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 invitee 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 CALENDAR 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 CALENDAR 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.
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.