

ICAL SETTINGS TO CONNECT TO ZIMBRA

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INSTRUCTIONS:

1. Open iCal and go to **Preferences...**
2. Click on the **Accounts** tab.
3. Click the + sign at the bottom left corner.

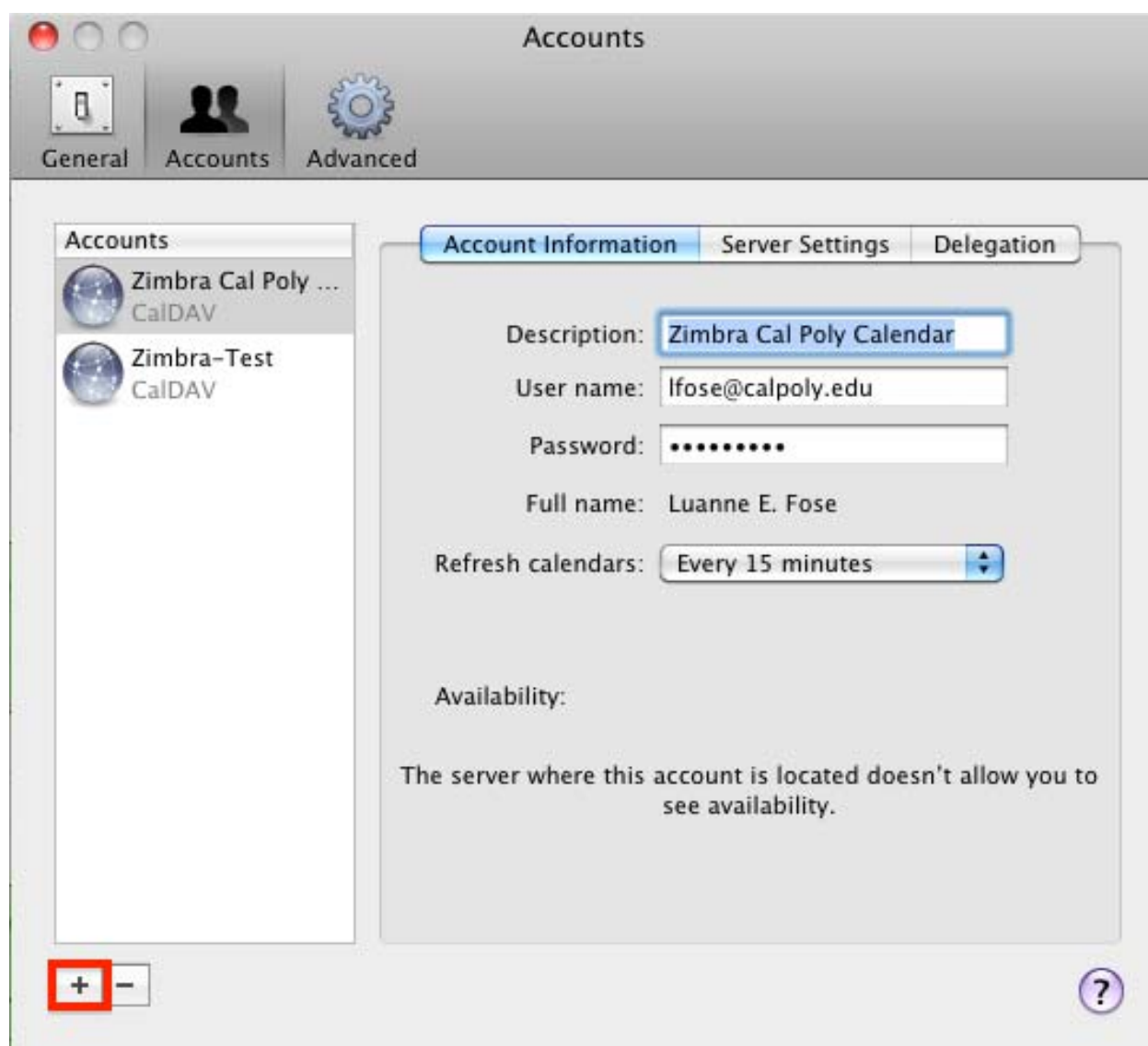


Figure 1: iCal Accounts Dialog Box

4. iCal will generate a wizard to ask you a few questions. Select **CalDAV** for the **Account type**.
5. For the **User name:** textbox, type in your Cal Poly username with the **@calpoly.edu** extension on it.
6. For the **Password:** textbox, type your Cal Poly password (i.e., the one you use to log-in to the Cal Poly portal).
7. For the **Server address:** textbox, type **connect.calpoly.edu** (see screenshot below) and then click on the **Create** button.



Figure 2: iCal Add an Account Wizard Tool

8. After the account connection is verified, go back to the **Preferences > Accounts** tab to make sure that everything is set up as shown here except, of course, substitute your username and/or password for wherever you see **lfose** in these examples.

9. Here's the info you should see in the **Account Information** tab (except with your own User name and Password).



Figure 3: iCal Account Information Tab

10. Here's the info you should see in the **Server Settings** tab (except again, substituting your User name for wherever you see **lfose**).

