

SOGGo Calendar/Email

Setting up your Personal/Primary Calendar

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Mac users please note: while these screenshots were taken with a PC, the content of the windows will be identical for your computer

Section I

SOGGo Calendar- Set up

***Personal Calendar*= Primary or work calendar**

Set up:

A) If you want to rename this calendar:

- Double click on the name
- A window will open with 2 tabs (See Image below)-
 1. Properties
 2. Links to this calendar
- In the properties tab, in the window titled "Name" you can delete Personal Calendar and type in whatever you want your primary calendar to be called

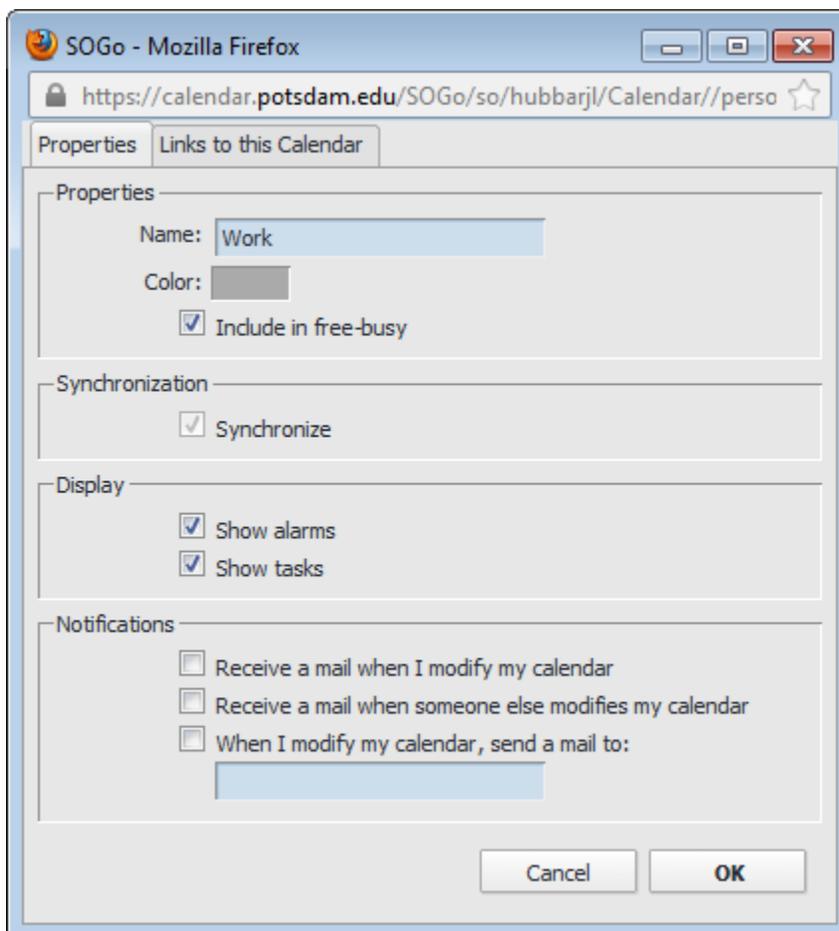
B) You can change the color of the calendar by double clicking on the shaded box next to the title "Color".

- A window will open with numerous colors that you can choose from.
- Click the color you want then X out of the color box.

Note- This is the color of all event boxes created on this calendar. The default color is gray, that will change to whatever color you choose.

C) Under notifications at the bottom of the window you can select which notification methods you want.

When you are finished customizing click OK



Categories

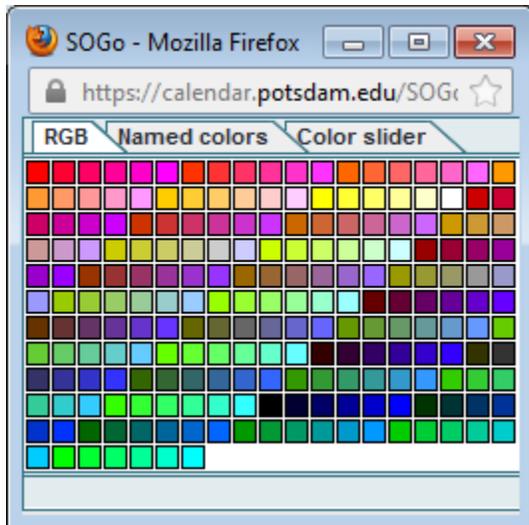
- Click on the “Preferences” heading at the top of the calendar window

A Preferences window will open (see image below)

To add categories:

- Click the plus sign at the bottom of the categories box
- Enter the name of the new category
- Click on the small box on the right side of the window

(This will open up the color selection window so that you can select what color you want to associate with the category)



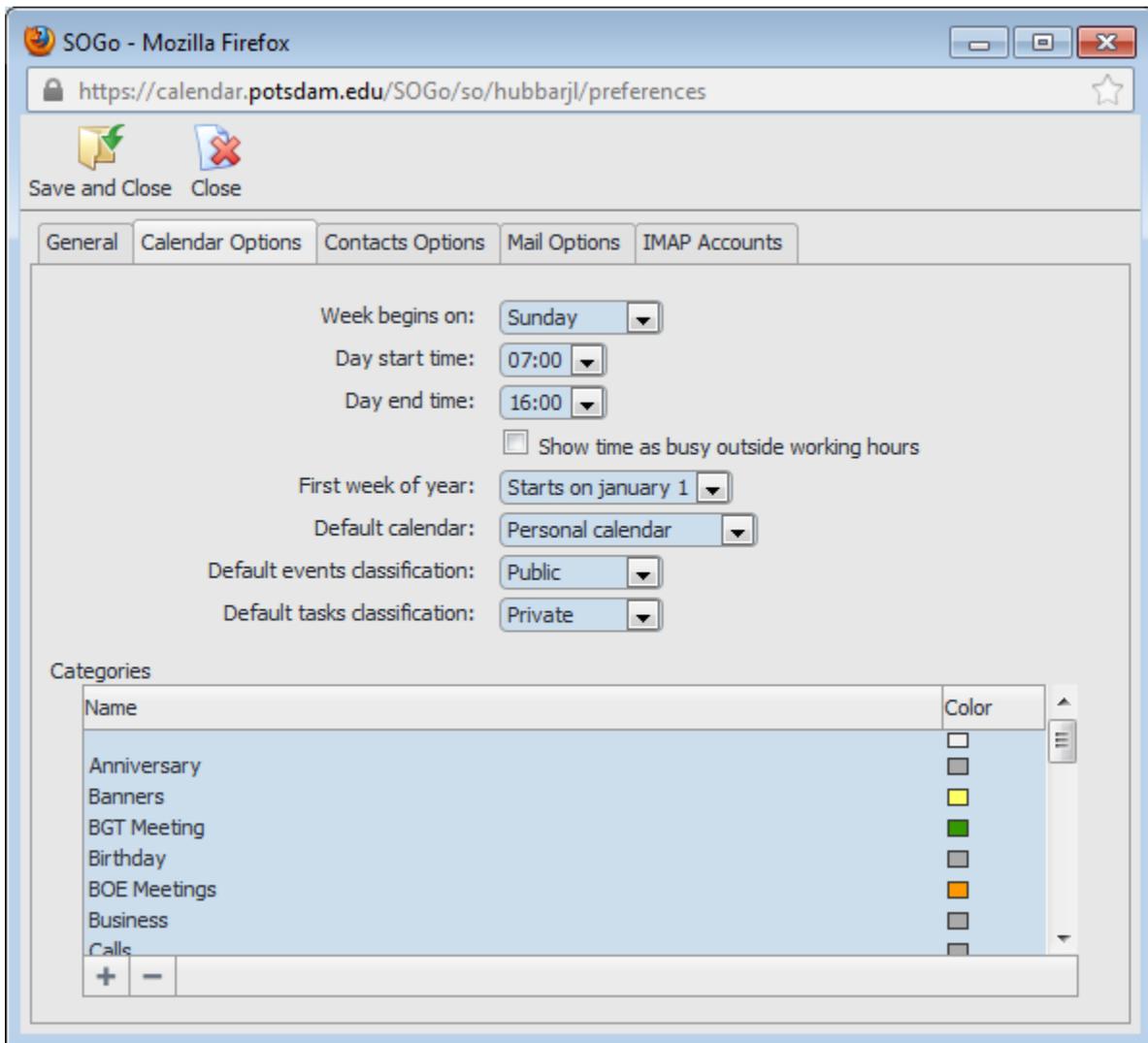
Any Event you create that you assign this category will have a stripe on the right side of the event when it appears on your calendar

The stripe will be whatever color you assigned to that category

*The preferences window is also where you can set the parameters for the display of your calendar:

- a) The start and end time for each work day
- b) The day of the week you want your calendar to begin with etc.

