

FSE Fieldwork and Travel Outlook Calendar User Guide

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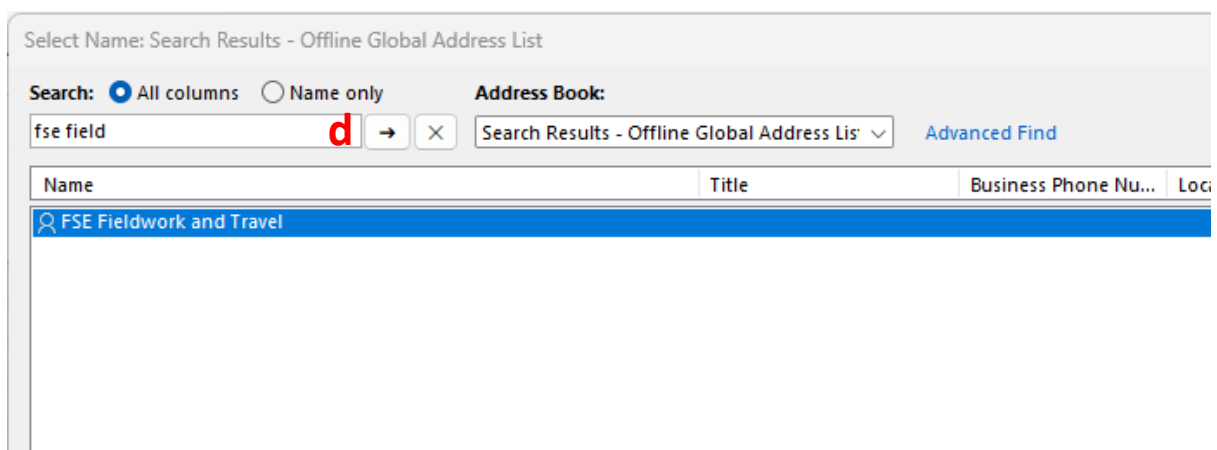
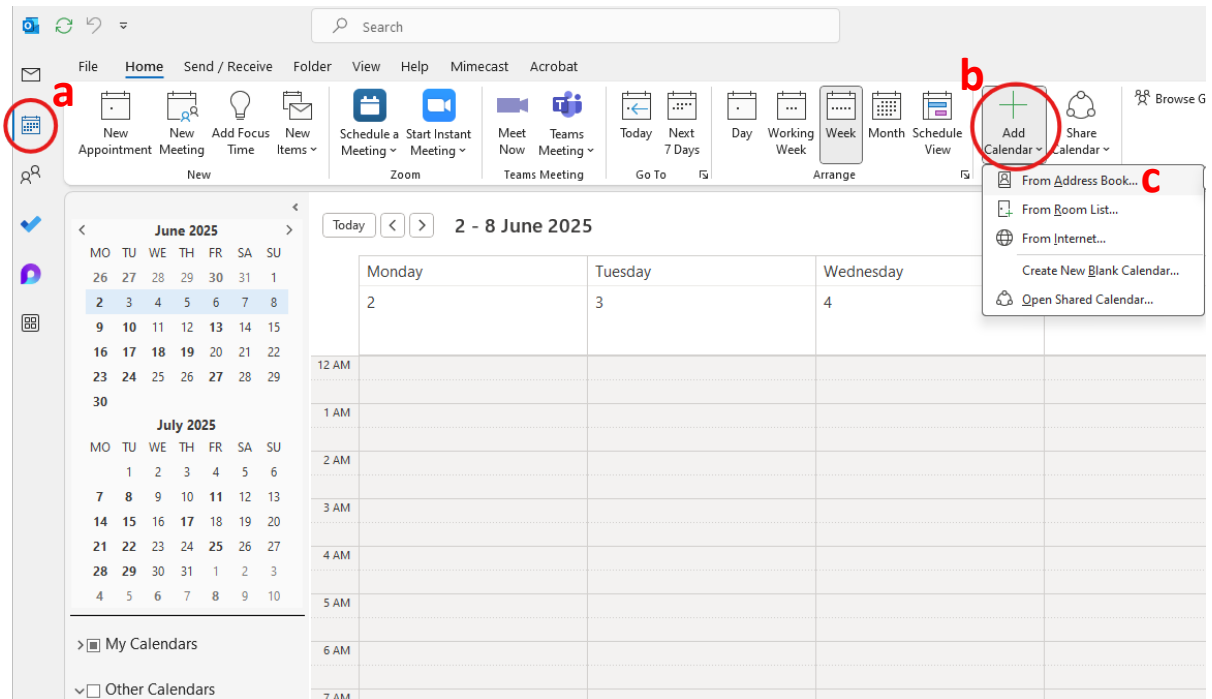
1. Purpose and background

This document explains how to add and use the 'FSE Fieldwork and Travel' shared outlook calendar. Use of this calendar is **mandatory** for all approved fieldwork and travel-related activities (e.g. research, teaching etc.). Entries into the calendar must be made before approved fieldwork or travel commences. The Fieldwork Leader or person responsible for the Travel Request (if relating to travel) is responsible for ensuring that entries are accurate and kept up to date.

This calendar is used to assist the Faculty in monitoring fieldwork activities and approved travel being undertaken within the Faculty.

