Calendar

Quick Reference Guide for IBM Lotus Notes 8.5.3

IBM

Create a calendar entry

Choose how many days to view on the calendar

Show or hide the preview panel

View a list of calendar entries and related notices

View a list of calendar entries, where repeating entries are grouped together

Basics Tasks

Task	Action
Open the calendar	Click the **Open** button and select **Calendar.**
Create a meeting or other calendar entry.	From the calendar, click **New ▶ Meeting** or another type of calendar entry.
Show or hide other calendars on your Notes calendar	To show the calendar, first you must add the calendar to your calendar. In the navigation pane under **Show Calendars,** select or clear the check box next to the calendar's name.
Edit or remove other calendars from your Notes calendar	In the navigation pane under **Show Calendars,** right-click the calendar name and then select **Edit** or **Remove.**

Tip: When creating a meeting, choose **Event Announcement** if you do not want to receive invitee responses in your email.

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Working with your calendar

Task	Action
Filter your calendar to see only entries of a specific type or status, or entries that are private or chaired by a specific person	1. Click **File ► Preferences.** Macintosh OS X users: Click **Lotus Notes ► Preferences.** 2. Click Fonts and Colors. 3. Under Mail view font, select how you want messages to look in your mail views.
Mark all messages viewed in the preview pane as read	Click **Show** at the top of the calendar, click **Filter by,** and then click a filtering method. For example, you could click **Chair** to show only meetings led by a certain person or click Type to show only appointments.
Show canceled meetings on the calendar in red, or remove them automatically	Click **File ► Preferences,** click the **Calendar** and **To Do** section, click **Display,** click **Views,** select **Process** cancelled meetings automatically, and then select **Show as cancelled in calendar** or **Remove from calendar.**
Change the color of calendar entries	Click **File ► Preferences,** click the **Calendar** and **To Do** section, click the **Colors tab,** and then specify background and text colors for the entry type.
Display the calendar in time slots or summaries	Click **Show** at the top of the calendar, and then click **Summary** to show summaries, or **Time slots** to show time slots.
When you propose a new time for a meeting, leave a placeholders on the calendar for the original time	1. Click **File ► Preferences,** click **Calendar** and **To Do,** and then click **Display.** 2. Select **By default, leave a placeholder for countered meetings.**

Working with meetings

Task	Action
Add or remove invitees from a meeting	Open the meeting invitation, and click **Add invitees** or **Remove invitees.**
Set or cancel an alarm for a meeting	• To set an alarm, create or edit a calendar entry, and then click **Notify me.** • To cancel an alarm, open the calendar entry, clear the **Notify me** field, and the click **Save and Close.**

Reschedule, cancel, update, or confirm a meeting	• To reschedule, cancel, or confirm, open the meeting, click **Owner Actions** and then click **Reschedule, Cancel,** or **Confirm.**
	  Note: When you confirm a meeting, Notes sends an update to invitees with the most current meeting information.
	• To update a meeting and notify attendees, open the meeting, update it, and then click **Save and Send Invitations.**
	  Tip: If this is a repeating meeting and any invitees use non-Notes calendar applications, select **Just this instance** as non-Notes calendars might not support the other options.

Send a message to invitees	Open the meeting, click **Owner Actions** and then select **Send Message to All Invitees, Send Message to Invitees Who Have Responded,** or **Send Message to Invitees Who Have Not Responded.**