As with anything else make certain to click on “Save and Close” when you are finished



Section II

Creating Events/Meetings

There are 2 ways to do this:

1. Click on the New Event icon on the top left corner of the calendar window
2. Click and drag the cursor on the desired day and time of the event you want to create

The New Event window will open (See image below)

Enter:

- a) Title
- b) Location of the meeting
- c) Category (If desired, this selection is optional)
- d) Priority (Optional)
- e) Calendar (The default selection is always the personal calendar. If you have created other calendars and are trying to set up an event in one of these other calendars, make certain that you select which one you want the event to be created in)
- f) Date & Time (If you click on the windows for each of these a calendar and/or time listing will open so that you can click on the desired parameters)
- g) You can click the box above them that says "All day Event" this will create an item in your calendar that is similar to a banner in meeting maker. It will stay at the top of the day you select as you scroll through the times on your calendar

h) Below the date & time is a box titled “Show time as free” (if you are creating an event on your calendar but still want to be available for other meetings during that time then click on this selection.)

i) Repeat

(Select from the options when you want this particular event to repeat on your calendar

If you select “custom” you can select the frequency in which you want the event to repeat and select the specific days in the week

Under this option you can also set a date for the event to stop occurring)

j) Reminder

(Select when you want to be reminded of an upcoming event

There is also a “custom” option here as well which allows the user to set more detailed notification instructions)

k) Description (optional- any details or notes relevant to the event)

The screenshot shows a web browser window titled "New Event - Mozilla Firefox". The address bar displays the URL: <https://calendar.potsdam.edu/SOGo/so/hubbarjl/Calendar/personal//607-50D46z>. Below the address bar are icons for "Save and Close", "Invite Attendees", "Privacy", and "Attach". The form fields are as follows:

- Title:
- Location:
- Category: (dropdown arrow)
- Calendar: (dropdown arrow)
- Priority: (dropdown arrow)
- All day Event
- Start: (calendar icon)
- End: (calendar icon)
- Show Time as Free
- Repeat: (dropdown arrow)
- Reminder: (dropdown arrow)
- Description:

When you have finished you can click on the “Invite attendees” icon at the top of the event window

- Click on “Add Attendee”
- Start typing the name of the person/s you want to invite to the event

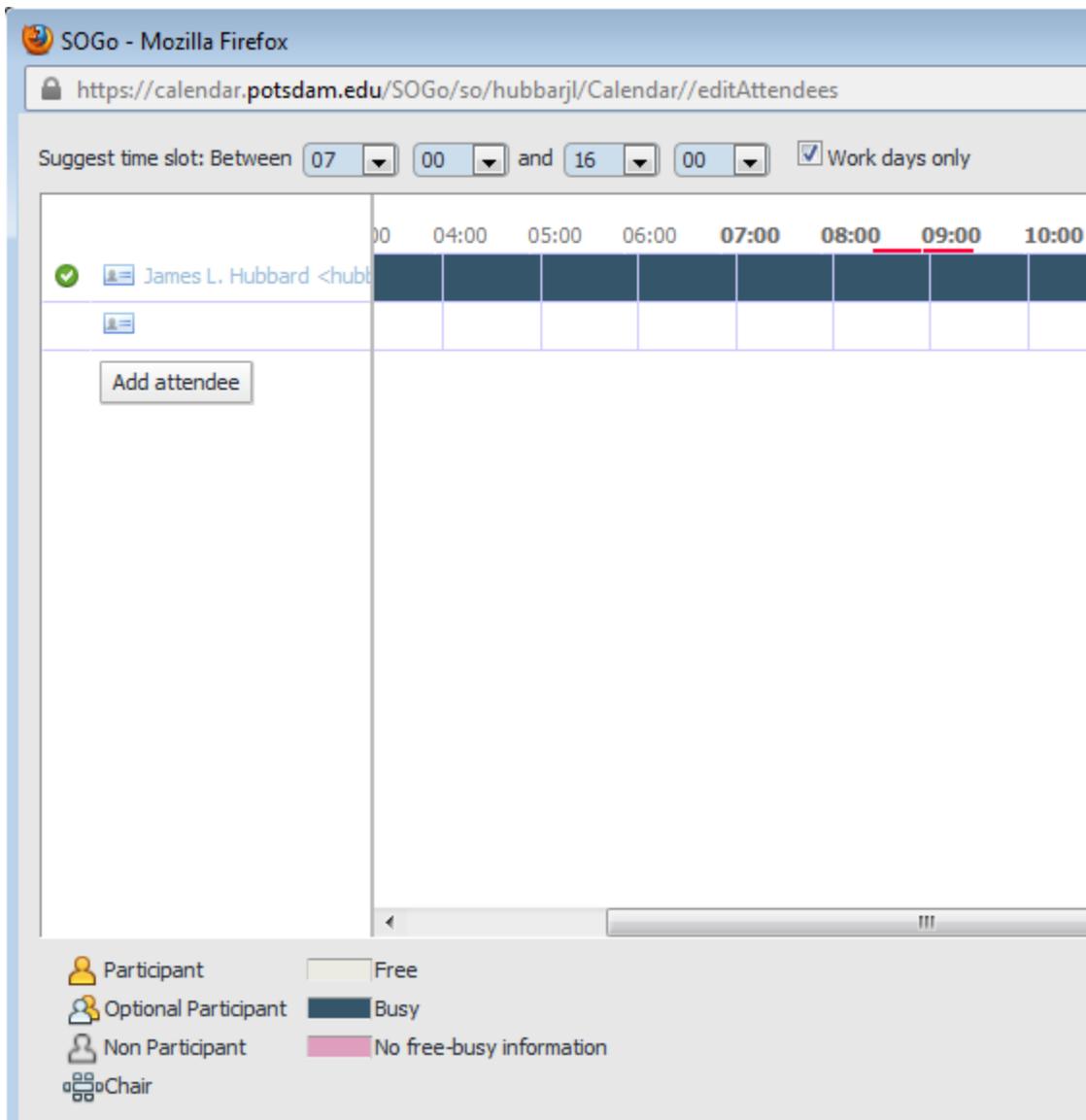
(As you begin typing a drop down window will appear with suggested names of people based up the name you have begun typing)

- Click on the name and it will appear in the box

Notice- To the left of the name you will see a silhouette of a person colored gold

By clicking on this image you can set the participation level of the attendee based on the classifications at the bottom of the window

Once you are done click “ok”



SOGo - Mozilla Firefox

https://calendar.potsdam.edu/SOGo/so/hubbarjl/Calendar//editAttendees

Suggest time slot: Between 07:00 and 16:00 Work days only

	07:00	08:00	09:00	10:00
James L. Hubbard <hubbarjl>	Busy	Busy	Busy	Busy

Add attendee

Participant Free
Optional Participant Busy
Non Participant No free-busy information
Chair

The “Privacy” icon at the top of the Event window allows you to set the level of privacy for a created event

You can set an event to:

Public- Anyone invited to the event or who has permission/access to your calendar can view all details of this event

Confidential- People with permission to view your calendar can only see the Title and time of the event

Private- Only you can see this event, however if anyone attempts to invite you to an event during this time it will show you as busy

The “Attach” icon at the top of the event window allows you to attach documents that pertain to the event that you wish attendees to view

When you are finished click on “Save and Close” to create the event

1. All events will appear on your calendar and in the viewing window directly above the calendar
2. You can access information about events by double clicking on them in your calendar or in this window.

