Manage CDI Calendar Events

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Follow the CDI calendar

The full CDI calendar is on the wiki at the CDI Calendar page.

As of December 2019 we no longer use a Google Calendar for CDI events, the calendar is maintained in Confluence. (A calendar created through USGS Outlook would not be accessible to those outside of the Department of the Interior.)

NOTE that this Confluence calendar is separate from any Outlook events that group leads may create. We are working to keep the events in sync, but the major purpose of the wiki CDI calendar is to give an overview of all CDI events, accessible to any CDI member, and link to where you can find out more information.

For USGS Outlook users: to add to an Outlook on the Web calendar (that you view in your browser)

1. Click "Import Calendar," (see screenshot)
2. then choose "From web," (see screenshot)
3. enter the .ics URL https://my.usgs.gov/confluence/rest/calendar-services/1.0/calendar/export/subcalendar/private/ea5d96cf3415f2940935b725be0d70a3b4d01430.ics and give it a name (I used "CDI General (myUSGS)")
4. The same .ics URL should work for Google Calendars.
5. The calendar will update to sync with the Confluence calendar, though there may be a couple hours lag.
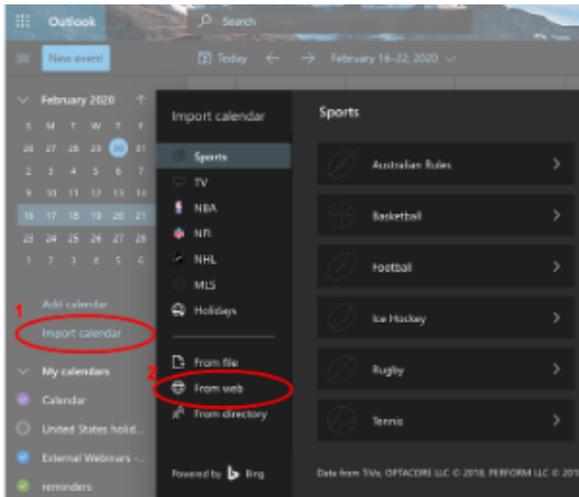
More info for adding a Confluence calendar to Outlook on the Web

More info for adding a Confluence calendar to Outlook Desktop App on Windows

Set up a CDI calendar event with a group mailing list

This information is for CDI collaboration area leads who want to invite their group mailing list to a calendar event.

Why would you do this:

- You don't want to have to duplicate keeping a calendar event up to date with new group members, when the mailing list is already up to date.

Here is a suggested workflow from what we know about Outlook and Mailman mailing lists at this time. These instructions are written by someone who uses the Outlook Desktop App on a Mac.

1. Create your event in Outlook with details of topic and web join link, if applicable.
2. Add your CDI group mailing address to the guest list (for example, cdi-groupname@listserv.usgs.gov)
3. Choice: Request Responses or Not (This is a button that can be toggled at the top of the Outlook window.)
   a. The default is to Request Responses, you will be able to see individuals who have accepted or declined the event. Pro: You know who is planning to attend. Con: You will receive an email for each response. You can probably create a Rule in Outlook to filter away the calendar responses if you want to see who has accepted on the calendar event, but don't want to see the emails.
   b. Turn off Responses: You will not get any emails but you will not be able to see who has accepted the event on the calendar event.

4. "Send Update" to save the event. This is how your mailing list will be notified of the event.
    a. If you need to make lots of updates to your event and don't want an email to be triggered each time, a web search suggested that you (1) Toggle "work offline" in your Outlook app, (2) click "Send Update" (3) Go look at your Outbox and delete the Outlook email before it goes to attendees. Here is a more detailed description.
5. If your email list is moderated, there may be an additional step for you (or a CDI facilitator) to "approve" the email before it is sent out, CDI facilitators do not mind doing this, and you should have the info on how to do this yourself (ask to be reminded any time).