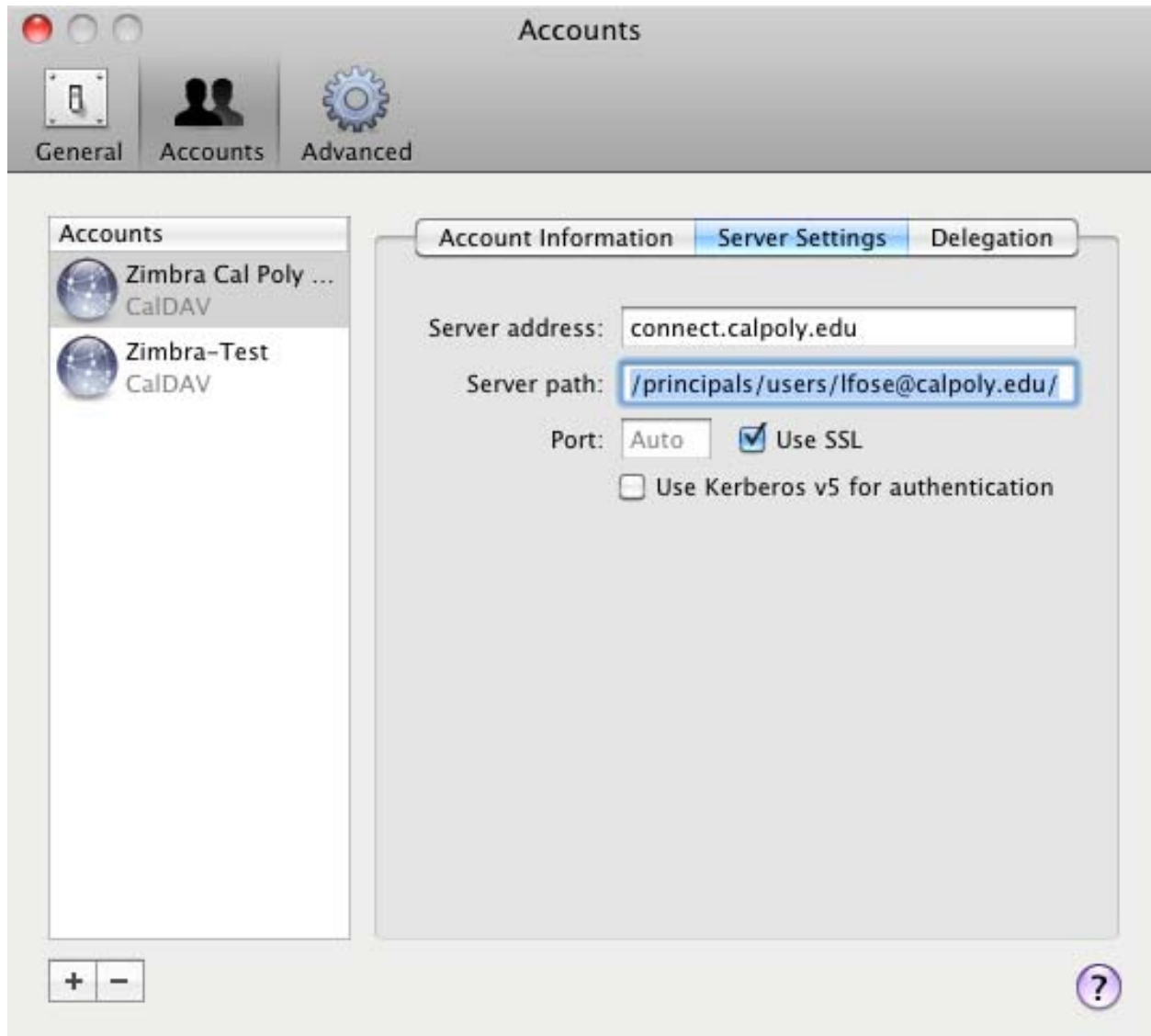


Figure 4: iCal Server Settings Tab

11. Nothing should be populated in the **Delegation** tab unless you set up iCal to delegate your calendar to an administrative assistant or colleague.
12. Note: You won't be able to view other colleague's calendars until you go into the Zimbra calendar (within the Cal Poly portal) and set the viewing properties up for each colleague's calendar you wish to view.

13. To link to your on-campus colleague's calendars, go into Zimbra via the Cal Poly portal and click on the **Email & Calendar** link on the **Main** tab of the portal.