New Event - Mozilla Firefox

https://calendar.potsdam.edu/SOGo/so/hubbarjl/Calendar/personal//607-50D46z

Save and Close Invite Attendees Privacy Attach

Title: New Event Public Event
Confidential Event
Private Event

Location:

Category: None Work

Priority: Not specified

All day Event

Start: 2012-12-21 08:30

End: 2012-12-21 09:30

Show Time as Free

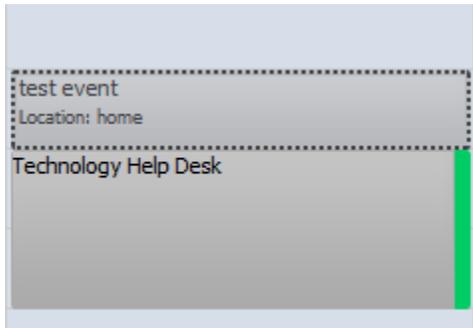
Repeat: Does not repeat

Reminder: No reminder

Description:

Accepting Meeting Proposals

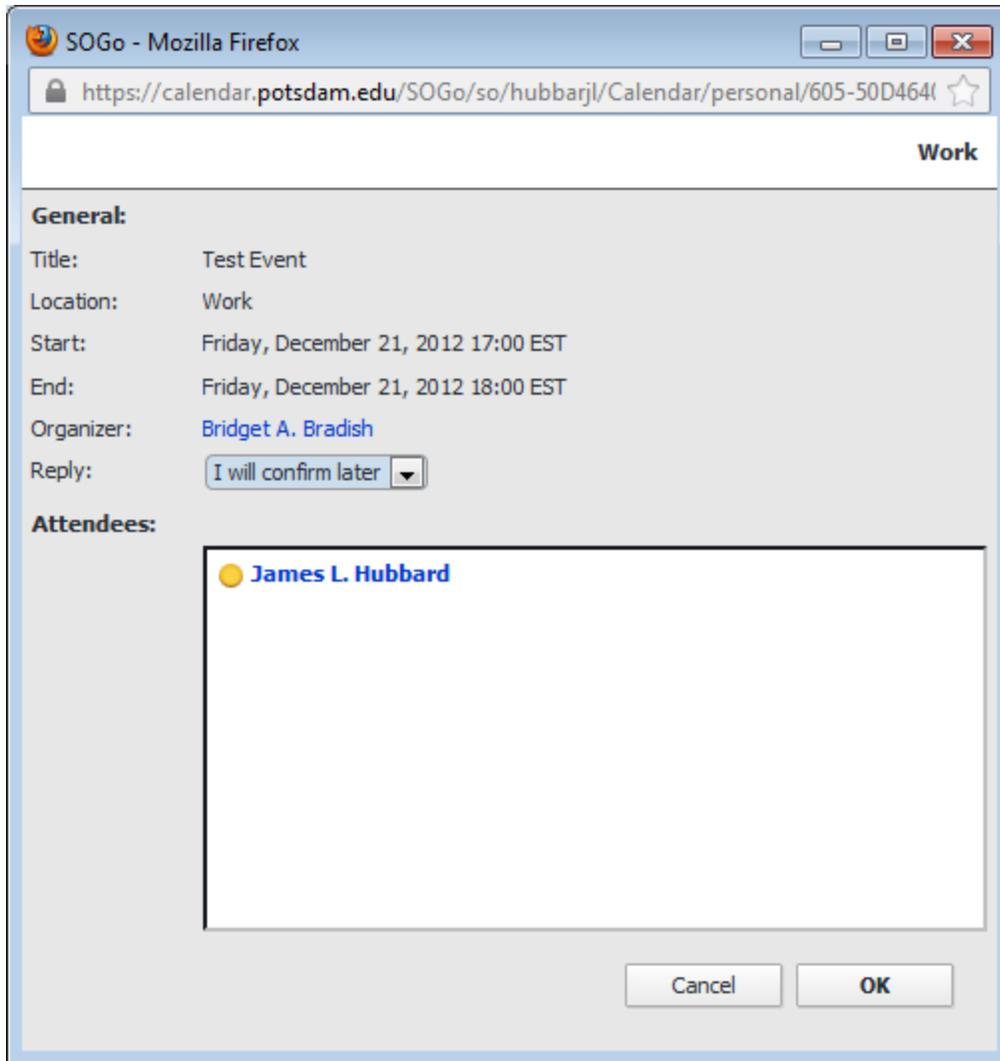
Meeting proposals will appear on your calendar with a dotted line border



- Double click on the proposed meeting

This will open a window with:

- a) Meeting details
- b) List of attendees
- c) Options for accepting/declining the proposal



- Click on the window to the right of “Reply”
- Select the option you want that is listed in the drop down menu
- Click “OK”

SOGo - Mozilla Firefox

https://calendar.potsdam.edu/SOGo/so/hubbarjl/Calendar/personal/605-50D464

Work

General:

Title: Test Event
Location: Work
Start: Friday, December 21, 2012 17:00 EST
End: Friday, December 21, 2012 18:00 EST
Organizer: [Bridget A. Bradish](#)

Reply:

Attendees:

- I will attend
- I will not attend
- I will confirm later**
- I might attend
- I delegate

Section III

Creating Tasks

Click on the “New Task” icon on the top left corner of the calendar

The New Task window will open (See image below), fill in:

