

4/13/17

All,

Brittnei and I have been working to develop three shared calendars to better track DC drawing review deadlines, important meetings, and vacation schedules. Attached is an instruction sheet for how to set up and start using these calendars. In the spirit of YOGI, CPSM will also be able to view and add events to these calendars as well.

The use of the calendars is very simple. Overview below:

FM-DC_MTG Recurring Meetings or Critical Meetings: Simply copy the calendar as an invitee when you set up the meeting Or add the calendar as an invite to an existing meeting.

FM-DC_DWGRVW Drawing Review Periods and Deadlines: Copy Brittnei by email on any drawing review deadlines, or drawing review updates, and she will manage and maintain this calendar.

FM-DC_OUT Vacation Calendar: Simply copy the calendar when you block out time on your schedules for vacations. Be sure to select Out of Office and All Day on the Options.

If you could, please start adding your existing meetings to the shared FM-DC_MTG calendar as soon as possible.

Meetings should be placed on the calendar if they are recurring meetings on larger projects, or other critical meetings that DC leadership may need to attend.

Thanks,

Kim

DESIGN & CONSTRUCTION SHARED CALENDERS

D&C is implementing the use of shared calendars to coordinate vacation schedules, drawing reviews and recurring or critical meeting dates. The shared calendars that have been created are as follows:

FM-DC_OUT	Vacation Calendar
FM-DC_MTG	Recurring Meetings or Critical Meetings
FM-DC_DWGRVW	Drawing Review Periods and Deadlines

How to Add FM-DC OUT Calendars to Your Outlook View

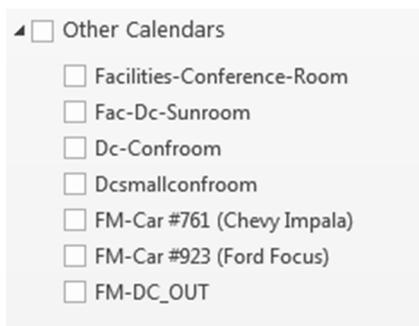
Right Click on **Other Calendars**

Click Add Calendars, From **ROOM LIST**

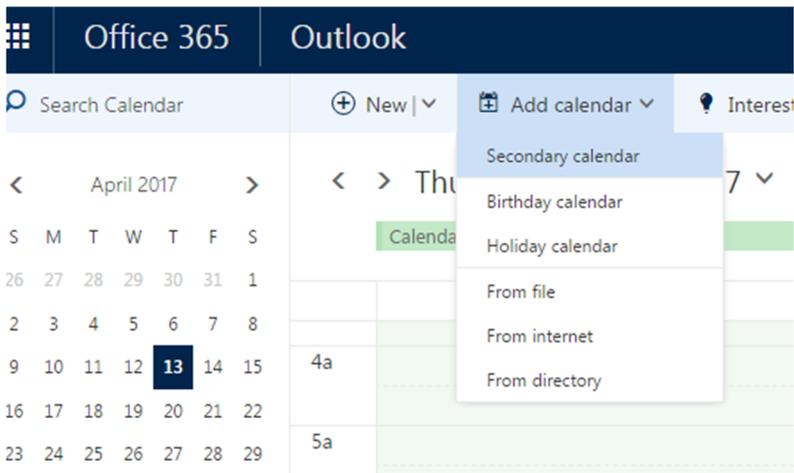
Select: **FM-DC_OUT**

Double Click the Room Name, then Click OK

The Calendar should appear in the Other Calendars view



Note: For those who use **MSOffice 365 for Outlook**, Go To **ADD CALENDER** at the Top of the View and then select **FROM DIRECTORY**



