



Department of Administration Enterprise Technology Services

Project Communication

Audience: All Executive Branch State Employees
Topic: Calendar of Record - Change
Date: July 12, 2007

Most SOA departments have completed their transition to the new Exchange email system. The weekend of July 14th and 15th ETS will be migrating appointments scheduled in the Oracle/Steltor calendar to the new Exchange system.

The State Calendar of record will continue to be the Oracle/Steltor calendar until the weekend of July 14-15. Starting on Monday, July 16, 2007 the calendar of record for all State of Alaska Executive Branch Employees will be the Exchange Calendar.

Specifically:

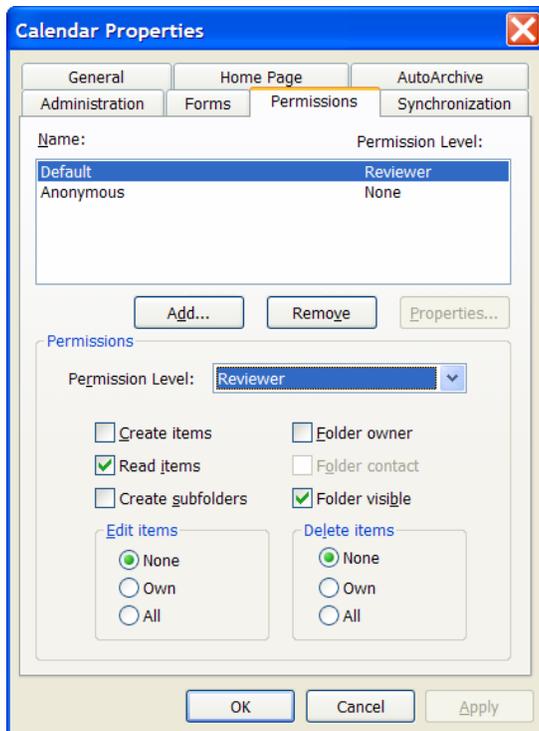
1. Until close of business (5 PM) on Friday July 13, 2007 all enterprise scheduled meetings and resources are to be reserved through Oracle/Steltor calendar.
2. ETS will migrate all active calendars in the Oracle/Steltor calendaring system the weekend of July 14-15.
3. Appointments made on the Oracle/Steltor Calendar after 5 PM on Friday July 13, 2007 will **not** be migrated.
4. On Monday July 16, 2007 the calendar of record for all State of Alaska Executive Branch Employees will be the Exchange Calendar.
5. Employees are asked to check their Exchange Calendars and report any problems as soon as possible. The legacy Oracle Calendar will only be maintained on-line for 30 days after the migration.
6. There are some feature differences between the Oracle calendar the new Exchange Calendar. The Exchange Calendar will automatically display when you are free and busy, but not the details of your appointments. If you wish to make the appointment details visible to others, please refer to the instructions below or our quick reference guides for instructions on how to change the default.

QuickRefGuide_Outlook 2003 calendars Part 1.pdf
http://www.state.ak.us/local/akpages/ADMIN/info/msEA/QuickRefGuide_OutlookCalendar_part1.pdf
QuickRefGuide_Outlook 2003 calendars Part 2.pdf
http://www.state.ak.us/local/akpages/ADMIN/info/msEA/QuickRefGuide_OutlookCalendar_part2.pdf
7. H&SS, Law, & DEC do not use the Oracle Calendar. Staff in these departments should contact their Department IT Staff about their calendar migration.

To Change the Calendar default to allow your appointment details to be read by anyone do the following:

1. In **Calendar**, in the [Navigation Pane](#), click **Share My Calendar**.
2. In the **Name** box, click **Default**.

3. Under **Permissions**, in the **Permission Level** list, click the read items check box.
4. Click Apply



For more information visit our project web site.

[Statewide eMail & Calendaring Project](http://www.state.ak.us/local/akpages/ADMIN/info/msEA/)

<http://www.state.ak.us/local/akpages/ADMIN/info/msEA/>

If prompted for your user name and password when looking for information, use your LDAP (Postini) user name and password.