To Fulfill the Policy of Notifying Colleagues of Planned Absences

< http://www.law.uga.edu/meetings-and-absences-notification >

Planned absence notification is a two-part process. Part A, outlined immediately below in 6 steps, creates an All Day Event entry in the top area of calendar for everyone in the Law Library. (Part B and two notes follow.)

A-1.   Create a group that includes all Law Library staff members. To create a group, choose View Group Schedules:
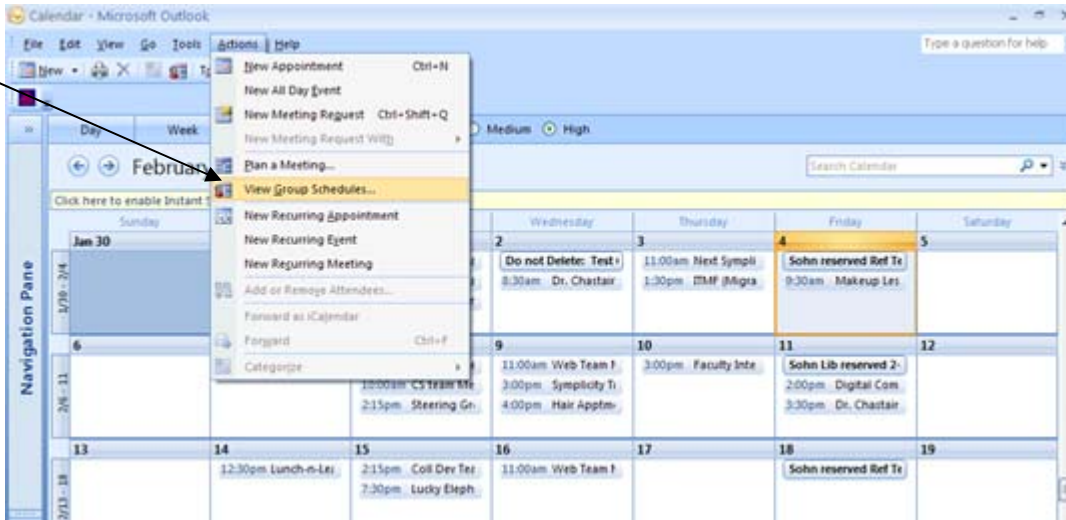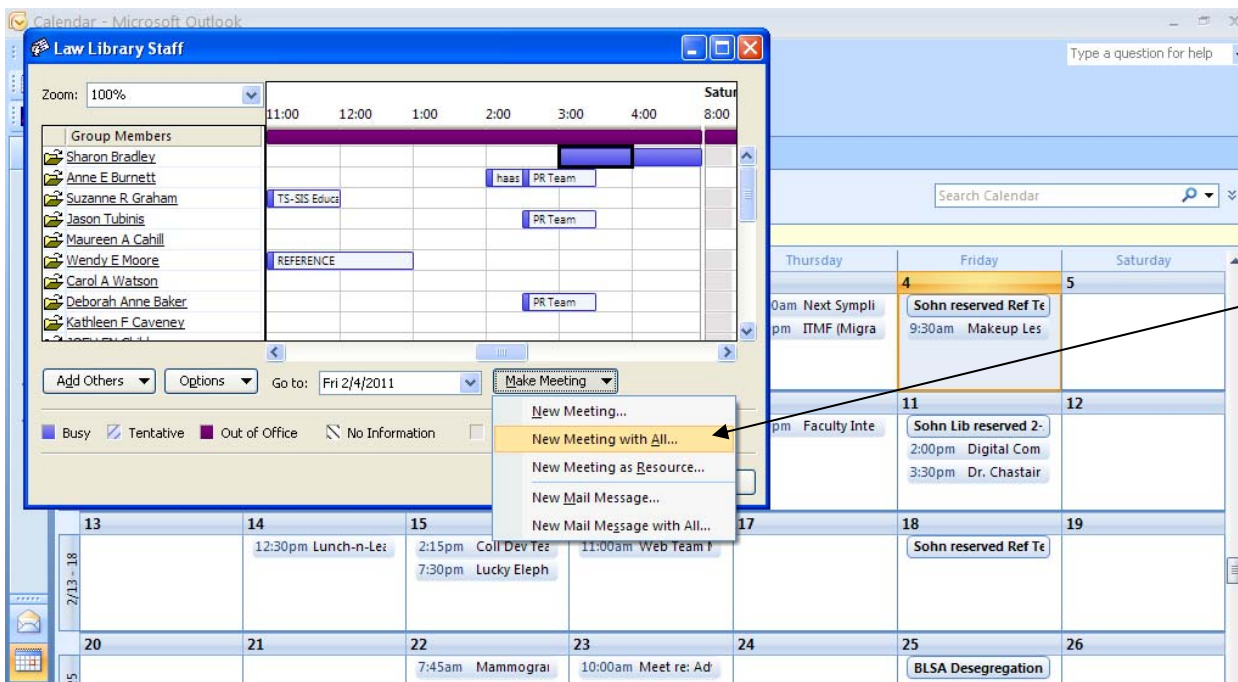

