Calendaring

Work Calendaring

It is highly recommended to use the Spartan 365 Outlook system (same thing we already use for mail) for all your work calendaring. It's available by clicking the calendar icon in the bottom left of the main window in the same applications you already use to check your mail, or online at Spartan Mail (https://spartanmail.msu.edu) or directly at https://outlook.office.com/calendar. Just like mail, it synchronizes across your work machines, as well as personal computers or mobile devices if desired, and it's required if you want to book STT resources such as rooms or equipment.

By using a single calendar/mail/communication system for work:

- Allows you to easily keep track of your individual appointments [SEE Scheduling an Appointment section]
- Allows you to easily create/track meetings with others [SEE Scheduling a Meeting section]
- Allows you to book department/university resources yourself [SEE STT Resource Scheduling section]
- Allows you to share your calendar with others at MSU (if desired) [SEE Sharing Your Calendar section]
- Allows you to view other calendars at MSU [SEE Adding Other Calendars to Outlook section]
- Allows you to automatically distribute changes/cancellations amongst all participants of a meeting, as well as any resources booked. No more forgetting to tell the team that a meeting is being moved up a day or cancelled. [SEE Scheduling a Meeting section]
- Automatically updates status in other MSU applications based on your calendar – for instance, if you're marked as 'Busy' or 'Out of Office' on your calendar, your status in Teams is automatically changed to reflect that.

Scheduling an Appointment

Appointments are events on your calendar involving only you.

1. From your calendar view in Outlook, Select 'New Appointment'
2. Set a title for the appointment – this text will show up on your calendar view
3. Select the start and end times for the appointment. For all-day bookings, select 'All day'.
4. The 'Show As' selection at the top of the window allows you to select your status during that event. It defaults to 'Busy' – but if you'd like it to show as any other status, select it from the list (for instance, an absence would be 'Out of Office', or a reminder of a meeting you're not going to (so you're still available) would be 'Free'). This is important because your 'status' is shared with the rest of the university. No details are shared about the things that are on your calendar, but if you've got something on your calendar marking you as anything but 'free', your status in Teams is updated to reflect that, and any meeting requests will show as having conflicts.
5. Optionally:
   a. In the 'Location' field, enter a location for the appointment. If you type anything in the field, it will just store that, but if you click 'Location' and select a bookable room, the appointment will be converted to a meeting, and more options will pop up (see the 'Scheduling a Meeting' section below)
   b. Notes can be added in the box at the bottom of the screen about the meeting.
   c. The 'Reminder' section allows you to change notifications about calendar events. By default, if you're at your computer with Outlook open, or have your calendar synchronized with your mobile device, it will chime and notify you 15 minutes before the event.
   d. The 'Recurrence' button brings up a window to allow you to configure a regularly scheduled appointment without creating each event. This is especially useful for things like classes or weekly meetings. Set up the time, days of the week, and start/end dates, and let the calendar do all the booking for you.
   e. Selecting the Private box will prevent anyone you've shared your calendar with from being able to see the notes field.
6. Click save. You'll now see a block of time on your calendar that represents that appointment.

Scheduling a Meeting/Booking STT Resources

A meeting is a calendar event that involves multiple people and/or resources. If an event is going on more than one calendar, it should be a scheduled as a meeting. Every meeting has a 'Meeting Organizer' – this is the primary meeting attendee/host. They create the meeting, invite others, book resources, and update/change/cancel the meeting if desired.

To schedule a Meeting, the Meeting Organizer should:

1. In the calendar view in Outlook, select 'New Meeting'
2. Set a title for the meeting – participants can change this on their calendar if they like, but this is how it will show on acceptance. If booking a department resource, keep in mind that this text is on the resource calendar with the meeting organizer's name in front of it, and that is visible to the department, so do not put sensitive/confidential information in the title ('Meeting'-good 'Meeting about confidential thing'-bad).
3. Select the start and end times for the meeting.
4. In the 'Required' and 'Optional' fields, add any meeting participants, just like sending them an email. Be sure to use @msu.edu email addresses where possible. Clicking on the 'Required' or 'Optional' text allows you to bring up a search window for the entire university.

   If you would like to use the Zoom Teleconference cart, add the equipment address '**STT.EQ.TeleconferenceCart**' to the 'Required' list. If the cart is available, the Meeting Organizer will get an email with the Zoom meeting details shortly after the meeting is accepted.

