

Installing & Setting up Oracle Calendar for Macintosh

**(Formerly know as
Corporate Time)**

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1 Introduction and Overview

The purpose of this document is to provide instructions on how to install Oracle Calendar for Windows on your Macintosh, as well as instructions on how to create a connection to the Calendar server.

2 Installing Oracle Calendar

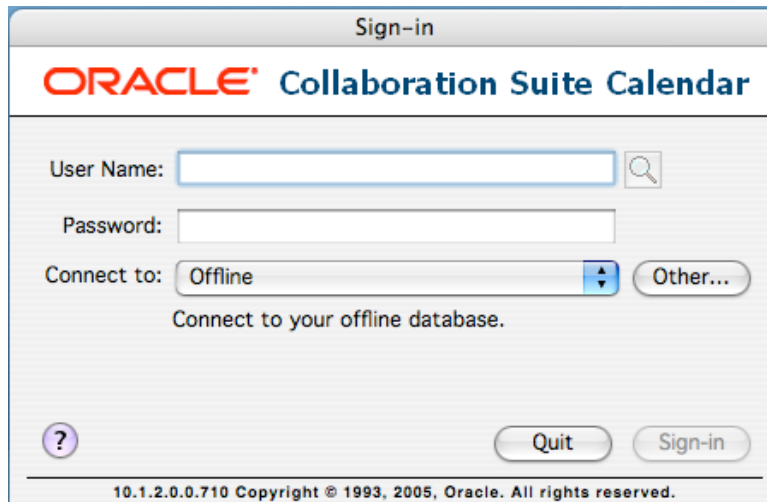
1. Select **Go** from the menu bar on the desktop, followed by **Connect to Server...** Enter **smb://aries.gold.ac.uk** for **Server Address** and click the **Connect** button.
2. It will ask you for your Goldsmiths username and password (the one you use to log into email), then select **K-drive** from the list and click the **Ok** button.
3. A new window will open for the K drive. Follow this path and locate the install file for Oracle Calendar: **K:\ drive ⇒ computer ⇒ supported_software ⇒ oracle_calendar ⇒ version_10 ⇒ Desktop Clients**
4. Double click the **cal_mac_OSX_1012.dmg**.
5. Double click the **Oracle Calendar** icon on your desktop to begin installation.
6. Drag and drop the Oracle Calendar icon from the open window into your **Applications** folder.
7. Following installation, open the **Applications** folder, and navigate to **Oracle Calendar**.



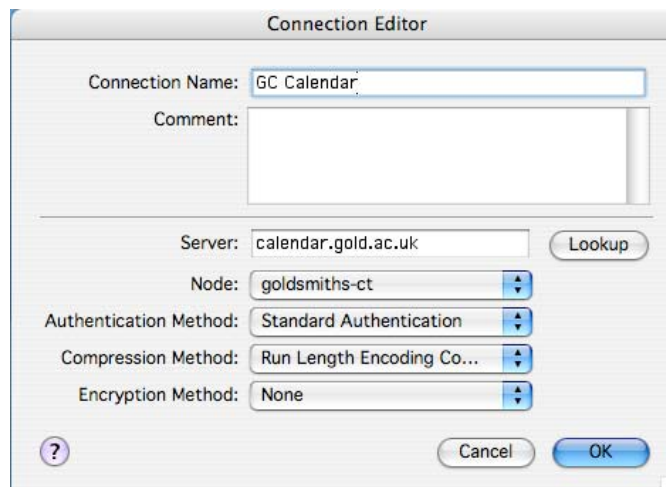
- a. Desktop shortcut: hold the control key on your keyboard down and click the **Oracle Calendar** icon using your mouse. Select **Make Alias** and then drag and drop the alias onto the desktop.
- b. Dock Shortcut: drag and drop the **Oracle Calendar** icon onto your dock.

3 Setting up Oracle Calendar

1. Double click the Oracle Calendar desktop icon, and you are presented with the screen below:



2. Select
 - a. **Other** ⇒ **New** and enter the following details:
 - b. **Connection Name** = GC Calendar
 - c. **Server** = calendar.gold.ac.uk
 - d. Select **Lookup** ⇒ **Ok**



3. You now need to make the new connection the default connection. To do this, highlight the new GC Calendar from the list and select *Make Default* button followed by *Ok*.
4. When the Login screen comes up again ensure that the *Connected to* is set to *GC Calendar*. Then enter your login username and password.
3. When you login, it will ask you if you wish to save an offline agenda. Answer yes if you rely heavily on Oracle Calendar. This will create a backup of your agenda to your PC, in case of a server failure.

4 Support

If you require support with using this application please contact the IT Services Helpdesk via email at helpdesk@gold.ac.uk or via telephone on extension 7555.