How to Add FM-DC MTG and FM-DC-DWGRVW Calendars to Your Outlook View

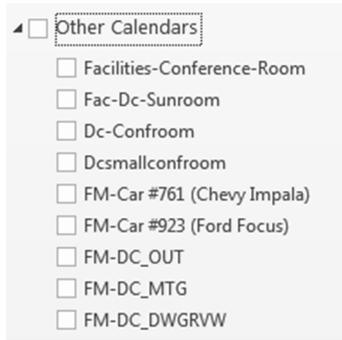
Right Click on **Other Calendars**

Click Add Calendars, From **ADDRESS BOOK**

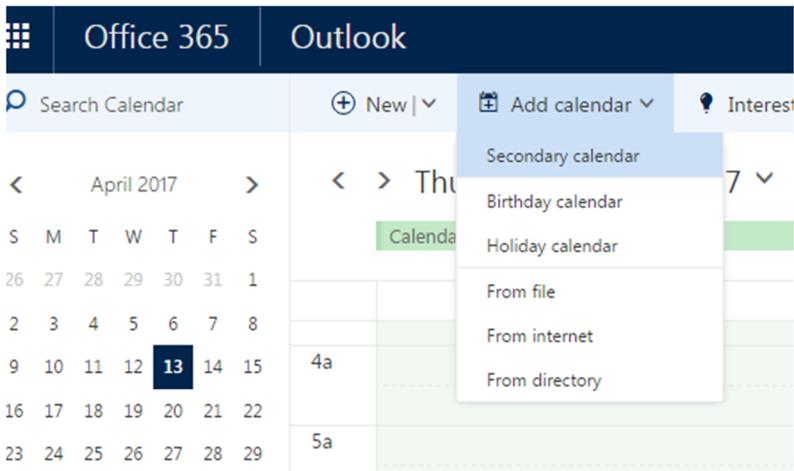
Select: **FM-DC_MTG** or **FM-DC-DWGRVW**

Double Click the Room Name, then Click OK

The Calendar should appear in the Other Calendars view



Note: For those who use MSOffice 365 for Outlook, Go To ADD CALENDER at the Top of the View and then select FROM DIRECTORY



How to Overlay Multiple Calendars in a Single View

Click the check box on the calendars that you would like to view.

To overlay the calendars click the arrow button in the upper left corner of the calendar you'd like to overlay.

To add multiple calendars in the overlay view, continue to click the arrows of each calendar you'd like to overlay.

To undo the overlay view, click the arrow again.

How to Use FM-DC-MTG to Log Recurring Meetings and Critical Meetings

Existing Meetings:

Open your existing meeting invite.

Be sure to select **SERIES** if this is a reoccurring meeting.

Add FM-DC-MTG as an **INVITEE** to your meetings invite.

The first time you do this, you'll need to click TO and search for the name.

The second time, the name should auto-populate.

Send updates only to ADDED or DELETED recipients.

New Meetings:

Add FM-DC-MTG as an invitee to your meetings invite.

The first time you do this, you'll need to click TO and search for the name.

The second time, the name should auto-populate.

How to Use FM-DC-OUT to Log Vacation Time and other long Out of Office Events

Open your Outlook Calendar

Schedule a **NEW MEETING REQUEST**

The event title should be: **YOUR NAME**

The event should be set up as an **ALL DAY EVENT (check box)**

Under the SHOW AS pull down menu, show the event as **OUT OF OFFICE**

In the TO: Field, Type FM and the FM-DC_OUT should pop up as an invitee

Click Send.

	To...	FM-DC_OUT;		
	Subject	Cinderella		
	Location	FM-DC_OUT		
	Start time	Tue 4/4/2017 	12:00 AM ▾	<input checked="" type="checkbox"/> All day event
	End time	Tue 4/4/2017 	12:00 AM ▾	
	<hr/>			

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How to Use FM-DC-DWGRVW to Log Drawing Review Periods and Deadlines

Copy Brittnei when you send out a drawing review email. Please also copy Brittnei by email if the deadline is extended or changed.

Brittnei will log the Drawing Review event onto the schedule for you as an ALL DAY event with the Project Name and Drawing Phase as the invite title.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
15	16	17	18
← From May 8		WCDC Design Development Review;	Wilson, Kimberly M
← From May 9		RBI Design Development;	Wilson, Kimberly M
			NEETRAC Concept Design; Wilson, K