

25. Administering the University Public Calendar

The University has a Calendar that is intended for public use. This is displayed on the University website. This is separate from the internal calendar which you can view through Outlook. Events should only be added to the University Public Calendar if members of the public are able to attend.

Setting Up

- Download and install the email program “Mozilla Thunderbird” from <http://www.mozilla.org/en-GB/thunderbird/>
- Once installed, download and install the add-on “Lightning” from <https://addons.mozilla.org/en-US/thunderbird/addon/lightning/>
- Run Mozilla Thunderbird

Set up email for the University Public Calendar office account:

1. In the starting screen of Thunderbird, you will be asked if you wish to use Thunderbird as the default client for email. You won't want to do this as you will be using Outlook for your normal university email, so untick Email, untick “Always perform this check when starting Thunderbird” and click OK
2. A screen will pop up asking if you would like a new email address, click “Skip this and use my existing email” on the bottom left
3. Type in your name (or the name you wish to be associated with the University Public Calendar office account in the first box, type the full email address of the office account (cpustaff@aber.ac.uk) in the second box, type the office account password in the third box, leave “Remember password” ticked and click “Continue”
4. Thunderbird will not be able to get the correct settings automatically, but wait for it to finish trying and then fill in the following information in the boxes:
 - a. Incoming – Server hostname: outlook.aber.ac.uk
 - b. Outgoing – Server hostname: smtpost.aber.ac.uk
5. Leave the rest of the boxes set to “Auto” or “Autodetect” and click “Re-test”
6. The other boxes should now be filled in, so you can click “Done” to finish

Set up the calendars:

1. In the top right of the Thunderbird screen, click on the small calendar icon – this opens the calendar tool in a new tab
2. On the left under the small month-view calendar is a list of any calendars available, with the default calendar “Home” showing
3. To create the new calendar for the English version of the University Public Calendar, right click on Home and choose “New Calendar” from the menu that appears
4. The “Create New Calendar” screen will appear. Choose “On the Network” and click Next
5. Select the Format “CalDAV” and type or paste “<http://www.aber.ac.uk/calendar/cal.php/calendars/comms/corporate-en>” (without speechmarks) into the Location box. Click Next

6. Type the name of your choice in the Name box – for example “University Public Calendar”, choose a colour if you wish to, and make sure the office account email is showing in the Email box.
7. An “Authentication Required” pop-up will appear – enter the User Name “comms” (without speechmarks) and the password which you will have been given separately. Tick the box “Use Password Manager to remember this password” so you don’t have to enter it again. Click OK
8. Your calendar has been created – click Finish to end
9. To create the new calendar for the Welsh version of the University Public Calendar, repeat the instructions above, but this time use the location “<http://www.aber.ac.uk/calendar/cal.php/calendars/comms/corporate-cy>”. Give the calendar a name so you can tell this is the Welsh version – for example “University Public Calendar Welsh”.

Creating Events

Events can be added by yourself, or other members of staff through the web form here:

<http://www.aber.ac.uk/en/events-calendar/event/add/>

To add an event:

1. Log in at the above address using your personal login details
2. You will now see the “Add an event” screen. Enter the details of the event as follows:
Note: there is a time out on your log in, so make sure you have all the information to hand before you start
 - a. Title of the event – this should be a brief heading for the event
 - b. Description of the event – this should be further details of the event for example further explanation of the event, the purpose of the event, link(s) to further information about the event. If you are pasting the text in from elsewhere, we would strongly recommend using the paste from Word button as this will clear any unnecessary formatting). To add a link, select the text which you would like to be used for the link and click the Link button. Type or paste the link address into the “URL” box, then click “Submit”
 - c. Location of the event – this should give the location of the event as clearly as possible – eg if the event is in a specific room please give the name of the room as well as the building and campus/area, and if the event is not in Aberystwyth, specify the town it is in
 - d. Contact for the event – this should be the person who would need to be contacted if there is a query about the event – this may or may not be the person creating the event
 - e. Starting date – clicking in the box will pop up the calendar where you can choose the correct starting date for your event
 - f. Starting time – type in the time that the event starts, using the format HH:MM where HH means 24hr time
 - g. Ending date – clicking in the box will pop up the calendar where you can choose the correct ending date for your event – this may be the same as the start date if your event doesn’t span more than one day
 - h. Ending time – type in the time that the event ends, using the format HH:MM where HH means 24hr time
3. When you have added all the necessary details, click OK to add the event
4. If you need to add another event, click on “Add an event” in the left menu and repeat the process

Receiving Events

When an event has been added to the calendar via the web form above, the system will generate an email containing details of the event which will be sent to the University Public Calendar office account. This will be received via Mozilla Thunderbird.

1. Open the Inbox tab in Mozilla Thunderbird and if necessary click the “Get Mail” button on the top left to check for new emails
2. Click on a new email to open it – it should show a preview of the email in the bottom half of the screen
3. Emails from the “Add an event” form will have the subject “Event for AU calendar” and will have a note at the top to say “This message contains an invitation to an event”
4. Review the contents of the event to check if it is a suitable event for the University Public Events calendar
5. If the event is suitable click the Accept button at the top of the email. If not, click Decline.
6. If you accepted the event, you will see a pop up asking which calendar to put the event into – choose the University Public Calendar or the University Public Calendar Welsh, depending on the language of the event, and click OK
7. *Note:* the note at the top of the email now says “This message contains an event that has already been processed” so you will know in future which messages have already been dealt with
8. The event is now added to the University Public Events or University Public Events Welsh calendar
9. If you noticed any errors in the event you added, you will need to edit the event to correct them (after accepting the event). See below for details on how to edit events.

Editing Events

If there is an error in an event (e.g. a spelling mistake) you can edit the event to correct this.

1. Open the Calendar tab in Mozilla Thunderbird
2. Find the event you wish to edit – it may be listed at the top of the page, or you can find it by looking for the appropriate day in the calendar view beneath
3. Double click on the event to open it
4. Make any changes necessary by editing the text in the Title, Location or Description boxes. You can also change the date and time if required.
5. When you have finished making changes, click “Save and Close” at the top left of the edit event window