

Fundamentals of UNIX
Lab 3.2.5 – Using CDE Calendar Manager
(Estimated time: 30 min.)

Objectives:

- Become familiar with the graphical CDE Calendar Manager
- Use Calendar Manager Help
- View the calendar various ways
- Set calendar options
- Work with appointments
- Work with To Do lists
- Work with other user's calendars

Background:

In this lab, you will work with CDE Calendar Manager. Calendar Manager is a full-featured graphical schedule and appointment management program. It is a standard component of the Solaris CDE. With Calendar Manager you can perform all normal scheduling functions and share your calendar with others. You can set appointments and create To Do lists with Calendar Manager. You can also view appointments and set meetings on other people's calendars.

Tools / Preparation:

- a) Before starting this lab, review Chapter 3, Section 2 – Using Calendar Manager
- b) You will need the following:
 1. A login user ID (e.g. user2) and password assigned by your instructor.
 2. A computer running the UNIX operating system with CDE.
 3. Networked computers in classroom

Web Site Resources:

- [Sun Microsystems](http://www.sun.com/solaris) – <http://www.sun.com/solaris>

Notes:

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Perform the following steps to complete this lab.

Step 1. Log in to CDE

Login with the user name and password assigned to you by your instructor in the CDE entry box.

Step 2. Access Calendar Manager

To start Calendar Manager click the **Calendar** icon on the CDE Front Panel. By default, the Calendar window displays a month view of your calendar.

Step 3. Access Calendar Manager Help

Click on the **Help** icon in the upper right corner of the window and then click on **Tasks**. Examine the tasks listed. Which task would you select to learn how to change the default calendar view?

Step 4. Change the Calendar View

The view can be changed by clicking on one of the four view icons at the top right hand corner of the window. Change from the default **Month** view to the **Day**, **Week** and **Year** views.

Step 5. Change Calendar Options – Editor Default Settings

Click on the **File, Options** menu. The initial category displayed is **Editor Defaults**. In the Editor Defaults window, you can set the options to suit your personal preferences.

- a. Change the default appointment **Duration** of 60 minutes to 30 minutes
- b. Change the **Privacy** option to **Others See Time Only**

Step 6. Change Calendar Options – Display Settings

Click on the **Category** button and select **Display Settings**

- a. Change the time range for the working day to End at 6:00pm
- b. Change the **Default View** for the Calendar Manager to **Week**

Step 7. Change Calendar Options – Access List and Permissions

Click on the **Category** button and select **Access List and Permissions**

- a. Remove the **world** from the access list so everyone cannot see your calendar
- b. Enter the **User Name** (userx@hostx) of one of your fellow students and give them permission to **View** your calendar. Click **Add** to add them to your access list

Step 8. View Printer Settings

Click on the Category button and select Printer Settings

This window enables you to set your personal options for the printing of calendar appointments. What is the name of your default printer? _____

Step 9. Change Calendar Options – Date Format Settings

Click on the **Category** button and select **Date Format**. The Date Format window enables you to set the format for date display and date entry. Change the **Date Ordering** from **MM/DD/YY** to **YYYY/MM/DD**. You may Change the date ordering back to whatever format you prefer.

Step 10. Add an Appointment Using the Appointment icon

Change to the **Day** view on you calendar. Click on the **Appointment** icon in the top left corner of the window and add an appointment to your calendar. Specify tomorrow's **Date**, the **Start** and **End** times and **What** the appointment is. Click **Insert** to add the appointment to your calendar. Click on tomorrow's date to verify the appointment you made is there.

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Step 11. Add an Appointment by Clicking the calendar

While in the **Day** view, Double click any time slot to set an appointment. You should only have to enter **What** the appointment is and click **Insert** to add it.

Step 12. Add a Recurring Appointment

While in the **Day** view, click on next Tuesday's date. Add an appointment for a regular staff meeting to occur every Tuesday at 9:00 (you may have to click on the 'more' button to view the frequency and reminders options). Check a future week to verify that the weekly staff meeting is on your calendar

Step 13. Create a To Do List

Click on the **To Do** button in the upper left corner of the window and add a To Do for project status due next Tuesday at 9:00am. Click **Insert** to add it to your To Do list. Add another To Do for pick up laundry on Thursday at 6:00pm. To do items do not show in the calendar. To see a list of To Dos for the week, click on the **Week** view for next week and then Click on the **View** menu option and select **To Do List**.

Step 14. Find an Appointment

The Find window enables you to search for text in the appointment entries. You can specify the time period to search, giving a start and end date. Once appointments have been found, you can double-click on the details. Create an appointment a month from now and enter the words networkers conference in the **What** entry area. Click back to today's date. To search for the appointment, click on the **View** menu and then on **Find**. Enter the text to find as net. This will locate any appointments with the letters **net** in them.

Step 15. Browse Another User's Calendar

With the correct permission settings you can view other people's calendars. You can compare appointment times to help arrange meetings that do not conflict with existing appointments. Click on the **Browse** menu and the Show Other Calendar option. Enter the user name (userx@hostx) of a fellow student that has allowed you access to their calendar. You should be able to at least view their calendar.

Step 16. Close All Open Windows/Applications that are on Your Desktop