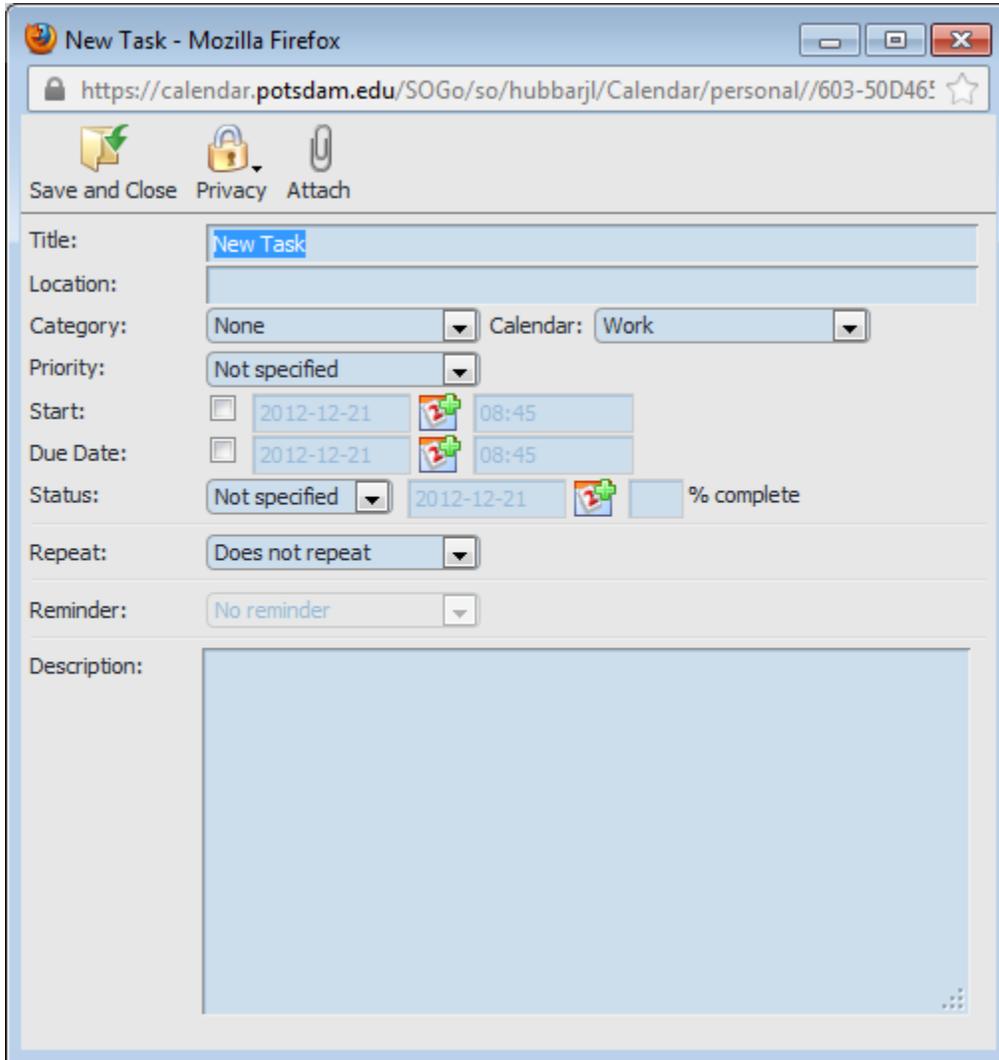
- Title
- Location (optional)
- Category (Optional)
- Calendar (Specify which calendar the task will be associated with)
- Priority
- Start date and time (optional)
- Due date (optional-when you need to complete the task by)
- Status (optional- you can update tasks as you go to reflect what stage of completion they are in)
- Repeat (optional)
- Description- (optional- Any relevant details or notes pertaining to the task)

The “Privacy” tab allows you to set the level of privacy you want associated with the task

The “Attach” tab allows you to attach relevant documents to the task

Tasks do not appear in your calendar. They appear in the viewing window above the calendar

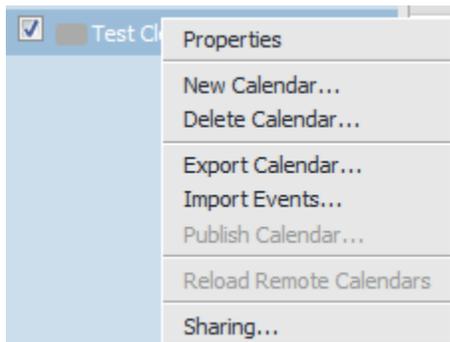
- a) Each task has a box next to it so that you may check off tasks as you complete them
- b) Once you check off a task it disappears from your viewing window (You can view completed tasks by clicking on the box just above the left corner of the window titled “Show completed tasks”)

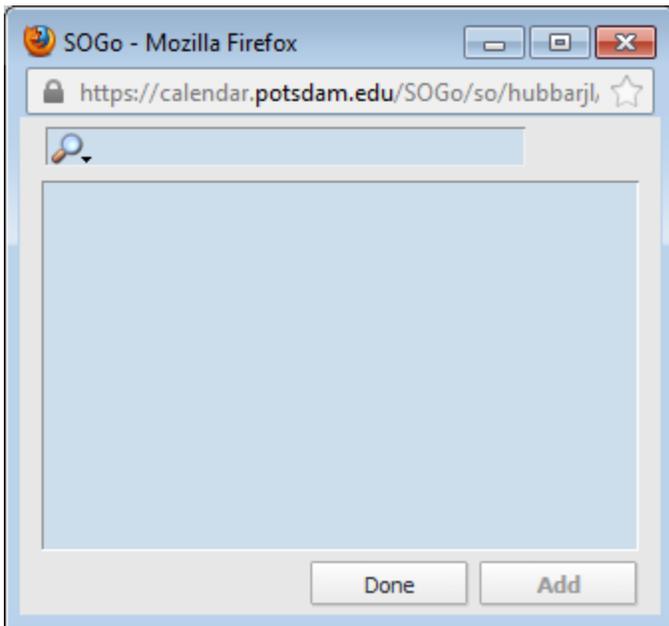
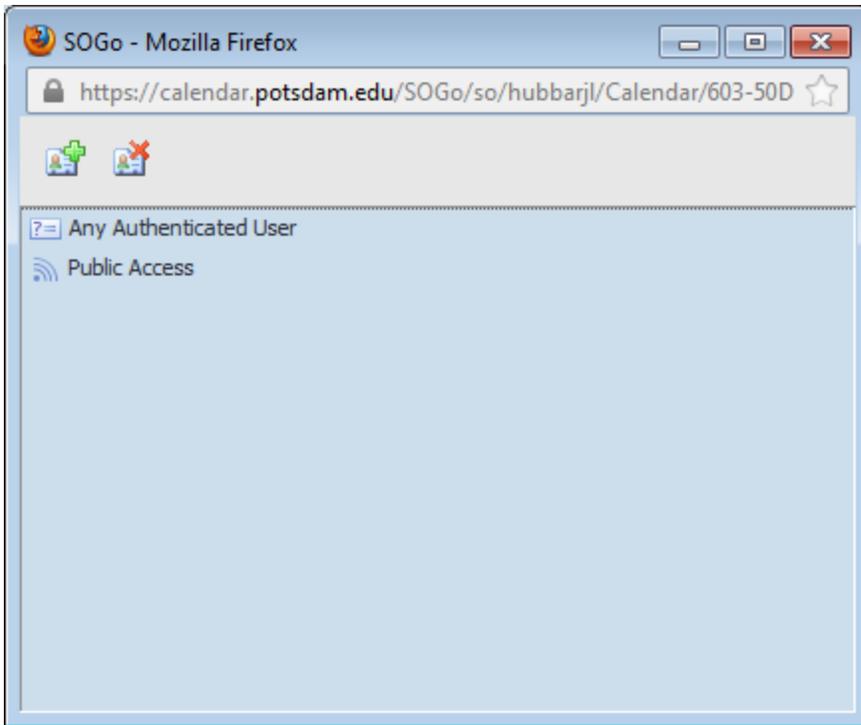


Section IV

Granting access to your calendar

- Right click on the title of your calendar (You must do this for each calendar that you wish to grant access to)
- A menu will appear, click on Sharing at the bottom of the menu
- A sharing window will open; at the top left click on the icon that has the green plus sign on it (See image below)
- A second window will open with a search window at the top (See image below)
- Start typing the name of the person you want to grant access to(as you begin typing suggested names will appear, select the one you want)
- Click “Add” and the person name will appear in the main sharing window
- Once you have added all the people you want to grant access to, click “Done” and this window will close





Set Access Parameters:

- Double click on the person's name in the sharing window
- A window will open allowing you to set the access parameters (See images below)

- Select the parameters for each of the privacy settings:
 - a) Public
 - b) Confidential
 - c) Private

(When you set the privacy settings for an event, the settings that you set for each individual will determine how much access they have to each event)

Below the privacy levels you can select to allow this person to be able to:

1. Create events in your calendar
2. Delete events in your calendar (If you do not check either of these boxes the person will have read access only to your calendar)

