

# **Cry for Help**

Computer Tips & Tricks for the  
novice to the advanced.

## **Calendars Shared**

In today's hectic world, and always on the move, we need constant access to our appointment diary, and that paper based filofax just doesn't cut it anymore. Outlook has for many years been the electronic diary standard and if your business was big enough, you would also have Exchange Server and be sharing your diary with your receptionist and work colleagues. However, times change and all businesses now need this functionality without the cost or complexity of Exchange Server. We want multiple people accessing (and updating) our calendar at the same time. Better still if it is free.

Nowadays there are several to choose from including Google and Yahoo Calendar. These and others come with a variety of features so check out what you need first, like:

- setting security levels for people you give permission to, to see your calendar
- inviting people (by eMail) to join your meetings
- different categories and colours of appointments
- being notified of appointment reminders by SMS, desktop or eMail prior to the event
- scheduling to automatically repeat events
- different views like daily, weekly, monthly and agenda
- integration with eMail and contacts
- multi platform access like; apple, android and windows
- to-do lists
- and the ability to work off-line.

But as always when choosing a cloud service, make sure it has the performance and security for you needs – maybe also an off-line backup option would be useful, just in case your appointments get lost or deleted by mistake.

**Jonathan Harris**  
**JNH Software Pty Ltd**  
**5259 2304**