A-2.   Create a new group. To add members to the group, it is best to use email addresses such as aburnett@uga.edu, cwatson@uga.edu. Trying to add by name doesn't always work since several of us have similar names to other staff members on campus.
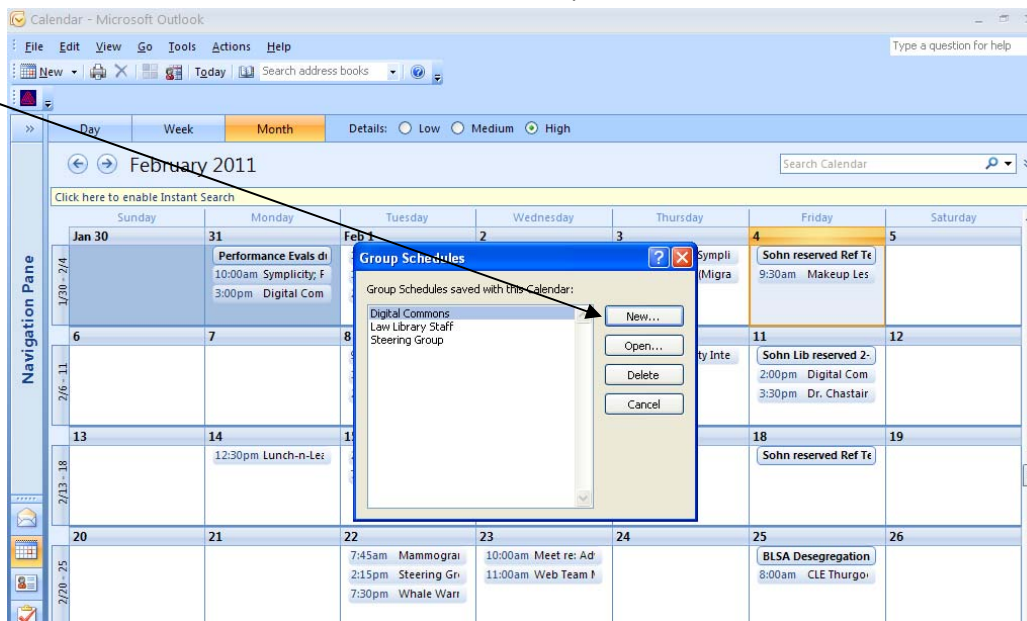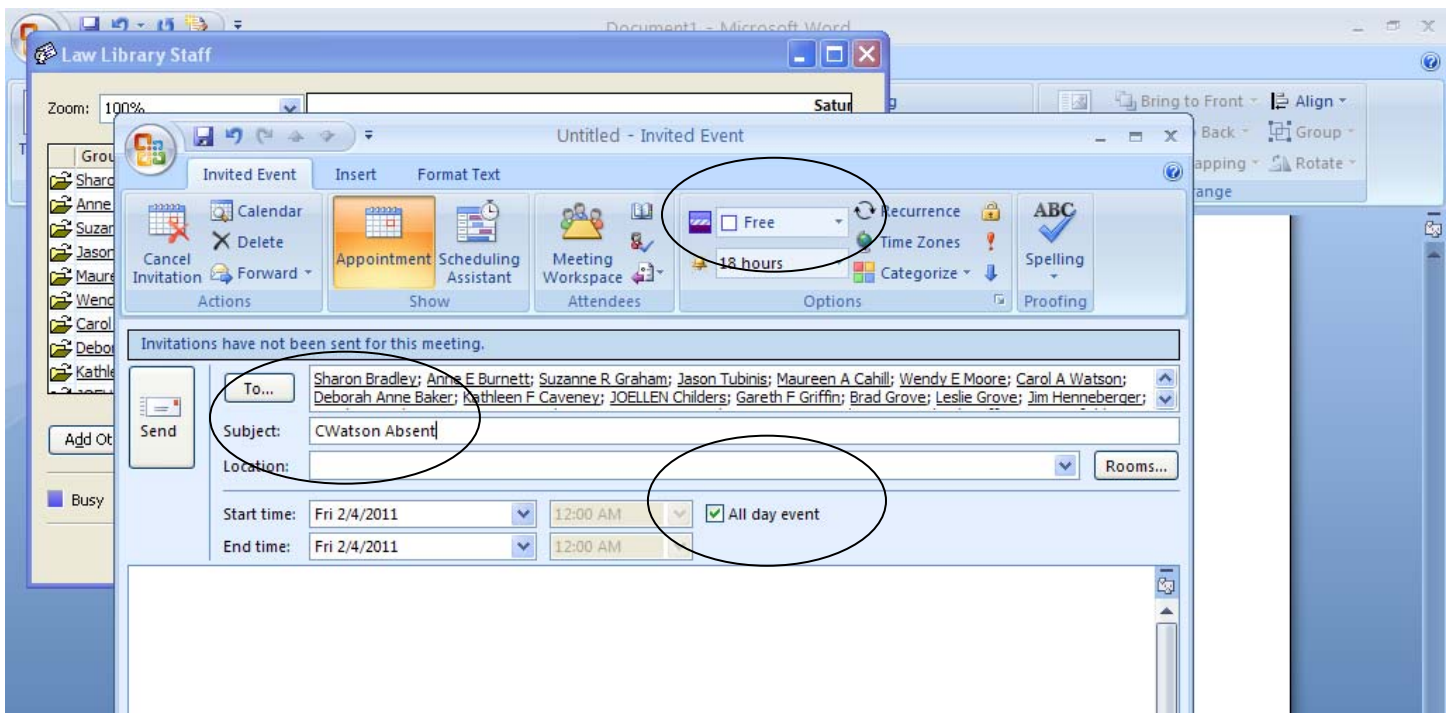
A-3.   To add a notice to the group's calendar such as an absence, open the group calendar:
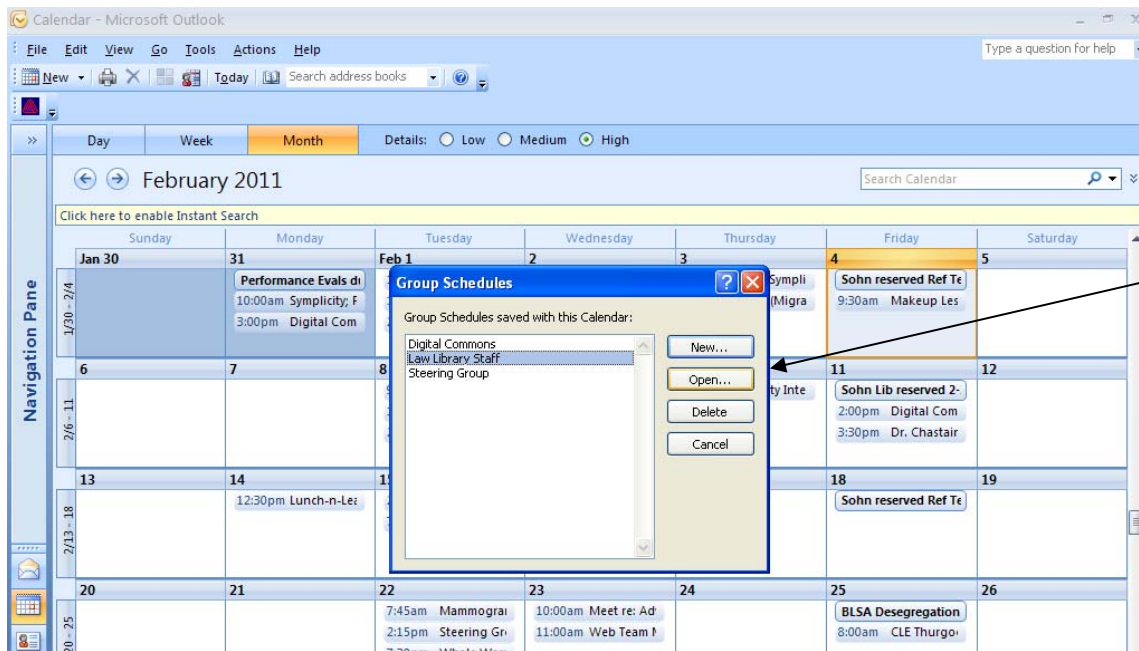
A-4.   Choose MAKE MEETING > NEW MEETING WITH ALL

