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Signing In

- In order to “Sign In” to modify your departmental calendar, go to http://calendar.fsu.edu. Once on the site, click “Sign In to University Calendar.”
  - NOTE: You are not required to sign-in to view the calendar. You are only required to sign-in to adjust your own department’s calendar.

- Use your FSUID and password to sign in then click “OK.”
  - NOTE: If your FSUID does not allow you to login please use your official email address {FSUID}@fsu.edu as the “User Name.”
Viewing The University Calendar

- To view the events within the University Calendar, click “Key Events.”

Areas highlighted in yellow allow you to navigate the calendar’s timeline.
Areas highlighted in blue allow you to view events by event, category, or department.
The area highlighted in pink allows you to view by day/week/month.
Viewing Other Department Calendars

- From the main page, click “Calendar Directory.”

- All current departments with a public calendar will be listed within this page. In order to view any calendar, simply click on the desired department’s link.
Viewing Multiple Departments

- You have the ability to view multiple departments at one time on one calendar. In order to do this, while viewing any calendar click “Calendars Overlay.”

- Select as many departments as desired by clicking the check box next to each department name. Then click “Show Calendars.”
• You should now have all the departments you selected showing any event within their calendar on one calendar. If you selected the wrong department or wish to add another, click “+ Add Calendars” and repeat the previous step.
Requesting An Event – No Longer Available

- From the University Calendar or the Home page, Click on “Request A New Event.”

- Fill in all areas of the form for your event and click “Submit.” You will receive a follow-up email to notify you if your event has been approved or denied. If approved, it will automatically be loaded to the University Calendar.
  - **NOTE:** If you have an event for a specific department’s calendar, you will need to contact that department directly. “Request A New Event” is for the University Calendar only.
Submission Guidelines

- The University Calendar is for “public facing” events
- The University Calendar is not for scheduling of conference rooms or other internal events.
- Requests will not be accepted for major FSU sporting events. These items are added by default via the Athletics Department.
- Student Organization events should be directed to the Oglesby Union and will not be available to view from the main calendar.
- The “Request An Event” option is only for the Main University Calendar. If you wish to add an event to a department’s calendar, you will need to contact that department directly.
- The Main University Calendar does not support requests for recurring events
Connecting The Calendar To Outlook

- You have the ability to add any department’s calendar to your Microsoft Outlook. In order to complete this process you will need to click on “Connect To Outlook.”
  - **NOTE:** Select this option while viewing the calendar you wish to add. The events/department you are currently viewing will be what is added to your Outlook Calendar.

- Make sure “Microsoft Outlook” is highlighted when the pop-up box appears and click “OK.”

- When the Microsoft Outlook pop-up box appears, click “Yes.”
• Please allow a few moments for the calendar to load. Once it has been loaded, you will find the calendar under “Other Calendars” in your Calendar tab within Microsoft Outlook.
Adding A Single Event To Your Calendar

- From the calendar you are viewing, select the event you wish to add by clicking it.

- Click on “Export Event”

<table>
<thead>
<tr>
<th>View</th>
<th>Custom Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Item</td>
<td>Export Event</td>
</tr>
<tr>
<td>Delete Item</td>
<td>Share Event</td>
</tr>
<tr>
<td>Manage</td>
<td>Alert Me</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Veteran’s Day Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Start Time</td>
<td>11/11/2011 12:00 AM</td>
</tr>
<tr>
<td>End Time</td>
<td>11/11/2011 11:59 PM</td>
</tr>
<tr>
<td>Event Description</td>
<td>The university is closed for business.</td>
</tr>
</tbody>
</table>
• When the pop-up window appears, make sure to “Open with Microsoft Outlook” and click “OK”

![Opening fsucalendar.ics window]

• The event to be added will open in Microsoft Outlook. Click “Save and Close.” The event should now be added to your main calendar within Outlook.
Exporting to iCal

- From the main calendar view, click “Export to iCal.”
  - NOTE: If a custom field has been created, it will not be available through iCal.

- You will be given two options:
  - Option 1 is a snapshot of the current calendar view and will not automatically update. In order to have the most recent data from a calendar, you will need to download this file periodically to keep current.
  - Option 2 will allow you to have automatic updates if anything is added or changed using services such as Google calendar. You may click here for more info on Google calendar.

Export Calendar Options

**Option #1:** Click here to download an iCal file (.ics) of this calendar.

**Option #2:** Copy the following URL into your calendar client:
http://calendar2.devad.fsu.edu/_layouts/universitycalendar/ical.aspx?id=107533cc-488b-43f3-bcc3-7de0a51ca301

Please note: Updates using Option #2 depend on the refresh rate of your calendar client. Some calendar clients (including websites such as Google Calendar) may take up to several hours to refresh the calendar feed to display new events.
**Icon Legend**

- **Alert Me**
  Allows you to receive e-mail or mobile notifications when things change.

- **Calendars Overlay**
  Allows you to view multiple departmental calendars on one page.

- **Connect to Outlook**
  Allows you to synchronize items to your Microsoft Outlook.

- **Export to iCal**
  Allows you to export the calendar as an iCal feed.

- **Search Calendars**
  Allows you to search for events across the University and departmental calendars.

- **Sign In (FSUID)**
  Allows you to sign-in to the University Calendar.

- **Day**
  Switches the calendar to a day view.

- **Week**
  Switches the calendar to a month view.

- **Month**
  Switches the calendar to a month view.
Admin Controls

- You must be signed into the university calendar first, then you will be able to access admin controls by clicking “Events” or “View Event Controls”:

Allows you to view controls for changing events within a calendar (admins only)

- NOTE: If this link is inactive or states “This control is currently disabled,” please make sure you are viewing your department’s calendar and not the main calendar.

Brings up the window to create a new event

Allows you to view the current event selected

Brings up the edit window to allow you to make changes to the event.

Deletes the event selected. There is no backup record kept, deletions are permanent.