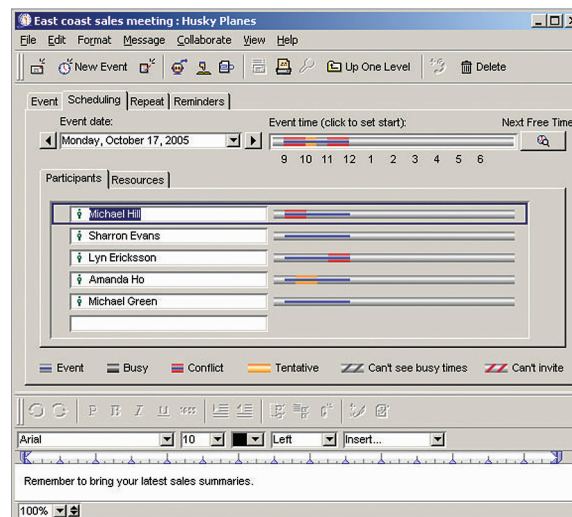# FirstClass Calendaring

FirstClass offers comprehensive calendaring, scheduling, and time management capabilities that are tightly integrated within the FirstClass environment. These features enable individuals, teams, or an entire organization to effectively manage their time, their interactions, and their resources.

- **Comprehensive time management**

- **Shared calendars for groups and work teams**

- **Personal task management**

- **Simultaneous scheduling of people and resources**

- **Instant notification and reminders to mobile devices**

PERSONAL CALENDARS

FirstClass makes time management an effortless undertaking, with personal calendars that record events, meetings, and tasks to be completed. A wide range of viewing options are available including daily, weekly, monthly and flexible multi-day views. The robust scheduling feature provides "at a glance" access to a participant's or resource's availability, for easy booking and calendar conflict resolution. Printing is very flexible with built in support for a number of printed calendar formats. Support is also available for a wide range of repeat events. Calendar events are rich FirstClass objects, so it is easy to include styled and formatted text (perhaps an agenda) and attach files (presentation material or reports) and messages (issues or reference material) to individual calendar events.

SCHEDULING TAB

SHARED CALENDARS

FirstClass enables users to organize group work quickly and efficiently by utilizing shared calendars. Shared calendars have all the facilities of personal calendars, with the added advantage that everyone within a designated group can view a shared calendar, create events and tasks within it, and copy items to their personal calendars.

RESOURCE CALENDARS

With resource calendars, users have the power to check availability and reserve resources, such as meeting rooms and equipment, during the creation of an event. Scheduling conflicts are easily avoided as booked resources will be marked as unavailable to anyone who subsequently attempts to book them for the same time period.

DELEGATED CALENDARS

Delegated calendars enable users to provide rights to share the management of their calendars with another user. The designee is given the same authority to view, add to, and control the calendar as the owner, and each sees any changes made by the other in real-time.

PERSONAL TASK MANAGEMENT

Calendars help users stay on top of their schedules with instant notification of the addition of a new event. In addition, reminders for all events and tasks may be set to appear as pop-up windows when users log in, with email notifications sent to their mailbox when they are logged out, or even reminders sent to a paging device or mobile phone.

IMPORTING AND EXPORTING CALENDAR ITEMS

Transferring calendar events is made easy with FirstClass as users can easily import items from an external electronic calendar or export calendar items from FirstClass. Importing calendar events is accomplished using the vCalendar standard. Exporting calendar events from FirstClass may be carried out either via VCalendar or through CSV files that are widely supported by other calendar systems, spreadsheets, Personal Information Managers, etc.

OPTIONAL CALENDAR VIEWS
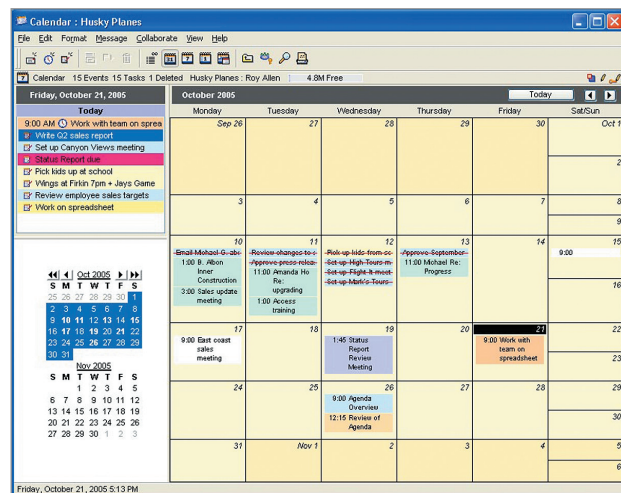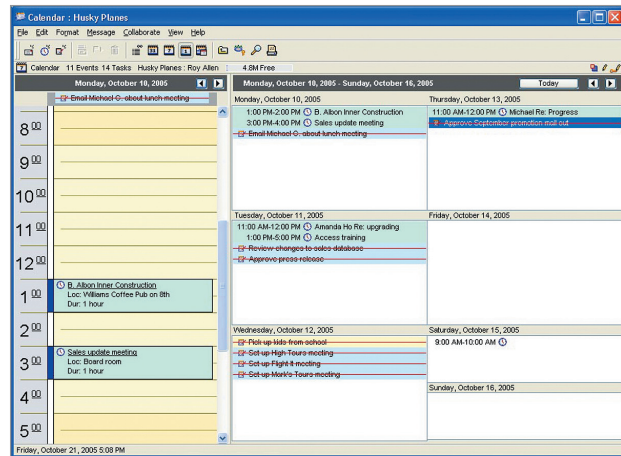
ABOUT FIRSTCLASS

FirstClass is a feature-rich, platform-independent, and cost-effective communications and collaboration software solution that enables businesses and learning organizations to create collaborative online communities that securely connect people and resources via any Internet-accessible device. FirstClass delivers a broad range of capabilities including e-mail, instant messaging, calendars, contact management, collaboration, document sharing, file storage, web publishing and voice and fax messaging. Thousands of organizations and millions of users around the world are currently connecting via online communities powered by FirstClass. For more information on FirstClass, please visit **www.firstclass.com**.

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