A-5. Set the parameters of the meeting, but choose all day event. Be certain you are set to Free rather than Busy. The subject of the email will be the text of the notice that displays on the group's calendar.


A-6. When you receive emails from fellow staff members, remember to accept the entry. You have the choice to accept the entry without sending an email to the person who generated the message.

Part B, the second part of sharing planned absences

Part B creates a block covering all the hours of the day(s) you will be absent. The block indicates you will be "otherwise occupied" all those hours (on the calendar BUSY or OUT of office; not free) – and indicates to anyone seeking a common meeting time that you are not available during the blocked time.

B-1 Create a New Appointment. Leave "All day event" box Unchecked. Be sure the date(s) and times are correct (default times, 8 a.m. to 5 p.m.). Be sure the time shows as Busy or Out of office. Fine to use Recurrence as appropriate. Save and Close.
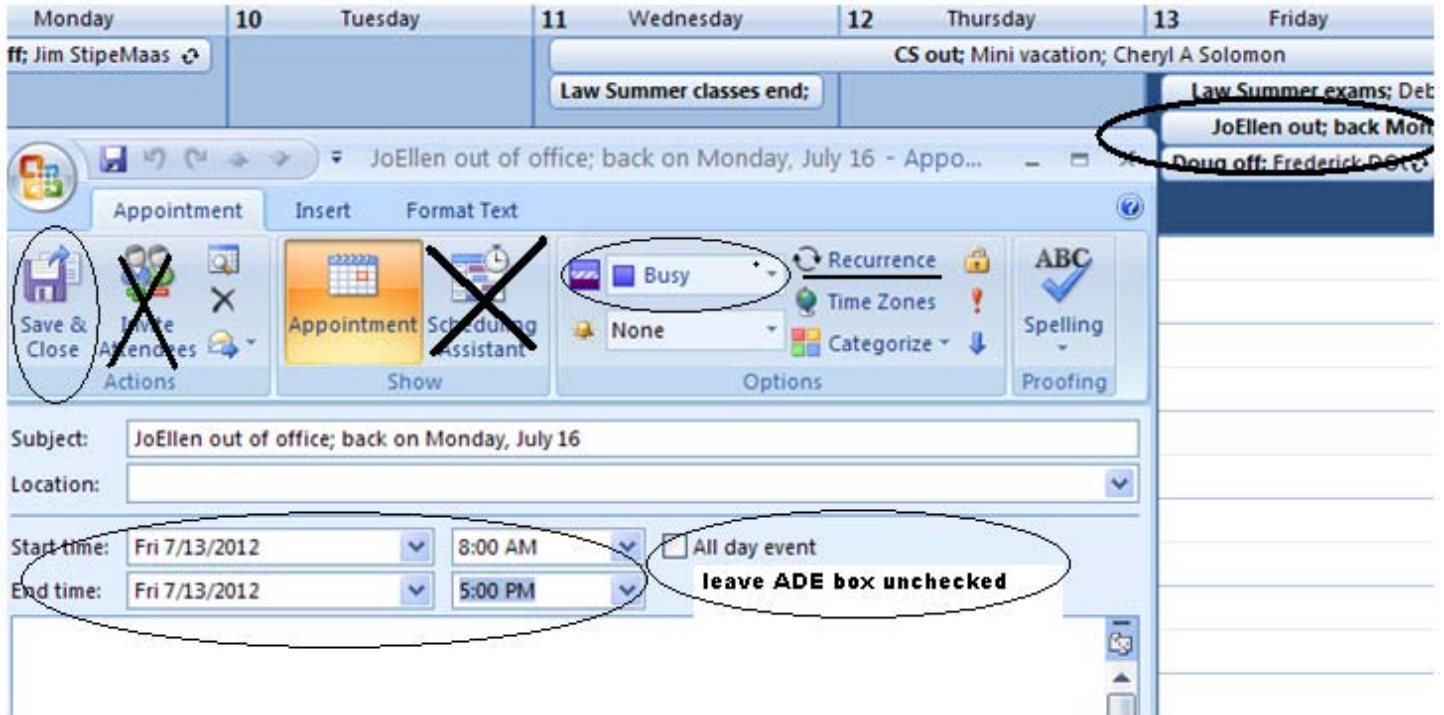
B-2. That Save & Close creates the block, the second part of the notification pairing: the block shows only on YOUR calendar; in contrast, in the All day event area (top), JoEllen out, displays on EVERYONE'S calendar.
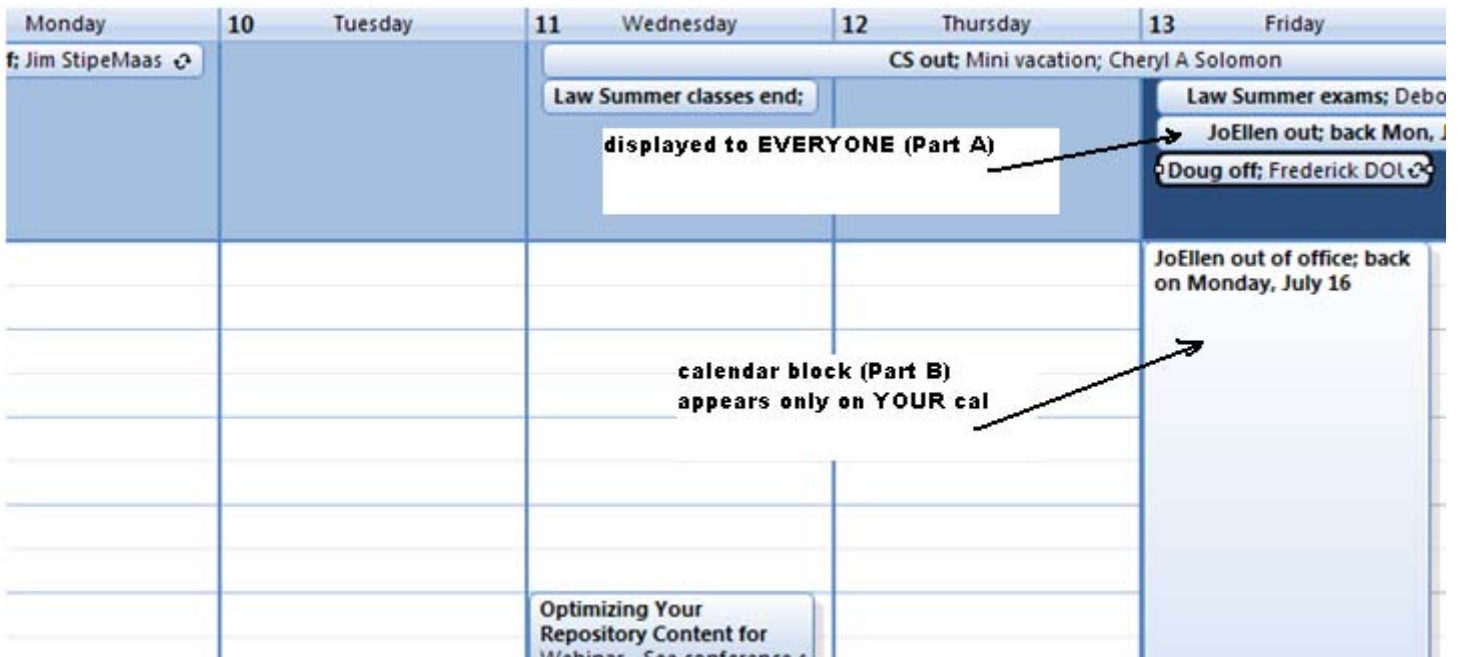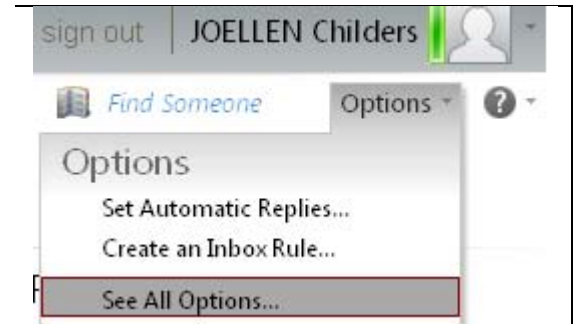
Final Notes

