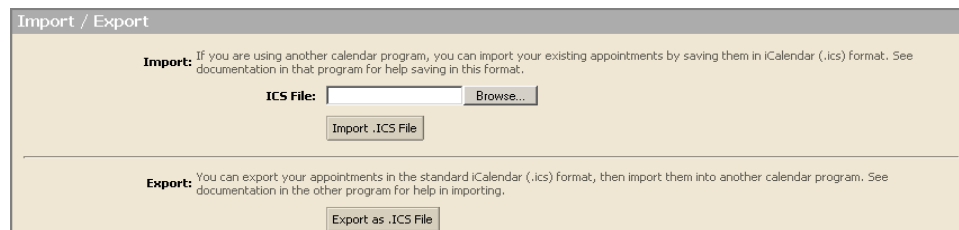
- displays each calendar in a separate column.

o The **All** column is a color-coded free/busy indicator for the viewed calendars. White indicates no activity. The deeper the red in this column, the more overlapping appointments.

o Move the mouse over the **All** column for tool tips that show which calendars have activity scheduled within a time period.

Importing Your iCal Calendar

You can import iCalendars (iCal) calendars that are saved in the .ics format. iCalendars are the standard for calendar data exchange over the Internet, and .ics is the standard format for iCalendar information.

To import an iCal calendar:

1. Select the **Preferences > Calendar** tab.

2. Scroll down to the **Import / Export** area.

3. Click **Browse** to locate the .ics file to import.

4. Click **Import**.

   o If you want to add this calendar to an existing calendar, select the calendar to import into.

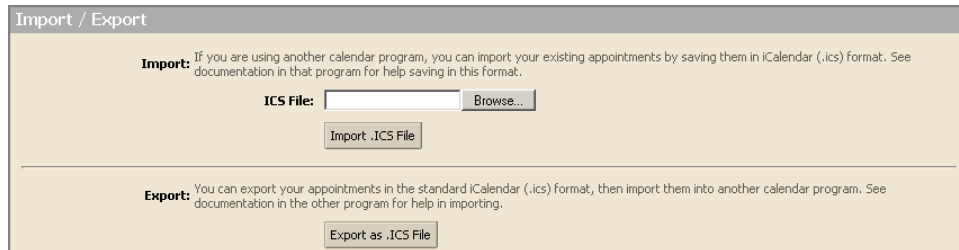   o You can also create a new calendar.

5. Click **OK**.

Depending on the size of the .ics file, the import may take a few minutes.
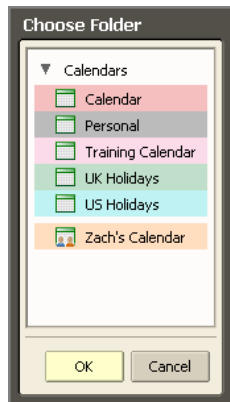
Exporting Your iCal Calendar

You can export calendars in the .ics format.

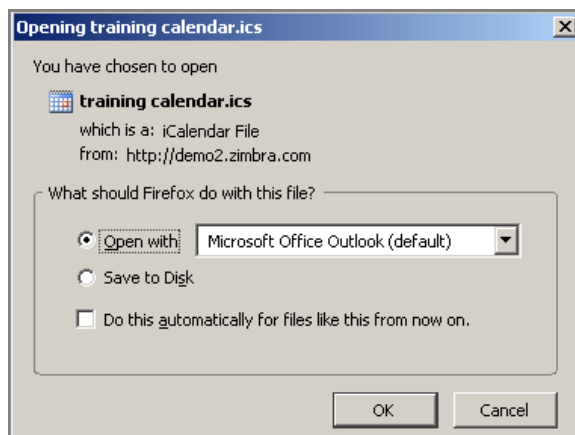**To export an iCal calendar.**

1. Select the Preferences > Calendar tab.

2. Scroll down to the **Import / Export** area.

3. Click Export as .iCS File. The Choose Folder dialog appears.

4. Select the calendar to export.

5. Click **OK**. The Opening training calendar.ics dialog appears.

6. Click **Save to Disk** and click **OK**.

7. Select where to save the file and enter a file name.

8. Click **Save**.

Sharing Your Calendars

You can share your calendars with other people in your office, with external guests, and with the public. This can be useful if you maintain different calendars and want others to know your schedule. When you share your calendars with internal users, you can select the type of access the internal users can have, either manager which gives full access to view and modify the calendar, or viewer, which gives read-only access. External guests and the public have read-only access.

To learn more about how to share your calendars, see Chapter 15, Sharing Your Account Items.

Printing a Calendar

You can print individual calendars in any of the views. The printed schedule includes present and previous month calendar and meetings displayed per day.

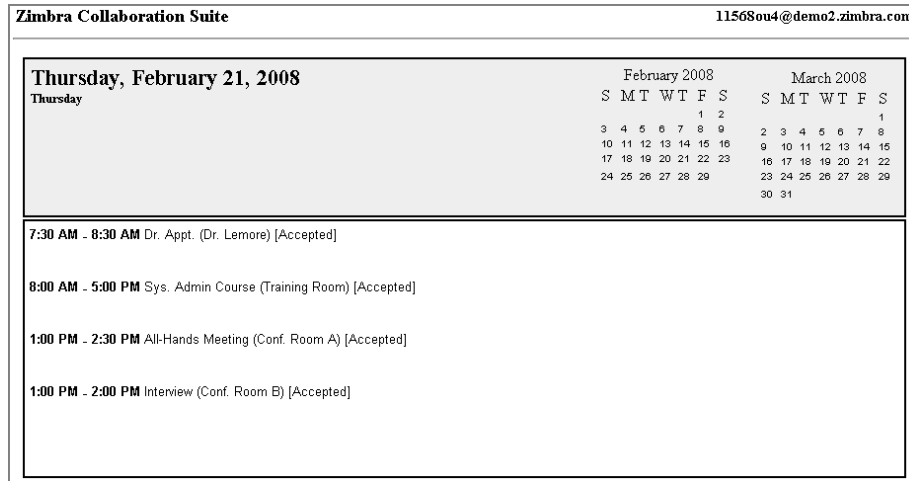If you view more than one calendar and then print that view:

*   All schedules are combined on one calendar.

*   The printed calendar does not specify the calendar's name.

To print a calendar:

1. Display any calendar view.

2. Click on the toolbar. Your printer dialog appears, and the Calendar view to be printed displays. The example below is a Day view.
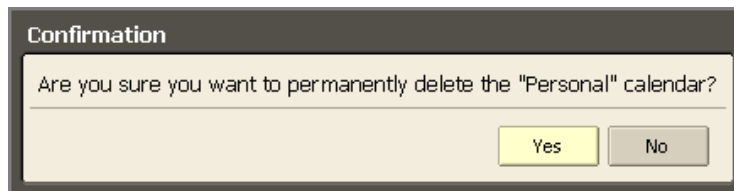
3. Click **OK** on your printer dialog. Close the Calendar Print view.

Deleting a Calendar

You can delete any calendar in your Calendars list, except your default calendar.

To delete a calendar:

1. Right-click on the calendar to be deleted.

2. Click **Delete**. The **Confirmation** dialog appears.

3. Click **Yes**.

The calendar is immediately deleted. There is no undo. However, the meetings that were created from this calendar are not automatically deleted from invited attendee's calendars