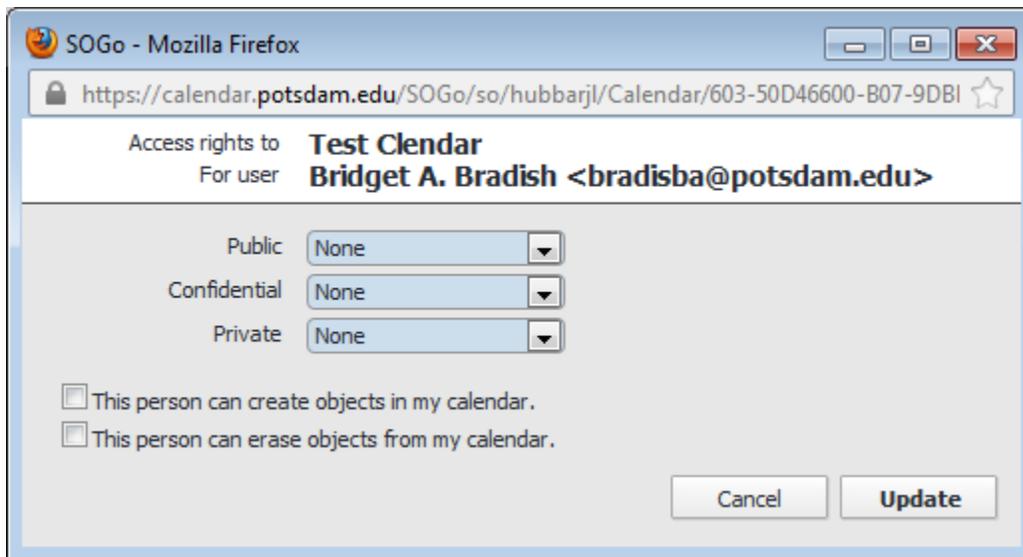
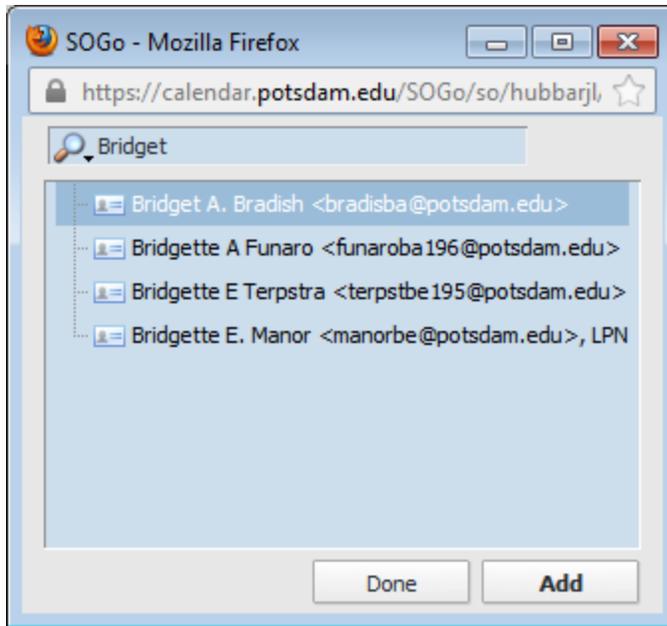
When you have finished click “Update”

You will need to go in and set the levels of access for each individual that you share your calendar with

Once you have finished- X out of this window

****Note- at the bottom of the sharing window you can select:***

“Any authenticated user”- Anyone with log in access to Sogo can access your calendar*



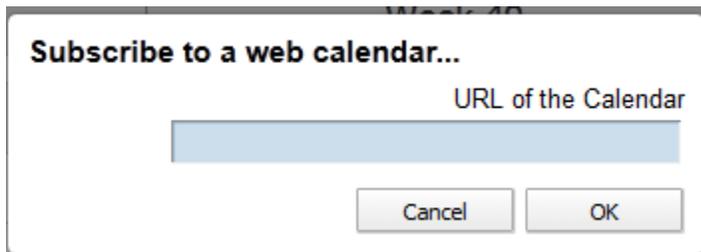
Section V

Subscribing to other calendars

The second icon above the list of calendars is for “Subscribing to a web calendar”

If you have a calendar through Google, for example, you can view it in SOGo by subscribing to it

- Click the icon and a window will open for you to enter the URL for your web calendar
- Once you have done this click “OK” and the calendar will be imported



Subscribing to Co-workers calendars

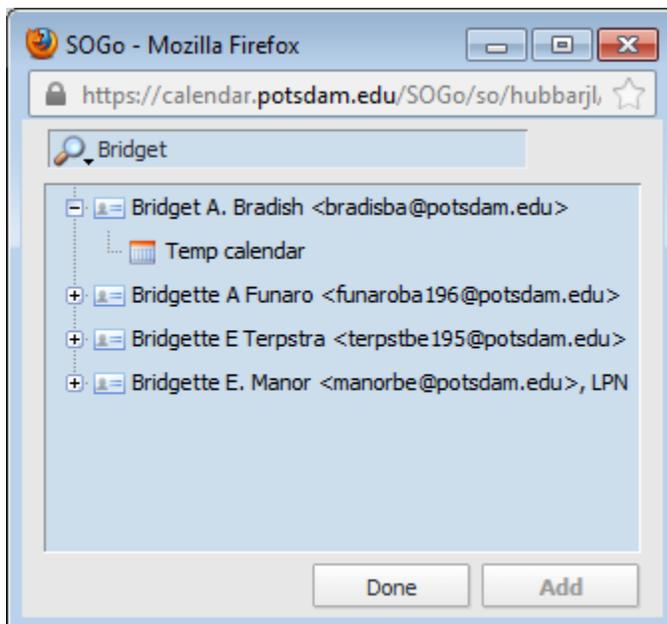
Once a co-worker has granted you access to his/her calendar you will need to subscribe to it

- Click on the 3rd icon above the list of calendars in the left side pane- a window will open with a search window at the top of it
- Type in the name of the person whose calendar you want to subscribe to- their name will appear in the main text box of the window
- Click on the plus sign to the immediate left of their name- you should then see the list of calendars that they have granted you access to

- Click on the name of the calendar/s
- Click the “Add” button

You should then have access with whatever parameters the person set for you when they granted you permission.

Once you have subscribed to all of the calendars you need click on the “Done” button to close out the window



Section VI

Creating Additional Calendars

On the panel on the left side directly above your Personal Calendar are 4 icons



If you put the cursor over each icon you will see what each icon is for

The first one is for creating calendars

- Click on the first icon
- A window will open that asks you to name your new calendar
- Type in the name and click “OK”

The new calendar will appear in the left side panel below your Personal Calendar

Setting this calendar up:

- Double click on the title of the calendar

The calendar window will open

- In the Properties tab make certain the Name is correct
- You may also set a color for the calendar (All events will appear on this calendar in the color you select)

Beneath the color box is a selection titled *“Include in free-busy”*

If you check this box events you create in this calendar will not show up in your Personal/Work calendar however, if someone attempts to invite you to a meeting during the time you have something blocked off in this calendar it will show you as busy and unable to attend the meeting

If you uncheck this box then nothing you enter on the new calendar will affect events on your Personal/work calendar

- The “Display” and “Notifications” boxes can be filled in however you like (Under Notifications you may select the last option, to send an email to someone else when you modify your calendar, i.e. a Supervisor)

Once you have completed selecting the desired settings click “OK”

From this point on Whichever Calendar you have checked in the list of Calendars in the left hand pane will be the one you are viewing

You may select more than 1 calendar at a time to view the events from each of them at once

Note- When you create multiple calendars make certain when creating a New Event that you click on the “Calendar” box in the New Event window to select the Calendar you want the event to appear on. The default is your Personal/work calendar

SOGo - Mozilla Firefox

https://calendar.potsdam.edu/SOGGo/so/hubbarjl/Calendar//603-5

Properties Links to this Calendar

Properties

Name:

Color:

Include in free-busy

Synchronization

Synchronize

Tag:

Display

Show alarms

Show tasks

Notifications

Receive a mail when I modify my calendar

Receive a mail when someone else modifies my calendar

When I modify my calendar, send a mail to:

Cancel OK

Section VII

SOGo Email

Exporting Contacts from Bearmail

- Log into bearmail
- Click on “Addresses” in the list of menu items at the top of the window
- When the address window opens, at the bottom of the screen you will see “Address book export”
- Click on “Export to CSV file”

Address book export

Field delimiter: Comma (.)

