

Office of Communication Procedure			
<b>Procedure Name</b>			<b>Total Pages</b>
Labwide calendar implementation for Fermilab Services account holders			3
<b>Procedure Number</b>		<b>Version</b>	<b>Revised on</b>
OC-004		1.0	July 26, 2016
<b>Written by:</b>	<b>Reviewed and approved by:</b>		<b>Date</b>
Leah Hesla	Katie Yurkewicz		Sept. 5, 2014
<b>Current version maintained at:</b>			
<a href="https://fermipoint.fnal.gov/organization/ocool/ocom/Shared%20Documents/oc-labwide-calendar-procedures.pdf">https://fermipoint.fnal.gov/organization/ocool/ocom/Shared%20Documents/oc-labwide-calendar-procedures.pdf</a>			

## PURPOSE OF THIS PROCEDURE

This procedure outlines how to view, submit, enter, cancel, delete and modify events in the labwide calendar. It specifies who has permission to enter or modify events and which types of events are appropriate. It also states how to add the Fermilab labwide calendar to your Outlook or other Exchange client.

## PREREQUISITES

Outlook and Outlook Web access are the laboratory-supported clients for calendaring. All events will be entered through Outlook according to the processes outlined below. The calendar is *not* supported on other applications such as Mac Mail or Thunderbird, though some users have been able to implement them independent of Fermilab support.

Individuals with a Fermilab Services account may submit events, as well as modifications and cancellations, to the labwide calendar, which is under the [calendar@fnal.gov](mailto:calendar@fnal.gov) account.

Individuals *who do not have* a Fermilab Services account and who would like to submit an event to the Fermilab calendar should call the Office of Communication at 630-840-3351. Please see the list of approved event types below.

## PUBLICATION

Fermilab's labwide calendar is published on the web at <http://news.fnal.gov/fermilab-at-work/events/>. It is also available through the Outlook system and other Exchange calendar systems.

## LABWIDE CALENDAR PERMISSIONS

Anyone with a Fermilab Services account may invite [calendar@fnal.gov](mailto:calendar@fnal.gov) to an event, thus submitting it for publication in the labwide calendar.

Managers of the [calendar@fnal.gov](mailto:calendar@fnal.gov) account may approve or decline events submitted by non-managers. Approval depends on whether the submitted event is among the approved types of events (see below).

## FORMATTING EVENTS

Event listings should follow a certain format to accommodate the look of the calendar as it appears in the Outlook web application. Follow these guidelines when entering an event.

**Subject:** Enter name of the event.

If the subject is a seminar, enter the name in the following format:

Seminar Name: Title of Talk

- do not use quotation marks

- enter only one space between colon and the word following

**Location:** Enter location or room where the event will be held.

**Starts and Ends:** Enter start and end dates and times for the event. If the event is an all-day event, select the All-day Event button instead of entering times.

**Free-form text area:** Enter other relevant information:

- If there is a speaker, enter the speaker's name *on the very first line* in exactly this format:

Speaker: First name Last name, Institution

- do not enter titles such as Dr., Mr., Ms., Prof., chair

- enter only one space between colon and the word following

- If there is a link for the event, enter the link below the speaker line.

- If there is a ticket price, enter that information in this field.

- If the event is not open to all lab staff, include a sentence such as, 'Attendance is limited only to [x]. For more information, contact [name and email].'

- Other useful information should be entered in this area as well.

## TYPES OF EVENTS PERMITTED ON LABWIDE CALENDAR

Permitted events:

- Public tours
- Scientific talks and seminars
- Nonscientific talks and seminars
- Conferences that Fermilab employees and users may attend if they register
- Workshops that Fermilab employees and users may attend if they register
- Education events
- Cultural events
- Recreational and wellness events and classes
- All-hands meetings
- Information sessions
- Lunch and Learn talks
- Ecology and environment tours and events

Also allowed are any events deemed by the directorate to be of major significance to the laboratory, including:

- Division and section all-hands meetings
- Collaboration meetings at Fermilab
- Project reviews at Fermilab

Events that are not permitted:

- Private or restricted meetings, except as noted above
- Non-Fermilab events
- Off-site events
- Trainings
- Construction closures
- Power or computing outages
- Deadlines
- Emergency drills

## SUBMITTING, CHANGING, DELETING EVENTS IN LABWIDE CALENDAR

*Submitting events to the labwide calendar*

1. In your calendar client, add the event to your personal calendar or appropriate calendar. Be sure to enter the event's name, date(s), time(s) and location(s).

2. Invite [calendar@fnal.gov](mailto:calendar@fnal.gov) to your event. You may opt to request a response if you prefer.
3. A calendar manager will approve the event if it's appropriate for the labwide calendar, after which it will appear on the calendar. Please note that the approval may not occur immediately.

*Note: do not enter an event as a recurring event. It will not render correctly on the Web calendar.*

#### *Making changes submitted to the labwide calendar*

1. In your calendar client, open the event.
2. Modify your event and save. (In Outlook, click Send Update. )
3. If calendar manager approvals are needed, changes will take effect after a calendar manager accepts them.

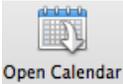
#### *Canceling events submitted to the labwide calendar*

1. In your Outlook client, open the event.
2. Click the cancel button. 
3. Then click the send cancellation button. 
4. Until the calendar manager approves the event cancellation, it will appear in the calendar as canceled. If necessary, a calendar manager will remove it altogether from the calendar.

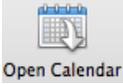
## **ADDING FERMILAB LABWIDE CALENDAR TO OUTLOOK**

If you'd like to add the labwide calendar to your Outlook client, follow these instructions:

#### Outlook for Windows:

1. Open your email in your Outlook client.
2. Go to Outlook calendar.
3. Click on the Open Calendar button. 
4. Select Shared Calendar.
5. In the User field, enter 'calendar' (without the quotation marks).
6. In the next window, select Fermilab Calendar and click the Select button.
7. The Fermilab Calendar should appear in your Shared Calendars

#### Outlook for Mac:

1. Open your email in your Outlook client.
2. Go to Outlook calendar.
3. Click on the Open Calendar button. 
4. In the User field, enter 'calendar' (without the quotation marks).
5. In the next window, select Fermilab Calendar and click the Select button.
6. The Fermilab Calendar should appear in your Shared Calendars.

## **CONTACTS FOR MORE INFORMATION**

For questions on general use for the labwide calendar, contact the Office of Communication at 630-840-3351.

For technical matters, contact the Fermilab Service Desk at 630-840-2345.