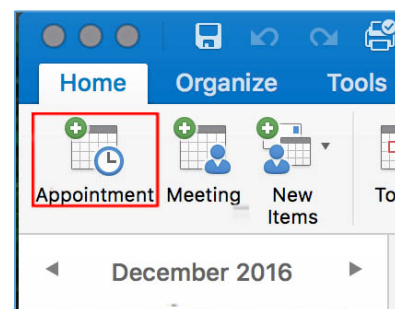


Quick guide to Outlook Calendar (Mac)

1. New appointments

Click on "Appointment" in the top left corner.

You can then fill out subject, location and time. To finish, click "Save & Close" and the appointment will be in your calendar.



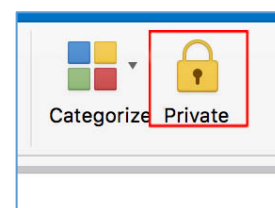
1.1 Who can see what in your calendar?

Everyone at AU is able to see the subject of your appointments, unless you make them private.

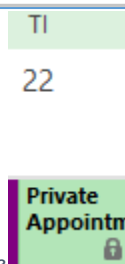
To make an appointment private, first mark it, then click "Private" under the tab "Appointment".

Afterwards a padlock will appear in the bottom right corner of the appointment. Everybody will now see the appointment as "Private Appointment".

If the appointment has already been created, right click on it and choose "Private".



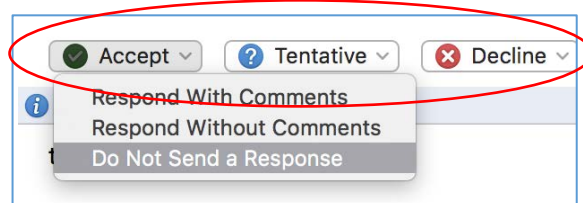
How the agreement will look like when others check your calendar - even if you have called it something else - and that the title appears in your own calendar



2. When you get invited to a meeting

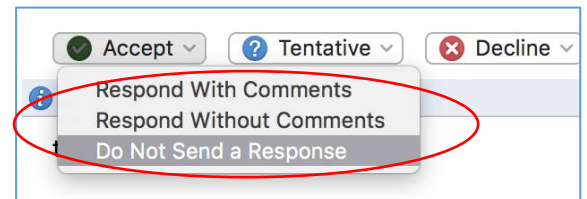
You receive a meeting request as a mail in Outlook. When you open it, you can select different answers:

- **Accept** → The meeting will be inserted in your calendar.
- **Tentative** → You *might* come, and the meeting will be inserted in your calendar, indicating that you have accepted with reservations.
- **Decline** → You will not participate, and the meeting will not be inserted in your calendar.
- **Propose new time** → You can suggest a new time to the meeting organiser, who can then decide what to do about it.



Under each option, you can choose three different ways to answer:

- **Respond With Comments** → You can add a text to your reply and send it to the meeting organiser.
- **Respond Without Comments** → You send your answer to the meeting organiser without comment. The meeting organiser will be informed that you have accepted / rejected etc.
- **Do Not Send a Response** → The meeting organiser receives no response, but your potential commitments will be recorded as an appointment in your calendar.



3. Put your lectures in your calendar

First find the calendar on the AU time schedule.

- For spring semester go to: springschedule.au.dk/en
- For autumn semester go to: autumnschedule.au.dk/en

AARHUS UNIVERSITY

Timetables for teaching activities spring 2013

Students

Staff (1. Select staff)

Courses

Student Sets

Rooms

Exams

Search: _____

Select staff member: _____

2. Write your name or find it in the list

Users guide [CLICK HERE](#)

Abel, Marit

Abginehchi, Soheil

Abildgaard, Ulla Overgaard

Abraham, Filip

Abreha, Kaleb Girma

Abroad, Study

Adamsen, Flemming

Adamsen, Flemming

Select week(s): All Weeks

Select day(s): All Week (Mon-Sun)

Select start and end time: 08:00 - 21:00

Type of report:

Text

Graphical (Horizontal time: e.g. 08:00 - 21:00)

Graphical (Horizontal days: e.g. Mon, Tue, ...)

iCal (NOTE: whole semester)

3. Chose iCal

4. Click View Timetable → View Timetable Reset

Right click on “**Outlook sync**” and click on “Copy link”.

