University CQUniversity Mail Help

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 <u>http://my.cqu.edu.au</u>.

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

2. In the My calendars list on the left, click the dropdown 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.





My calendars 📃	8am		
c9999999@cqumail.com 🔽 Tasks 🔽	9am		
Add Settings Other calendars	10am		
sarah	11am		
"Sarah Ellerton" <s.ellerton@cqu.edu.au> "Sarah Byrne" <s.byrne@cqu.edu.au> "Sarah Kirby" <s kirby2@cqu.edu.au=""></s></s.byrne@cqu.edu.au></s.ellerton@cqu.edu.au>			
"Sarah Brett" <s brett@cqu.edu.au=""> "Sarah Burkhardt" <sarah.burkhardt@cqumail.com></sarah.burkhardt@cqumail.com></s>			
"Sarah Cording" <sarah.cording@cqumail.com> "Sarah Ellerton" <sarah.ellerton@cqumail.com></sarah.ellerton@cqumail.com></sarah.cording@cqumail.com>			
"Sarah Ross" <sarah.ross@cqumail.com></sarah.ross@cqumail.com>			



Share and Create Calendars for Students (continued)

If the student has no shared their calendar, you will see a page which prompts you to send a request to the student.

Add a coworker's calendar

s.byrne@cqu.edu.au

Send Request

calendar

Request Access: You do not have access to s.byrne@cqu.edu.au's

Enter the email address of another person to view their Calendar. Not all of your contacts will have calendar in to all of your contacts will have calendar in to all of your contacts will have calendar in that is shared with you, but you can invite them to create a Google Calendar account, or share their calendar with you.

Type in a brief message to request access to this calendar I've been using Google Calendar to organize my calendar and share my schedule with coworkers. I'd like to be able to view your calendar to make scheduling things together even easier.

Contact Email:

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

Tip: To hide or show another student's events on your calend, 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 you're My calendars list on the left.

- 1. Open your CQUni Calendar.
- 2. Below the My calendar box in the left menu, click "Add".
- 3. 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.

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

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