5. Optionally:
   a. In the 'Location' field, enter a location for the meeting. You can fill this field with any text (office number, phone number, address, etc.), and all the participants will see it. In addition, if you would like to book a room for this meeting, click the 'Location' text, and a search window will open. To find all the STT rooms, search for 'STT' and double click the room you'd like to book and select 'OK' in the bottom right. The room will be appended to both the 'Required' field, and the 'Location' field. (once you've done this for a room, you can simply start typing the room name on the location line and it will auto-fill)
   b. Notes can be added in the box at the bottom of the screen about the meeting. These are viewable by the meeting participants, as well as department staff managing the resources. The rest of the department/university cannot see these, but it's still not the best place for sensitive information.
   c. The 'Reminder' section allows you to change notifications about calendar events. If you're at your computer with Outlook open, or have your calendar synchronized with your mobile device, it will chime to remind you (and the participants) before the event.
   d. The 'Recurrence' button brings up a window to allow you to configure a regularly scheduled meeting without creating each event. This is especially useful for things like classes or weekly meetings. Set up the time, days of the week, and start/end dates, and let the calendar do all the booking for you.
6. Click Send. The meeting will be added to your calendar, and invitation messages will be sent to all the participants, and their calendars is marked as 'Tentative'. The STT staff responsible for any resources you added will also get a message requesting the resource. You will receive another message for participants and resources when they approve or deny the invitation, and the status on the 'Tracking' section of the meeting will be updated.
7. If it is desired to change or cancel this meeting, the meeting organizer should make the required changes, and select 'Send Update' (or 'Cancel Meeting') – this will send the update to any participants/resources.

Adding Other Calendars to Outlook

The Spartan Mail system allows you to view/interact with other calendars than your own at MSU.
This includes (but is not limited to) other's personal calendars, room calendars, and equipment calendars.
By default, everyone at MSU is sharing their free/busy time with everyone else at MSU. No details are shared, just blocks of time. This is used to figure out when you are available for additional meetings, as well as update your current status in applications like Teams. This is why it's important to correctly identify your time in the event details – if you are just using the calendar to remind you that something is happening, but you're still available, make sure you change the 'Show As' section to 'Free'.
You may choose to share additional details of your calendar or even allow others in the Spartan Mail system to edit/manage your calendar/invitations if you choose to. More information on that can be found in the Sharing your Calendar section.

It is highly recommended that you also add the STT resource calendars to Outlook. Although not required, having them viewable can be handy for finding open time slots and viewing exiting reservations.

To add other calendars to your calendar list in Outlook (including resources):

Outlook 365 Application (Program on your computer)

To access a calendar through an Outlook desktop client:
1. Open the *Home* menu group in the calendar section
2. Click on *Open Calendar* and *Address Book*
3. In the pop-up, make sure *Global Address List* is selected in the *Address Book* pull-down menu
4. In the top left search window, type in the name of the calendar you are looking for. The list will be filtered as you type. To list all STT resources, just type 'STT.Wells' and all the rooms will show up. The Teleconference cart is STT.EQ.TeleconferenceCart.
5. Double click on the name of the calendar(s) you want to add in the list and that should add them to the '*Calendar'* box at the bottom of the window.
6. Click *OK* to add the calendar(s). To see the calendars you have available, open the left menu sidebar by clicking the arrow at the top

Outlook 365 Online (SpartanMail)

To access a calendar through the online portal, log in to Spartan Mail (spartanmail.msu.edu). Open and click on the calendar icon at the bottom left of your screen.
1. Click on *Import calendars* in the left menu sidebar
2. In the pop-up, select *From directory*
7. Type in the calendar name you want to add; it should autocomplete to the calendar you are looking for (To list all STT resources, just type 'STT.Wells' and all the rooms will show up. The Teleconference cart is STT.EQ.TeleconferenceCart)
3. Click *Add* after selecting the calendar to add. You can view the calendar entries by selecting the calendar entry in your left sidebar menu
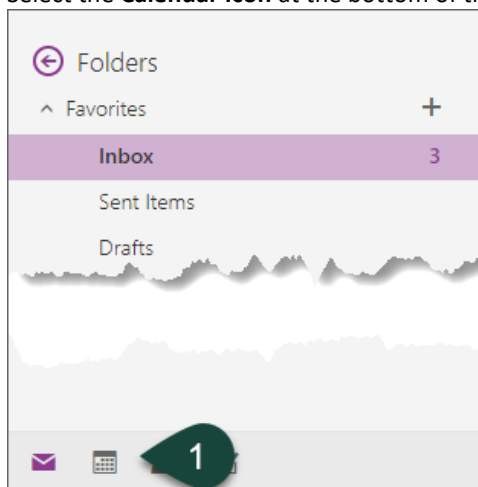
Sharing Your Calendar

To share your calendar with others at MSU, use the following instructions. Available in the Outlook application, or online at https://spartanmail.msu.edu

