



UNIVERSITY OF
LEICESTER

University Calendaring Guidance

2017/18

This document lays out the standard approach for using the University's calendaring system.

Version number R1.0

1. Overview

- 1.1. The University has access to and invested in a very powerful set of shared collaboration tools based on Office 365 which include a shared calendaring tool. Inconsistent adoption of the calendaring tool, continued use of other products and lack of expectation of use means that its full value and potential is not realised.
- 1.2. Therefore, the University has formally adopted the Microsoft Exchange/Outlook calendar as its shared calendar service and all staff are strongly encouraged to keep their calendar up to date and to share its contents. This is part of our commitment to transparency and modern business practices and builds up on approaches that many colleagues already work to.

2. Background

- 2.1. Regardless of how much we streamline our way of working, meetings will always be needed and it would be helpful if arranging them was as least time-consuming as possible. Consistent use of staff calendars will enable us to work more efficiently by understanding our colleagues' availability or whereabouts and managing meetings by sending meeting requests.
- 2.2. Well managed, your calendar tells others whether you are free or not free to attend another event. You can and should include all activities—teaching, meetings with personal tutees or other students, supervision sessions, a research trip or conference, a research day.
- 2.3. All calendars can be populated centrally with shared events—regular committee meetings (via the committee secretaries), graduations, university holidays and (in the future when the new timetable system is implemented) your teaching schedule.
- 2.4. The calendar's functionality is greatly increased if the majority of staff use it in a standard way. Majority use generates real benefits for the large number of colleagues, including PAs, departmental administrators, and other professional services staff, who often spend significant amounts of time arranging 'non-electronic' meetings. Instead of using phone calls and emails to establish several possible times for the two, three or more people who need to meet, the Calendar allows meetings to be arranged when people are available and allows colleagues to avoid scheduling meetings at inconvenient or busy times.

3. Standardised use of University Calendar: actions required

- 3.1. The email and calendaring system for staff and research postgraduates is based on **Microsoft Exchange**. Staff and PGRs can use Microsoft **Outlook** on their University PC to manage their University email and University calendar. Off-campus access is provided using Outlook on the web on a web browser or mobile phone. Staff and PGRs using a Mac can still connect to Microsoft Exchange and can use programs such as Outlook for Mac or the native OS X Calendar App to manage their University calendar.

3.2. Staff and PGRs are encouraged keep their University Outlook calendar up-to-date. Colleagues should enter appointments and holidays with the correct availability setting to ensure that others can check their availability when inviting them to attend a meeting or appointment. Any working off site, including Working From Home should also be clearly indicated including agreed contact arrangements. This does not apply to staff who do not have regular access to a computer, where their schedule is organised by their manager.

The default calendar permissions are set to “Free/Busy time” which defines what all other users of the University’s calendar system will see. In addition to the default settings it is anticipated that colleagues will grant additional privileges for their line manager, Head of Department and any other colleagues who they work with closely to see the “Full Details” setting of their calendar. It is possible to mark individual appointments as “Private” so that only “Free/Busy time” can be seen even by people with additional privileges.

Departments can choose to agree a local departmental approach which is more open than the University default.

3.3. Show your working pattern in your calendar. The default working pattern is set as 09.00-1800 you should adjust this to reflect your availability. Part-time staff may need to use appointments if their working pattern is different each day.

3.4. Arranging meetings. All meetings should, as far as possible be arranged via the University calendar using an Outlook Meeting Request. This means that invitations will be emailed to the recipients, who can then respond to the request via email. Accepted meetings will be automatically added to the recipient’s calendar and the organiser can track responses.

When organising a meeting, availability can be checked by viewing colleagues’ calendars or by using the Outlook Scheduling Assistant within a Meeting Request. On receipt of a meeting request, the individual (or person managing their calendar) can accept or reject the meeting request or suggest a more suitable time, in the same way they would if the meeting was being arranged over the phone or in person. Responses should be sent to meetings as soon as possible and not held unanswered, tentative should be used when an answer cannot be provided immediately.

Staff with PA’s who organise their diaries should [grant access to their Outlook calendar](#) to allow them to keep them up to date on their behalf.

4. Use by the University. The calendar shows appointments, meetings and other scheduled activities; it does not represent workload and cannot be used to infer any information about the amount of work an individual is undertaking.

5. Review. This guidance will be reviewed in 12 months for the following academic year.