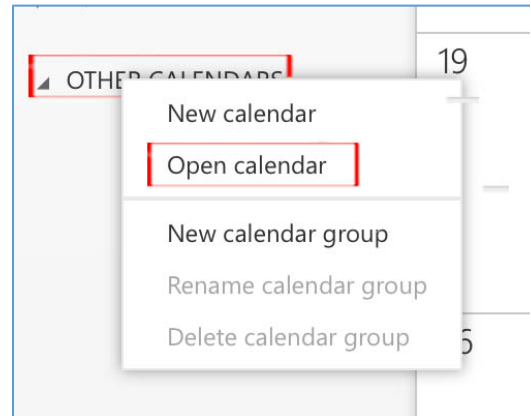
Open your webmail on mail.au.dk and login with au[id]@uni.au.dk and with the password for mit.au.dk.

Select “Calendar” in the top bar.

Right click on “Other calendars” and select “Open calendar”.

Under “Internet calendar”: insert the link you copied earlier and press “Open”.

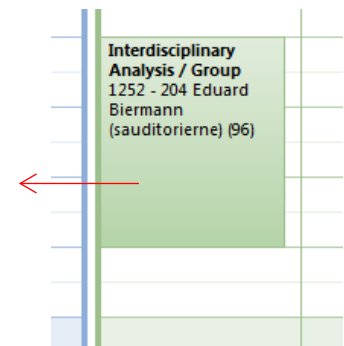
In Outlook your calendar is now under “Calendar” in the lower left corner.



3.1 Copy lectures ONE BY ONE

To get a lecture in your calendar, you can “drag and drop” it into your own calendar.

Note: The imported calendar is a static snapshot. You will be responsible for introducing any changes to your lecture plan in your calendar (no synchronisation).



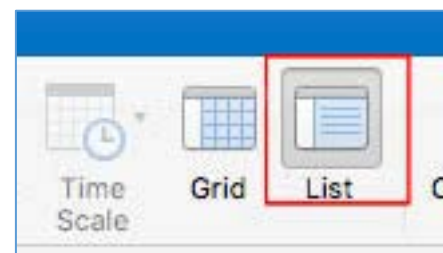
3.2 Copy ALL lectures at once

First click on “Organize” then select “List”.

You can now see all your lessons. If you can't, click on your teaching calendar in the left menu.

Left-click on a lecture and press “Cmd + A”. All lectures will be marked. Change the view back to “Calendar”.

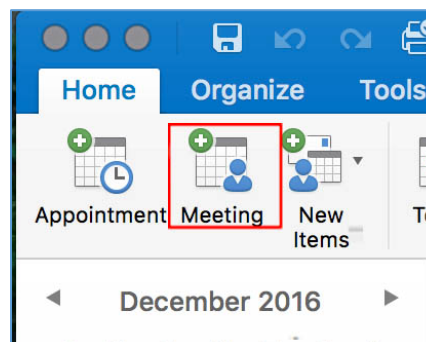
Note: The imported calendar is a static snapshot. You will be responsible for introducing any changes to your lecture plan in your calendar (no synchronisation).



4. To create a new meeting

If you want to convene a meeting, you must first press "Meeting" (under the Home tab). You will then see the window below.

- Press on the address book-icon at the right end of the "To..." field to search the attendees in the address book and add them.
- Fill in the subject field and start and end time.
- At "Location" you can either enter an optional place or search for meeting rooms at AU. In order to search for meeting rooms click on "Rooms" and select the room you want to use from the list.
- "Room Finder" on the right side of the window will help you find a date when both room and meeting participants are available.
- Press "Send", and a meeting invitation will be sent out to the participants that you added.



Send Cancel Appointment Scheduling New Email Reply All Show As: Busy Reminder: 15 Minutes Recurrence Request Responses Allow Proposal Room Finder Time Zones Categorize Private

Starts: 18/11/2016 08.00 All day event
Ends: 18/11/2016 10.00 Duration: 2 Hours

Room Finder

Choose a room list:
Campus Aarhus 1000-1199 Conferen...

Choose an available room:

- None
- 1122-116 Thymin-lab Undervisning
- 1135-116 Undervisningslaboratorium (20)
- 1135-332 Undervisningslaboratorium (16)
- 1163-318 Kaffestue (40)
- 1135-124 Undervisningslaboratorium (16)
- 1120-212 Cytosin-lab Undervisning
- 1150-022A

Friday, 18 November

	3	4	5	6	7	8	9
All Attendees							
Simon Zahrtman...							
Mikkel Lefoli Ped...							
2623-D5 (Videol...							
Add New Rooms							