

Share and Create Calendars for Students using their CQUni Calendar

Share your CQUni Calendar

By default, students "free/busy" calendar information is shared with everyone in the "@cqumail.com" domain. Students have the option to share additional information with everyone, specify who can see what information or stop sharing all calendar information.

1. Log into the My.CQU Portal <http://my.cqu.edu.au>.

Go to the My Calendar application and select "Launch Calendar".

2. In the My calendars list on the left, click the drop-down arrow next to your calendar name.

The name of your personal calendar will look like your @cqumail.com student email address.

3. Select "Share this calendar".

4. Students can choose from the different options to share their calendars.



View another Student's Calendar

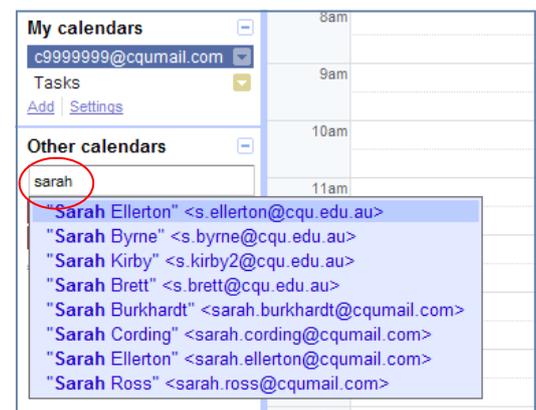
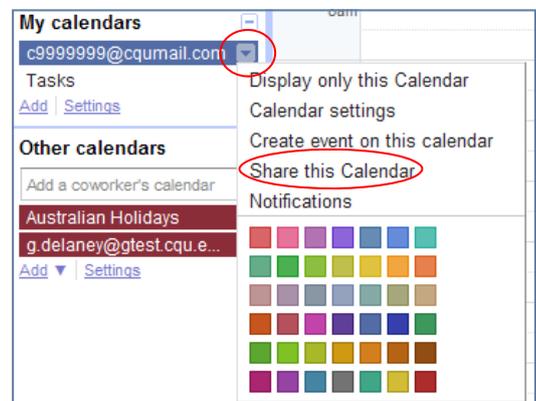
If other students have shared their calendars with you, you will be able to view those calendars.

To view another student's calendar, you can send them a request.

1. Open your CQUni Calendar (steps 1 and 2 above).
2. In the **Other calendars** list on the left, start typing the student's name or address in the Add a co-worker's calendar field.

From the list that appears, click the student whose calendar you want to add.

If the student shares their calendar, it will appear in under your Other calendars list, and you will be able to view any events that the student has scheduled in their online CQUni Calendar.



Share and Create Calendars for Students (continued)

If the student has not shared their calendar, you will see a page which prompts you to send a request to the student.

- You can edit the message, then click **"Send Invite"**.

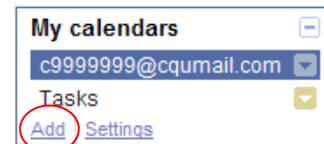
Tip: To hide or show another student's events on your calendar, click the calendar in your list.

Create a new Online Calendar

Students can create any number of secondary calendars.

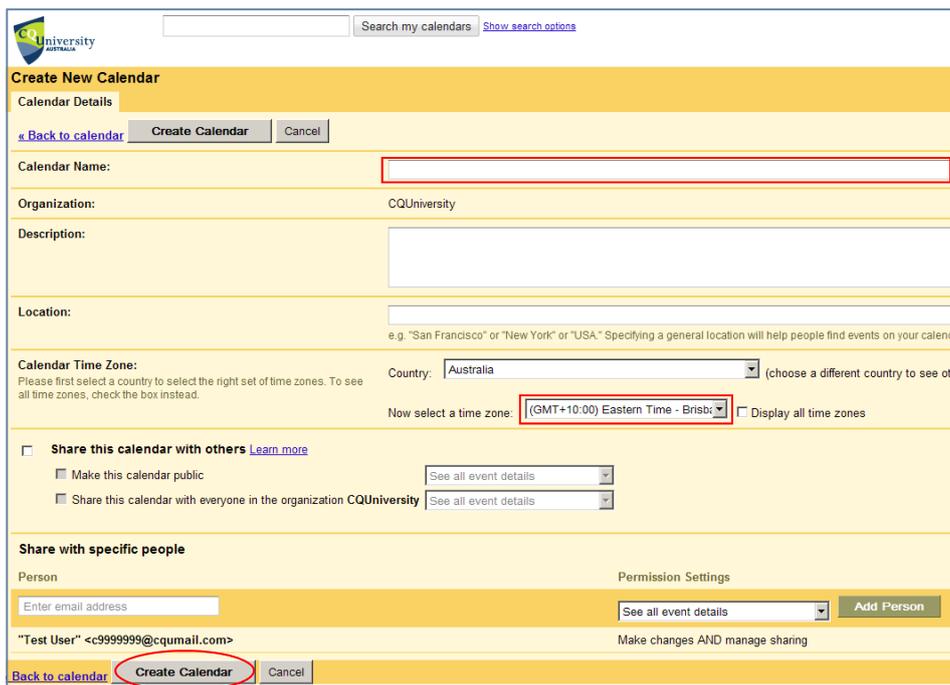
For example, you can set up a calendar for your study group to share. Each calendar you create appears in your My calendars list on the left.

- Open your CQUni Calendar.
- Below the **My calendar** box in the left menu, click **"Add"**.
- In the **Create New Calendar** window, enter a name for the calendar.



You can also select a time zone and sharing options for the calendar.

- When you're finished setting up the calendar, click **Create Calendar**.



Create New Calendar

Calendar Details

[Back to calendar](#) **Create Calendar** [Cancel](#)

Calendar Name:

Organization: CQUniversity

Description:

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar.

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (choose a different country to see other time zones)

Now select a time zone: Display all time zones

Share this calendar with others [Learn more](#)

Make this calendar public

Share this calendar with everyone in the organization CQUniversity

Share with specific people

Person	Permission	Settings
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	Add Person
"Test User" <c9999999@cquemail.com>	Make changes AND manage sharing	

[Back to calendar](#) **Create Calendar** [Cancel](#)