As a courtesy to all-concerned, please change your default calendar Reminder setting. If you fail to do this, your New, shared, All Day Events will generate a 12-midnight audio alarm (really!) on the smart phones of your Law Library colleagues. Ouch! First there's the shot of worry-adrenalin, followed by irritation, hopefully followed fairly quickly by sleep. In any event, you would not appreciate it, so, do unto others as you wish . . .

Here's how to turn OFF the Reminder default setting. Note: these steps are performed online via the OWA interface, the only way I currently know how.

C-1. Get online to open your MS Live account (AKA, your UGA email) at https://my.uga.edu/LiveSSO (actually, many login URLs will work).

Look to upper right, in area where your name appears, for the Options drop-down. Then, select See All Options . . . (shaded at right)

C-2. Click Settings and Calendar. Under Reminders uncheck the Show Reminder Alerts box. You're done . . . except to find your way back to your Mail which is easy. Look again to the upper right of the screen and click on My Mail.

The final note: a short cut for all of Part A. Groups work great but you can notify your law library colleagues by simply clicking on New. Then, find the Scheduling Assistant and as an "attendee" enter lawliball@listserv.uga.edu. Don't neglect the three key aspects of Part A -- check the All Day Event box, specify the date(s) you are planning to be away and Show Time As "FREE." That's it!

Originally created by Carol Watson
Last updated by JoEllen Childers, May 2012