

Installing & Setting up Oracle Calendar for Windows

**(Formerly know as
Corporate Time)**

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1 Introduction and Overview

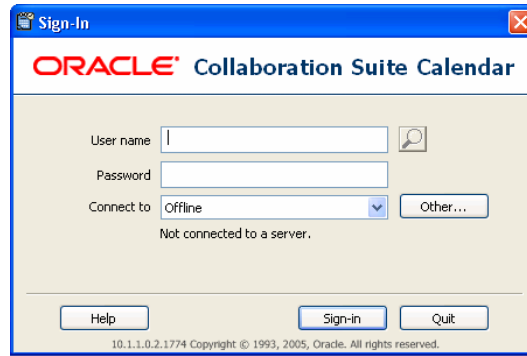
The purpose of this document is to provide instructions on how to install Oracle Calendar for Windows on your PC, as well as instructions on how to create a connection to the Calendar server.

2 Installing Oracle Calendar

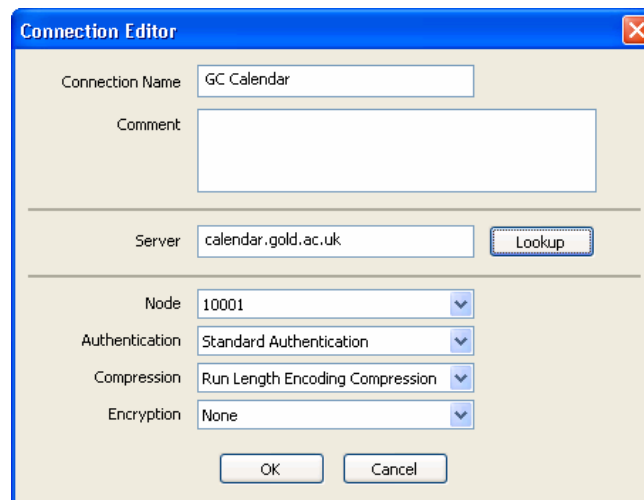
1. Double click the My Computer icon on the desktop. Then select **K:\ drive → computer → supported_software → oracle_calendar → version_10 → Desktop Clients**
2. Double click the **cal_win_1011.exe** file to begin installation. This may take a few minutes depending on the specification of your machine.
3. Select **Next** on the Welcome screen. Again, this may take a few minutes depending on the specification of your machine.
4. *Destination Folder:* click **Next**.
5. *Ready to Install the Program:* click **Install**.
6. *InstallShield Wizard Complete.* The software has been installed. Select **Finish** to exit.
7. *Shortcuts:* To create a shortcut to on the desktop select **Start → Program → Oracle Calendar**. Move the mouse over the **Oracle Calendar** entry and right click. Select **Send To → Desktop**.

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.