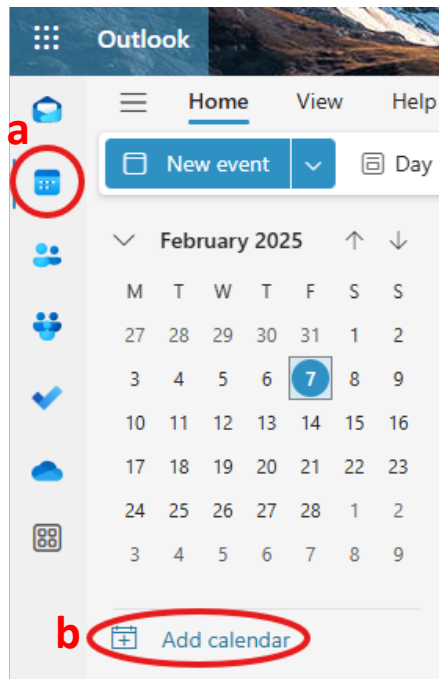
2. Adding the calendar in Outlook

- Navigate to the 'Calendar' tab.
- Click 'Add Calendar'.
- Click 'From Address Book'.
- In the popup window, type 'fse field' into the text box and click search via the arrow. Double click on the calendar in the list and click 'OK'.
- The 'FSE Fieldwork and Travel' calendar will now be available in your shared calendar list.

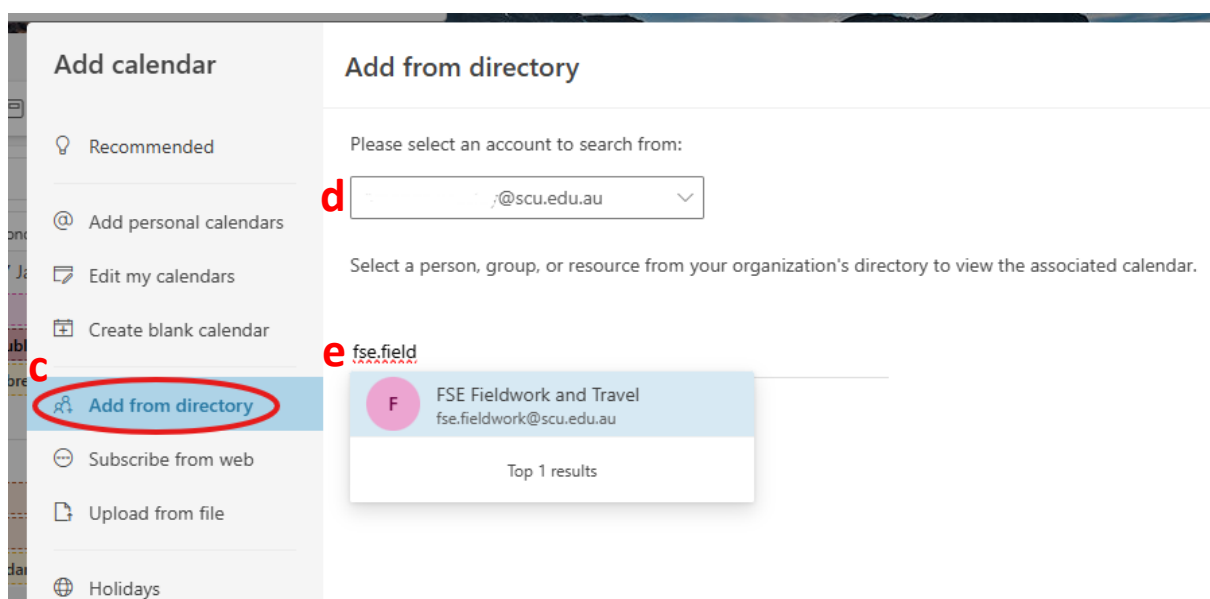


3. Adding the calendar in Microsoft 365 (online)

- a. After signing in to your SCU account, navigate to the 'Calendar' tab on the left-hand side of the screen.
- b. Click 'Add calendar'.



- c. Click 'Add from directory'.
- d. Select your email account from drop down list.
- e. Start entering 'fse.fieldwork@scu.edu.au', select from the list and click 'Add'.
- f. The 'FSE Fieldwork and Travel' calendar will now be available in your calendar list.



4. Adding fieldwork details into the calendar

- a. Open the FSE Fieldwork and Travel calendar and add a 'New Appointment' (Outlook) or 'New event' (Microsoft 365).
- b. Enter the following details:
 1. Subject/Title:
 - For fieldwork = approved fieldwork reference code (includes surname of Fieldwork Leader; e.g. F##-##### Doe).
 - For travel = approved travel request ID + surname of travel lead (e.g. ##### Doe).
 2. Location: location of the fieldwork or travel. If more detail is needed, please enter this in the description section.
 3. Start/end dates and times.
 4. Free text box:
 - For fieldwork = name and contact details of Fieldwork Leader/s.
 - For travel = name and contact details of travel lead/s.
 - Any further relevant information.
- c. Entries must be accurate and kept up to date by the Fieldwork Leader.

Example of Fieldwork entry:

The screenshot shows the Outlook 'Appointment' form with the following details:

- Title:** F01-022025 Doe (highlighted with a red 1)
- Start time:** Fri 7/02/2025, 11:30 AM (highlighted with a red 2)
- End time:** Fri 7/02/2025, 3:30 PM
- Location:** Ballina (highlighted with a red 3)
- Description:** Jane Doe 04## ### ### (highlighted with a red 4)