## Outlook 365 Application (Program on your computer):

1. Open the Outlook program
2. Click the calendar icon in the bottom left of your screen
3. Right-click the calendar you'd like to share
4. Select 'Sharing Permissions'
5. The Calendar Properties window will open to the Permissions tab. Select 'Add', and a search window will pop up.
6. Use the search field to find the user you'd like to share with, either by name or by NetID (hit Go to perform search – all accounts at MSU are searched). Once found, double click the name to move it to the 'Add' box in the bottom of the window. Click OK to add these accounts to the previous window.
7. Click the account you just added, and select a permission level.
8. Click OK. The other user may need to refresh their calendars (or close/reopen Outlook) before they can see your additional information.
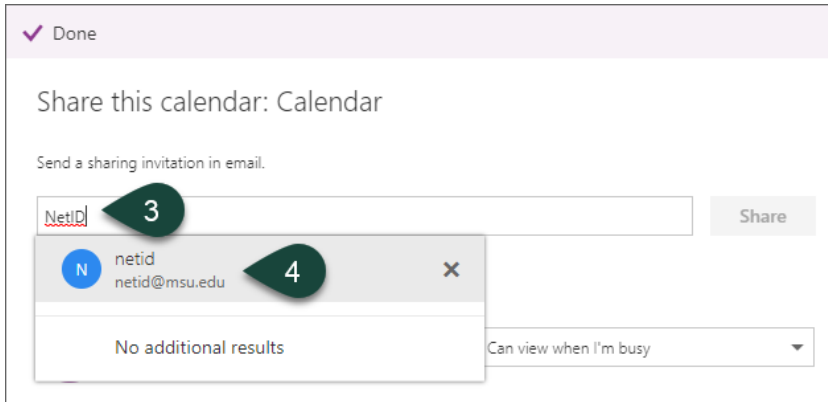
Outlook 365 Online (SpartanMail):

1. Log in to SpartanMail online (https://spartanmail.msu.edu)
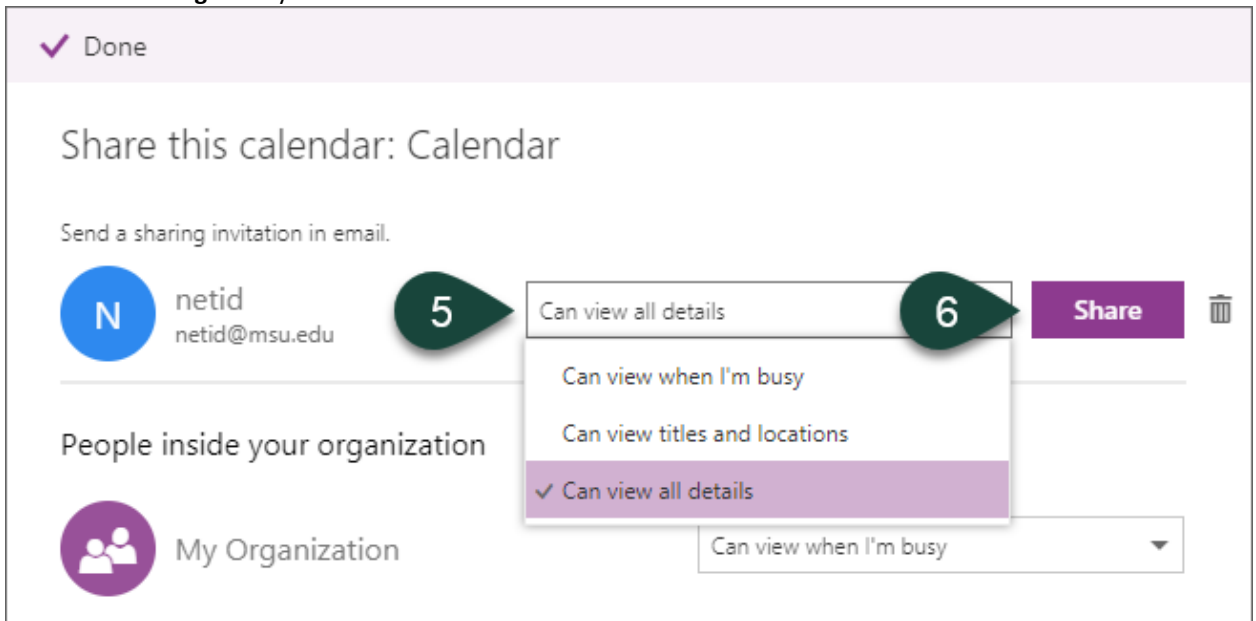2. Select the **Calendar Icon** at the bottom of the screen.

3. Select **Share**.
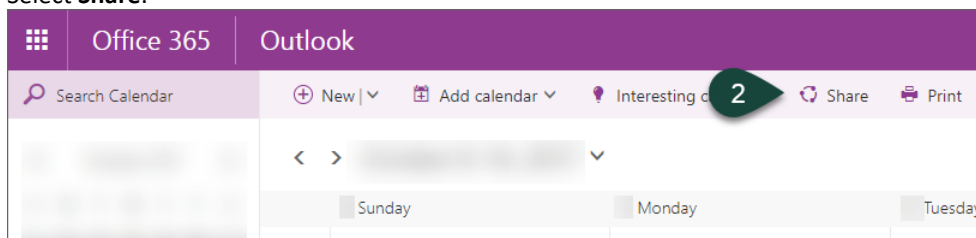
4. Enter the **NetID** of the person with whom you are sharing your calendar.
Select the **User** from the pop up list.

5. Select the **Viewing Level** you wish the user to have.

Viewing level controls how much the other user will be able to see. If you store sensitive, confidential, or private information in your calendar, please be aware of the viewing level being granted to others

6. Select **Share**.
The user will receive an email with a link they can click on to add your calendar to their list, or they can add it following the instructions in the Adding Other Calendars to Outlook section