Custom field delimiter: .

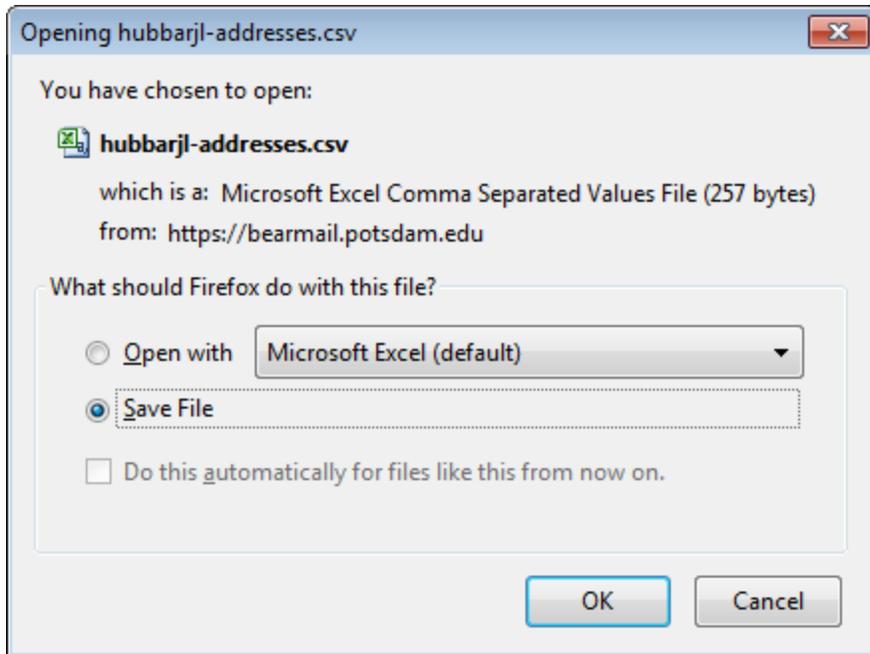
Text delimiter: Double quotes (")

Custom text delimiter: "

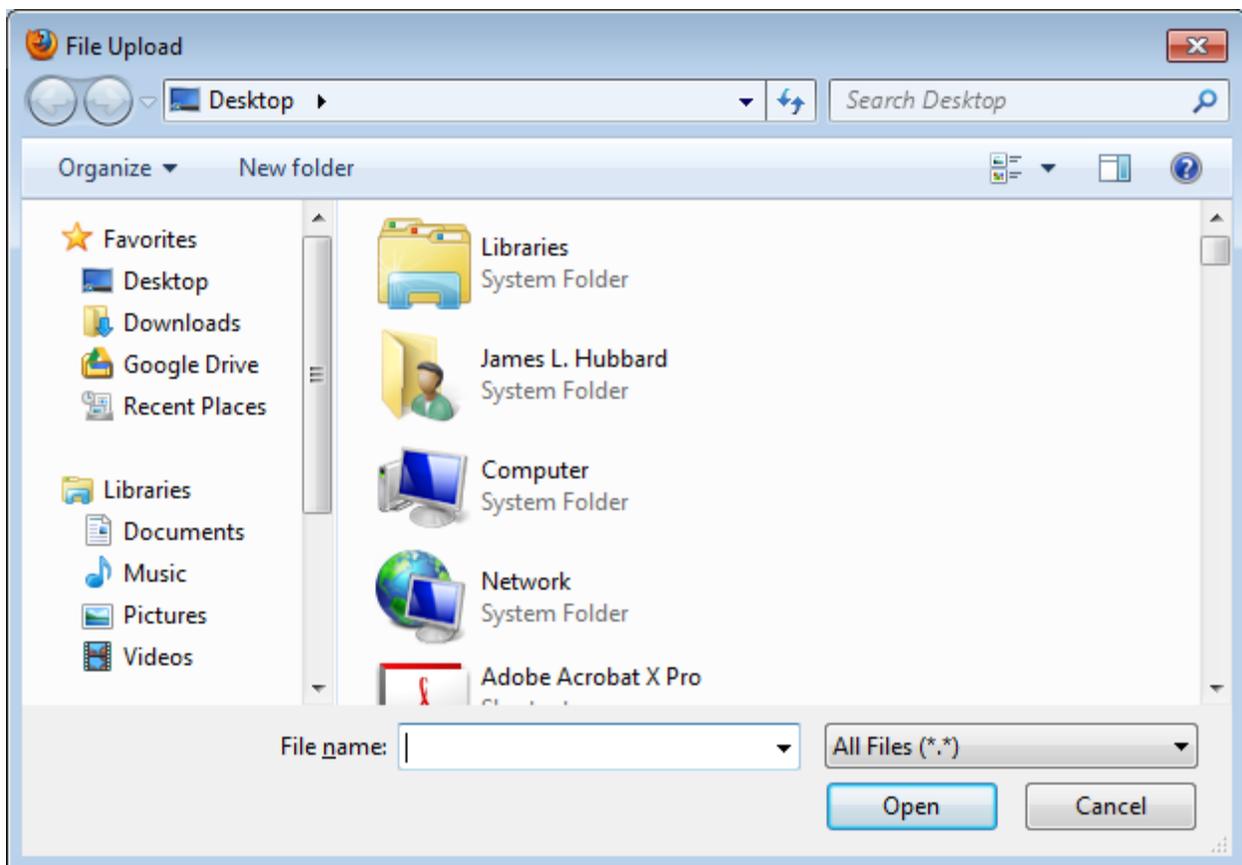
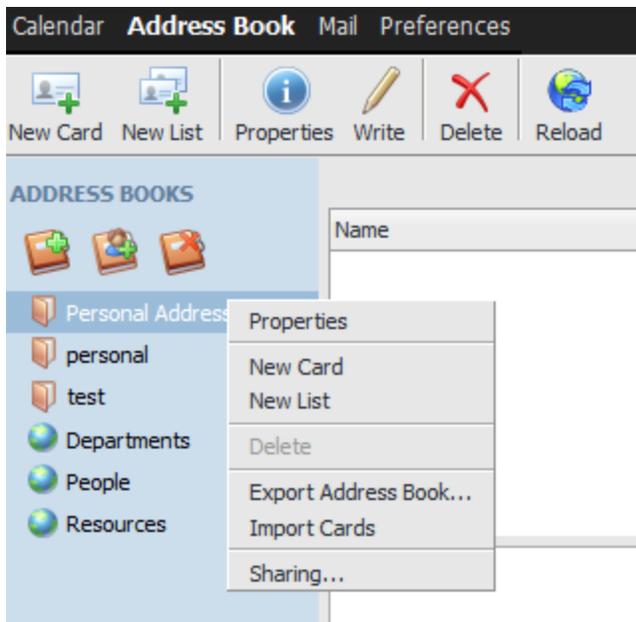
Export to CSV File

A Window will open which will allow you to open or save the file

- Click on “Save”



- Click "OK"
- Close Bearmail
- Open SOGo and go to the email program
- Select "Address Book" on the top of the window
- Click on the first icon in the left pane to create a new address book if you want one other than the "personal" address book
- Name the new address book
- Right click on the address book when it appears in the left pane
- Click on "Import Cards" in the drop down menu
- Click "Browse" to search for the address book you saved
- When you find it select it and click "Upload"



Import Cards

Select a vCard or LDIF file.

