The Bryn Mawr email and calendaring system, also known as the Communication Center, offers scheduling feature that will be open to the entire community, i.e. anyone with a Bryn Mawr email address will also have a Bryn Mawr calendar. Below are some guidelines regarding its use.

How do I know if someone is using the new calendar?
All administrators will be using the new calendar and students and faculty will be encouraged to use the calendar. However, you shouldn’t assume that a student or faculty member is using this calendar.

What *should* I use the calendar for -- or consider using it for?
- Making appointments with other staff members and with faculty and students as negotiated.
- Creating a shared dept calendar (request a global shared calendar if don’t want to tie to 1 person)
- Creating a shared calendar for students to manage their hours at a student-staffed service.
- Publishing a department calendar to an RSS feed on your departmental page.
- Scheduling meetings per faculty and department policies (for example, professors/depts could encourage use of Communication Center to schedule only during specific office hours)
- Viewing the Campus Calendar (containing academic calendar and key deadlines)
- Managing and/or publishing a shared calendar for a project team or campus committee (an organization rep/chair would create and share the calendar with individuals or the public)

Why would I use multiple calendars?
Multiple calendars are helpful for tracking personal or project calendars or “masking” yourself as unavailable (on a “layer” that you can show/hide to yourself but will limit time that others see as available). Refer to the calendar “tip sheet” on how to make a calendar and specify it as affecting your “free/ busy” times on others’ invitations. Shared calendars also display as multiple calendar “layers”.

Can I use Communication Center to reserve a room for an event? Or to schedule laptops?
No. You will still reserve rooms through Conferences and Events, using EMS with a few locally scheduled exceptions. To add a space or reservable resource please contact the Help Desk.

Can I use Communication Center to publicize an event?
Yes. You will be able to invite the group mailing lists (or personal mailing lists) to an event. The College community will need to decide whether that’s a workable and appropriate use of group lists.

Can I synchronize with a gmail calendar? Produce an RSS feed of a calendar?
Yes. Yes. Instructions will be posted at TECHBar.blogs.brynmawr.edu.

How can I tell if someone accepted my invitation?
If you hover your mouse over an event the pop-up will summarize the attendance and will say “Status: Needs Action” if someone hasn’t seen or acted on your invitation.

Can I turn off the calendar? Or block my calendar so that others don’t schedule me?
The calendar is an integral part of the product but you can manage it as you wish. You can block out parts of the day leaving open only the times when you would want others to see your availability (e.g. you could block 1-2 hrs before or after your shift to indicate a shifted work schedule). By the way, others won’t see what you’re doing unless you select “share calendar” and specifically enter their email address. Staff members are generally expected to maintain their calendar.