

Calendars in the Star Café

A. Summary:

Star Café calendars are similar to Outlook calendars in some ways , but they have unique features and designated roles. You can also view a Star Café calendar via your Outlook software, and there are relative advantages and disadvantages of viewing the calendar in the Star Café or in Outlook.

B. Key Points:

- Star Café calendars have unique features and capabilities
- Each Star Café calendar has a defined scope
- The roles of owner, editor, contributors and readers are defined for each Star Café calendar
- The Calendar Page exhibits a standardized format used by all Star Café calendars
- People can view a Star Café calendar via their Outlook software: see instructions for doing so in the Star Point [Connecting a Star Café Calendar to Outlook](#) and in the Star Path (video) [Viewing a Star Cafe calendar \(and multiple calendars\) via Outlook](#)
- Viewing the same calendar via the Star Café Calendar Page or via Outlook has relative advantages and disadvantages
- For corrections, updates, or clarifications on this Star Point, please email [Seth Horwitz](#)

C. Details:

SharePoint, the Microsoft collaboration software on which Star Café Rooms are built, includes a calendar feature. In some ways Star Café calendars are similar to Outlook calendars; and in some ways they are different. This Star Point will describe Star Café calendars and how they work, as well as how they relate to Outlook calendars.

Scope: Each Star Café calendar has a defined scope, which may reflect an organizational unit or an area of activity.

Roles: People relate to each Star Café calendar in one of four roles. Roles are assigned to the username with which you log into the Star Café. The assignment of these roles is flexible, and can be changed at any time.

- **Owner:** The Owner of a calendar is the person who determines strategic direction and has overall authority over the calendar. Commonly, the Owner of a calendar is also the Owner of the Star Café Room of which the Calendar is a part.
- **Editor:** The Editor is the person who has tactical, day-to-day responsibility for the Calendar. S/he can shape and enforce criteria for inclusion and style of entries, as well as create additional fields and views. The Editor may also be the Owner. (The "Editor" of a Calendar is functionally equivalent to the "Host" of a Star Café Room.)
- **Contributors:** Contributors are able to submit new entries directly to the Calendar (as well as delete or modify existing entries). The Owner and Editor are automatically also Contributors. There may or may not be additional Contributors (at the discretion of the Owner or Editor.)
- **Readers:** Readers can view a Calendar, as well as opt to view a Star Café Calendar via their Outlook software.

The Calendar Page:

Below is a sample of a standard Star Café Calendar Page:

Star Cafe Rooms 3.0 Lobby > AFSC Intranet Cafe > AFSC Programs Division Room Welcome Seth Horwitz

StarCafe AFSC Programs Division Room This Site

Lobby 3.0 AFSC Intranet Cafe Advancement Programs Home Operations Star Academy Site Actions

AFSC Programs Division Room > display > Programs Calendar Page

Programs Calendar Page

The Programs Calendar contains major meetings and events within the Programs Division. Its editor is Zoraida Ossa.

Other Calendars

- AFSC Big Calendar
- World Events Calendar
- All Star Cafe Calendars

Calendar Support

- Calendars in the Star Cafe
- Viewing a Star Cafe calendar in your Outlook program
- How to view a Star Cafe calendar via Outlook; and how to view multiple calendars in Outlook

Calendar Description
Menu Bar

Programs Calendar Expand All Collapse All | Day Week Month

New Actions Settings

May, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28 Planning and Resources Group & Global Program Planning Group	29	30	1 11:30 AM Columbia Talking Points Group 1:30 PM PRG meeting with Board Special Group	2
3	4	5	6 2:00 PM Programs Leadership Team	7 7:00 AM International Staff Live Meeting	8 10:00 AM Planning and Resources Group	9

= Star Point (document)
= Star Path (video with sound)

It contains the following elements:

- Calendar Description: At the top of the left-hand column is a description of the calendar, indicating its scope and editor.
- Other Calendars: Below the description, this section contains links to a selection of other Star Café Calendars. The choice of Calendars to include here is the responsibility of the editor. In most cases, it will also contain a link to "All Star Café Calendars" which is a special page with a list of, well, all Star Café Calendars.
- Calendar Support: This section contains particular Star Points (documents), Star Paths (videos) or other resources that are helpful in understanding and using Star Café Calendars. This section contains identical resources across all Star Café Calendars.
- Menu Bar: The Menu Bar appears as a darker brown bar below the name of the calendar and above the name of the month. It may contain one, two or three tabs (options), depending upon your role...
 - Readers see the **Actions** tab, which has several choices, notably:
 - **Connect to Outlook** – which enables you to view the Star Café Calendar via your Outlook software. (For instructions, see the Star Point [Connecting a Star Café Calendar to Outlook](#) or the Star Path (video) [Viewing a Star Cafe calendar \(and multiple calendars\) via Outlook.](#))
 - **Alert Me** – which enables you to be sent an email whenever certain changes are made to the calendar. After choosing Alert Me, you will be prompted to specify the types of changes and frequency of notifications.
 - Contributors see the **Actions** tab, and also the **New** tab – which enables them to submit new calendar entries.
 - Editors and Owners see both the **Actions** and **New** tabs, plus the **Settings** tab – which contains additional administrative functions.
- Monthly Calendar: The main body of the page is composed of a monthly view of the calendar itself. Click on any of the entries for additional information. You can also switch to daily or weekly views of the calendar with options indicated on the upper right-hand section of the calendar.

Relationship between Star Café Calendars and Outlook:

Outlook software enables viewing of calendars from various sources, including SharePoint (Star Café calendars). When you enable viewing of a Star Café calendar via Outlook (which SharePoint calls “connecting to Outlook”, any changes you make in one mode of the calendar will be reflected in the other (assuming you have appropriate permission to be a contributor). For instructions on how to view a Star Café Calendar in Outlook, please see the Star Point [Connecting a Star Café Calendar to Outlook](#) or the Star Path (video) [Viewing a Star Cafe calendar \(and multiple calendars\) via Outlook](#).

Although additions, deletions and changes to calendar entries would be reflected in both versions of the calendar, each version has certain features that the other does not.

- Special features of Outlook
 - Outlook enables you to “color code” appointments on your calendar; Star Café calendars do not.
 - When using an Outlook calendar, you can set up appointments with co-workers, and have Outlook send out email to invite them.
- Special features of Star Café Calendars
 - Although both versions provide a “description” field, Star Café Calendars enable you to easily add additional fields which can be used to provide special information about events, as well as to sort or filter the entries.
 - In Star Café calendars you can set up any number of “views” of the data in the calendar, including customized sorting or filtering of entries.
 - Star Café calendars enable very easily changed, specific permissions, giving you a lot of flexibility over, e.g., who can read the calendar and who can contribute to it.