Figure 5: Cal Poly Portal Main Tab - Email & Calendar Link

14. Click on the **Calendar** tab.

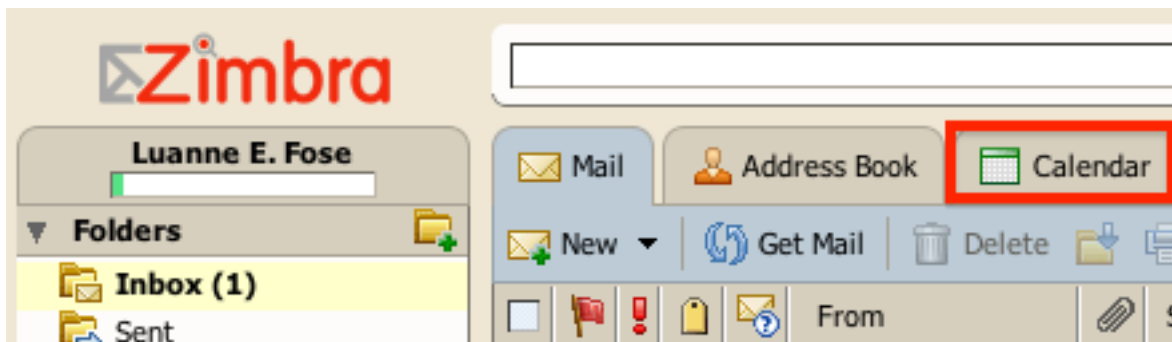


Figure 6: Zimbra Calendar Tab

15. Once you're in the Zimbra calendar, right-click on the word **Calendars** above your own default calendar and select **Link to Shared Calendar**.

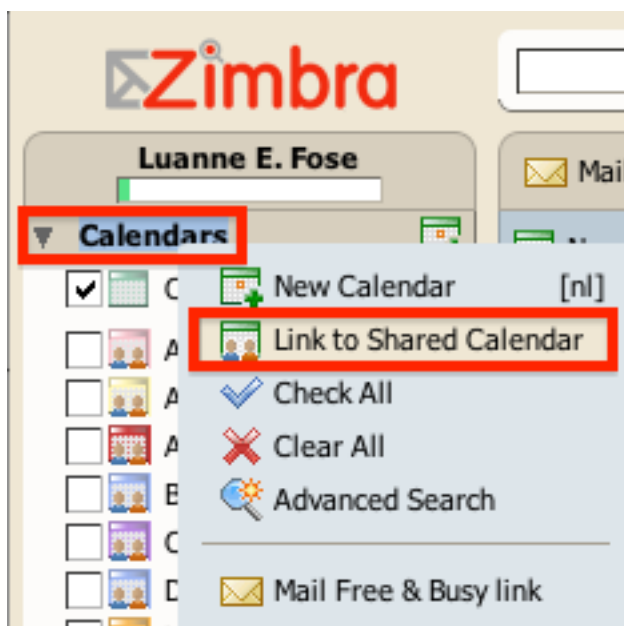


Figure 7: Zimbra Calendars > Link to Shared Calendar

16. Enter the entire email user name of the person whose calendar you wish to view (see Figure 8 below).

A screenshot of the 'Link to Shared Calendar' dialog box. The title bar reads 'Link to Shared Calendar'. The main text says: 'To link to an item that has been shared with you, enter the owner's email address and the location of the folder in their mailbox (e.g. Work/Projects):'. There are two input fields: 'Email:' with the value 'awileniu@calpoly.edu' and 'Path:' with the value 'calendar'. Below these is a section titled 'Properties of your new link:' with a 'Name:' field containing 'Ann Wilenius' Calendar' and a 'Color:' dropdown menu set to 'Purple'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Figure 8: Zimbra Link to Shared Calendar Dialog Box

17. For the **Path:**, type the word **calendar**.

18. For the **Name:**, type the name of the person whose calendar you wish to view. Note: Whatever you type here is the text that will show up in the left navigation area of your iCal calendar.
19. Select a **Color:** for that colleague so that when you choose to view multiple calendars in iCal, you will know whose calendar you're viewing by its particular color.
20. The next time you open up iCal on your Mac, after a quick refreshing update, you'll see your colleague's calendar mounted on the left navigation area within iCal. Click on the checkbox by your colleague's name in iCal to see when they are available, busy, etc.

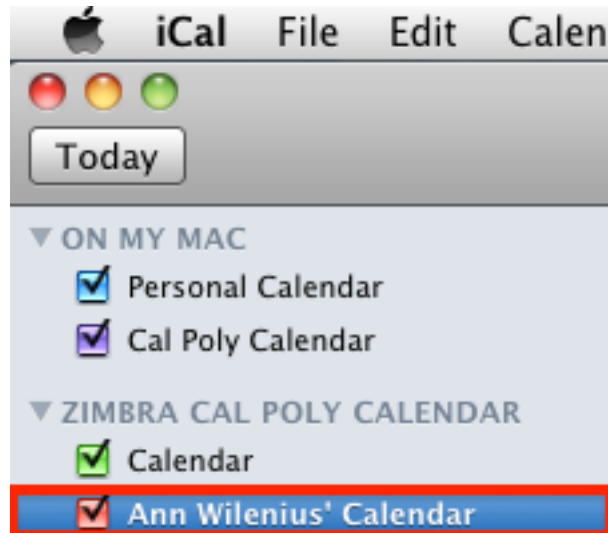


Figure 9: iCal Left Navigation Bar

21. Note: If you add your colleagues and their email addresses to the Apple **Address Book** application on your Mac, you can invite them to meetings from within iCal without going into Zimbra in the Cal Poly portal – a much more convenient option if you regularly use iCal.