View Group Availability

If you work with teams of other people it is helpful to be able to view their schedules so that you can effectively plan meetings and other events. You can use the Group Calendars feature in Lotus Notes to define these groups and to simultaneously view the schedules of everyone in the group. You can even open another person’s Calendar if they’ve given you access to do that.

How to Create a Group Calendar

- Open your Calendar
- Click the More action and select Create Group Calendars. You will be in the Group Calendars view:

![Group Calendars](https://example.com/group-calendars.png)

- Click the New Group Calendar action

![New Group Calendar](https://example.com/new-group-calendar.png)

Enter the **Title** for this group

Click the drop down arrow and select the group **Members** from SUNYSB’s Address Book

Click **OK**
Use the horizontal scroll bar to scroll ahead to another date.

- If you’ve been given access to this person’s Calendar you can:
  - Click their name and the Calendar will open in the Preview Pane below
  - Right click a Red (Already Scheduled) block of time to view the details of the Calendar entry
- Click the Close button to close this Group Calendar

You can quickly create a new Group Calendar from a message in your Inbox:
- Select the message in your Inbox by clicking it
- Click the Actions menu and select More > Add Recipients to New Group Calendar
- The New Group Calendar dialog box opens with the members copied from the Address fields of the message
- Enter a Title for the group
- Click OK

How to Edit a Group Calendar
In the Group Calendars view select the Group Calendar that you want to edit by clicking it:
- Click the Edit action to change the title of the group or to add/remove members
- Click the Delete action button to send the Group Calendar to the Trash folder