

Calendar

Links to resources to learn how to more effectively use calendars, including Cornell's Exchange calendar service.

See also

- [Shared mailboxes and calendars, mostly for staff](#)
- [Viewing different mailboxes within Outlook, Windows](#)

Cornell's Exchange calendar service

Learn to use, or improve how you use, Cornell's Exchange calendar service.

Calendar Basics course

- <http://office.microsoft.com/en-us/outlook-help/calendar-i-outlook-calendar-basics-RZ010100073.aspx>

Get Familiar with Outlook Calendar

- <http://office.microsoft.com/en-us/outlook-help/get-familiar-with-the-outlook-calendar-RZ101863385.aspx>

Best practices

- <http://office.microsoft.com/en-us/outlook-help/best-practices-when-using-the-outlook-calendar-HA104004449.aspx>
-

Putting your Exchange calendar (or EGA's calendar) on the web via a URL

11/17/17, example: Oliver's, "limited details" version:

- <https://outlook.office365.com/owa/calendar/ffeb42ab3c724a73af16a4af603d4d90@cornell.edu/7056fd6564a5432e8227e62e05fcf480650877459395331553/calendar.html>

CIT's instructions, added 6/5/2017:

- <https://it.cornell.edu/outlook-web/share-your-calendar-outlook-web#section-2>
- <https://it.cornell.edu/outlook-web/share-resource-account-calendars-outlook-web#section-2>

Oliver's testing and his instructions created before the above instructions were added by CIT:

You can do this for one or more of your own account's calendar(s) in your own Outlook account. Or even an EGA! (CIT has dropped its documentation for how to do this for an EGA, so take that for what it's worth, "support-wise".)

- You can create topic-specific calendars within your own account instead of just using the (primary) one given to you by default. Share any or none of those calendars via this method.
- When user views this web-based calendar, the upper-left states the calendar name and the account. Example: Calendar (Chemistry IT Helpdesk)

These steps worked for Oliver:

- Log into on-line, <outlook.cornell.edu>.
 - Switch to your EGA account, if wanting to use one of those calendars instead.
- Go to Options => Calendar => Shared calendars => Calendar publishing.
- Select Calendar and permissions (ex. Full details). Then select the HTML link to share or post on a web page. Done!

Oliver tested this with the ChemIT EGA (May 2017), and was also successful (may have since been disabled):

- <https://outlook.office365.com/owa/calendar/fe61680995b0459188ff487ada04362e@cornell.edu/bd0ed71c298b4862a10edaf9462f990210761273357620839081/calendar.html>
 - Test entry: June 1, 2017, 1pm.

As a test, Oliver created a calendar called "TestChemGrad" from his own account, as a contrast to doing so within an EGA (may have since been disabled):

- <https://outlook.office365.com/owa/calendar/ffeb42ab3c724a73af16a4af603d4d90@cornell.edu/1d0cb45be1e346079a619941a24cd0096107709829445897488/calendar.html>
 - Test entry: June 2, 2017

CAUTION: URLs change when sharing disabled and reenabled, per Oliver's quick testing. And even changes if just adjusting the visibility.

- This all makes URL maintenance harder, which is why wished one could get the below "neat example" of a more robust, generic URL below to work!
- Failure mode is slow. Finally states, "Calendar is not available".

A neat example Oliver found, 8/27/15:

To schedule a meeting:

1. Browse [my calendar](#) (switch to "week view") and identify a vacant 30-minute time slot between 10am-6pm.
2. Switch to "week view" (top right corner) and it will be easier for you to see my hour-by-hour availability.
3. If possible, please choose a time slot that is adjacent to an existing "busy" slot so as to reduce the fragmentation of my day. *Please avoid scheduling a meeting with less than 24 hours notice.*
4. Then, send me (perhaps provide your email address) a meeting invitation directly (e.g. using Outlook Ctrl-Shift-Q or Google calendar event "Invite Guest").

Thanks!

The link pattern I had found at <http://lipson.mae.cornell.edu/calendar.htm> is much shorter and cleaner than the link I got to actually work (and which I used above):

- <http://outlook.office365.com/owa/calendar/hod.lipson@cornell.edu/Calendar/calendar.html>
 - N.B. Professor left for Columbia 7/1/15, so may not work much longer.
- <https://outlook.office365.com/owa/calendar/ffeb42ab3c724a73af16a4af603d4d90@cornell.edu/c931f83c19214c84a9c9139b724f1f0210684526538650952741/calendar.html>

Example of posting info from Google's calendar:

- <https://calendar.google.com/calendar/embed?src=cmo87%40cornell.edu> (active)
- <https://calendar.google.com/calendar/embed?src=oh10%40cornell.edu> (example with NO shared calendars; better failure mode than MS Exchange)

Better URL names than MS Exchange's. AND the don't change, either!

Other calendar resources

Course scheduling tools

<http://cornell.schedulizer.com/>

- Course Sponsored by the Cornell store.

<http://cornell.chequerd.com/>

- "The best way to plan your semester."