Browse...

Cancel

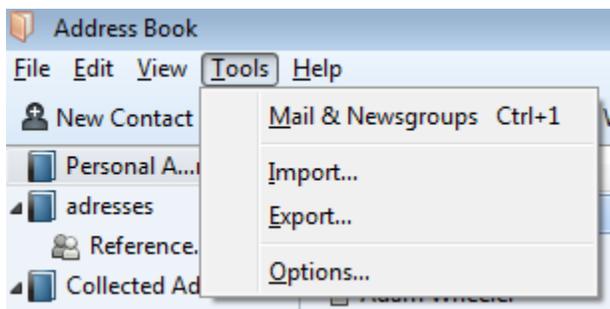
Upload

Exporting Contacts from Thunderbird

- Open your address book
- Under the “Tools” menu heading click on “Export”

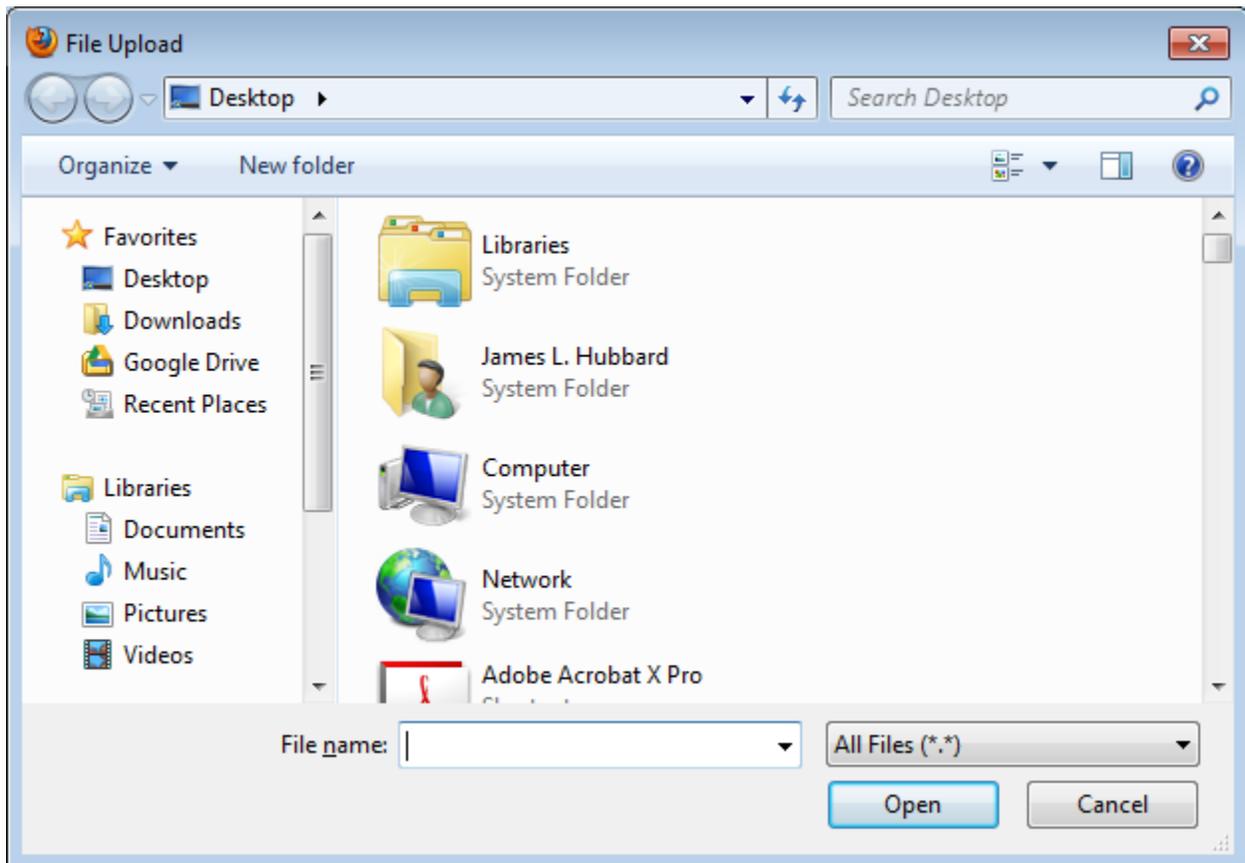
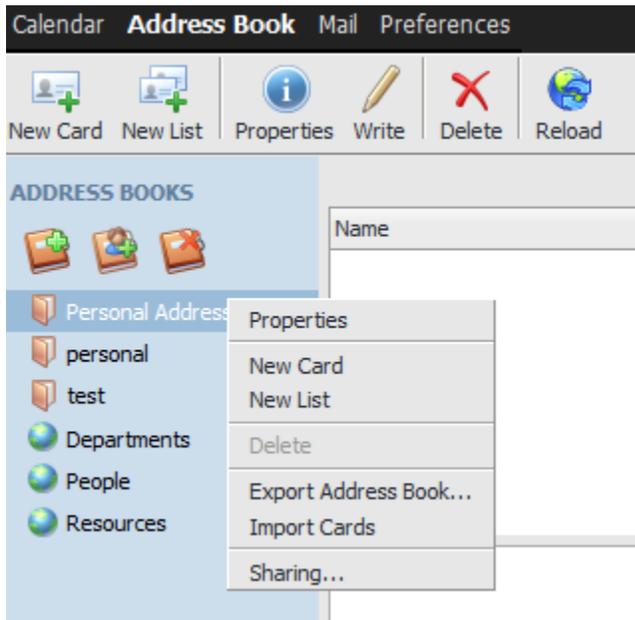
(A window will open up so that you can save your contacts)

- Name your address book
- Select where to save it to (easiest to save to your desktop)
- Click “Save”
- Close address book and Thunderbird



- Open SOGo and go to the email program
- Select “Address Book” on the top of the window
- Click on the first icon in the left pane to create a new address book if you want one other than the “personal “address book
- Name the new address book
- Right click on the address book when it appears in the left pane
- Click on “Import Cards” in the drop down menu
- Click “Browse” to search for the address book you saved

- When you find it select it and click “Upload”



Import Cards

Select a vCard or LDIF file.

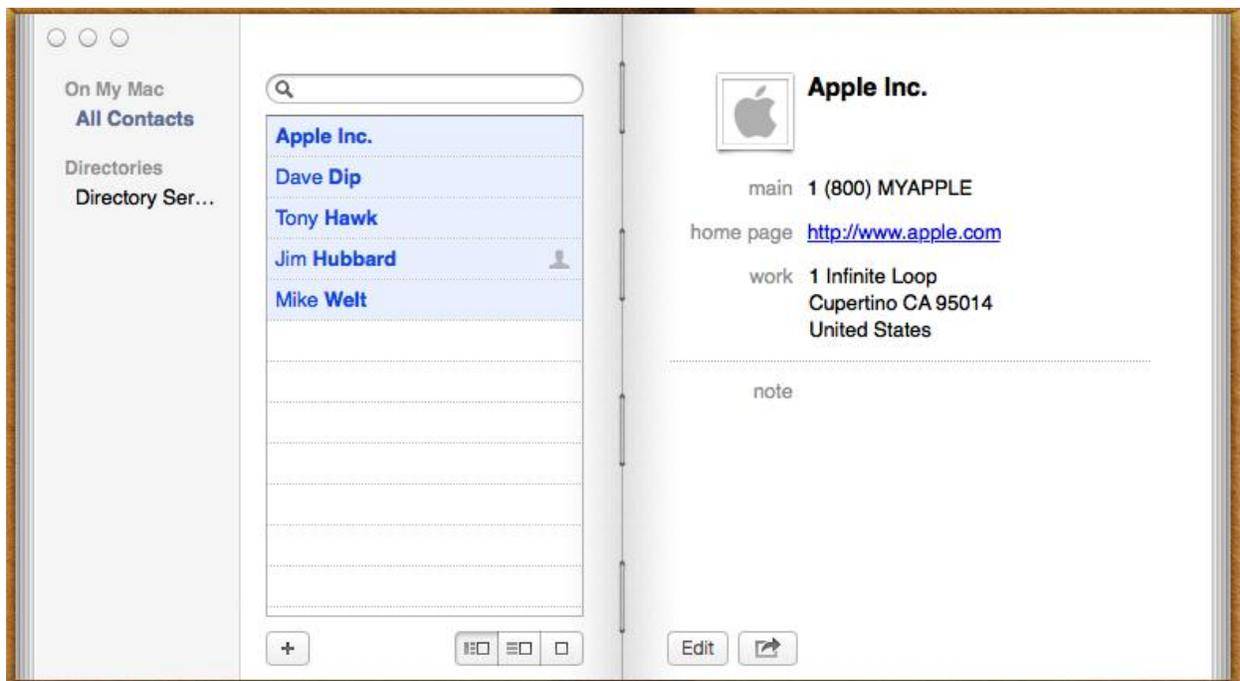
Browse...

Cancel

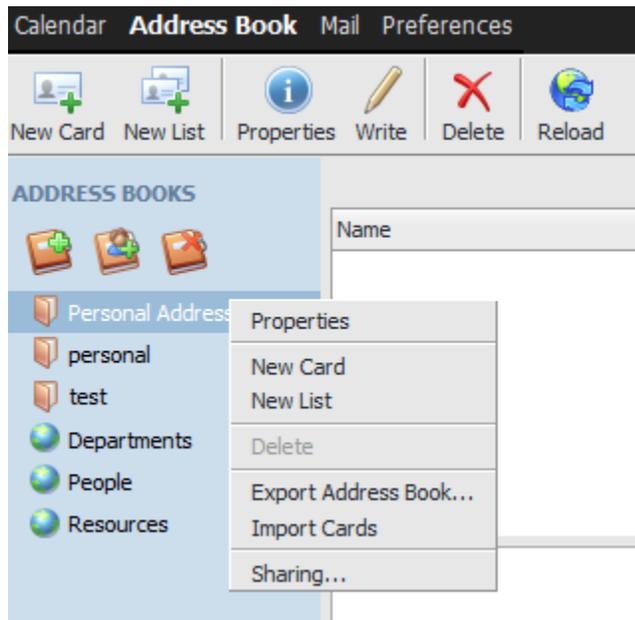
Upload

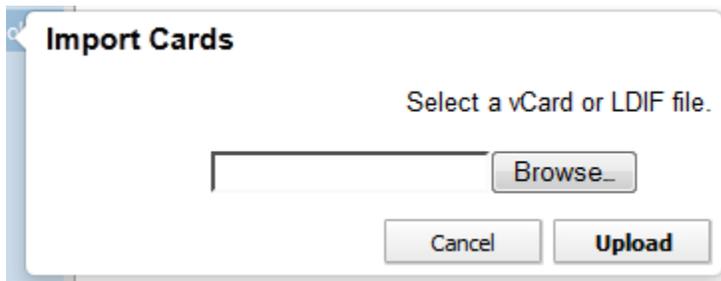
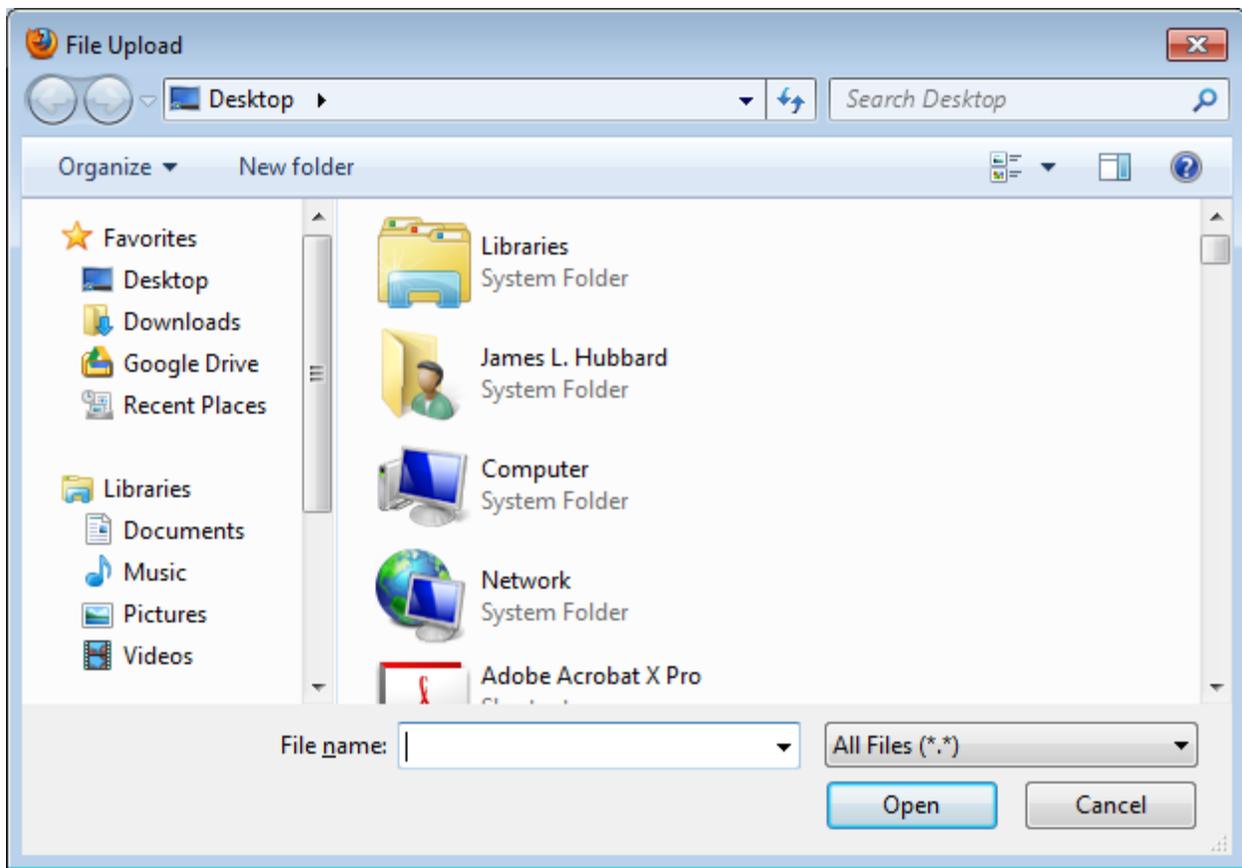
Exporting Contacts from Macmail

- Click on the “Contacts” icon in the toolbar
- Select “All Contacts” on the left side panel
- Click on one of your contacts so it is highlighted
- Press Command + A to highlight all of your contacts at once
- Click and drag the highlighted contacts to your desktop



- Open SOGo and go to the email program
- Select “Address Book” on the top of the window
- Click on the first icon in the left pane to create a new address book if you want one other than the “personal “address book
- Name the new address book
- Right click on the address book when it appears in the left pane
- Click on “Import Cards” in the drop down menu
- Click “Browse” to search for the address book you saved
- When you find it select it and click “Upload”





Section VIII

Shared meeting/conference rooms

- Meeting/conference rooms will be set up as Campus Resources by CTS.
- Meeting/conference rooms will be invited as attendees to meeting and will auto accept the invitation provided the room is available

If the meeting/conference rooms are Department specific

- Contact the CTS Helpdesk with the Room Number and location