Daylight Saving Time (DST) Experience
Calendar management, Solution planning, and Recommendations

What do you mean my calendar will not be accurate?

My calendar is critical to my work, how can I minimize the impact on my calendar?

What is Creighton IT doing about this?

What if I don’t have time or do this?

I have questions, whom do I call?

Impact: Until March 11 when all DST Solution(s) are deployed

- Appointments you have sent or received during the revised DST period may not have adjusted on your calendar and will appear one hour off.
- When booking resource/conference room you may experience additional appointment conflicts until updates are applied. Please make a note of those that receive conflicts to check at a later date.
- Do not make any manual time or date changes for DST on your calendar or any other applications.
- Mobile device calendars may be out of sync with updated PC calendars, unless you download an update. Handheld devices are the responsibility of the owner.

The table below describes typical calendaring scenarios you may be experiencing. To help manage any meetings during the revised DST period, review the Calendaring Recommendations below.

<table>
<thead>
<tr>
<th>PC or DEVICE / CALENDAR EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENDER MEETING REQUEST</td>
</tr>
<tr>
<td>10 AM Mar 20 2007</td>
</tr>
</tbody>
</table>

| SENDER MEETING REQUEST | PC / Device PATCHED | PC / Device NOT patched |
| 10 AM Mar 20 2007 | no change (10:00 AM) | -1 HOUR (9:00 AM) |

<table>
<thead>
<tr>
<th>SENDER MEETING REQUEST</th>
<th>PC / Device PATCHED</th>
<th>PC / Device PATCHED</th>
</tr>
</thead>
</table>
Calendaring Recommendations

- **Schedule appointments as usual.** Include the DATE and LOCAL TIME ZONE in the subject line of all meeting requests scheduled between March 12 and April 1, 2007. For example: March 15 - 2:00 P.M. Central.
- **Do not make any manual time or date changes for DST** on your or resource calendars or any other applications. If you made manual adjustments to calendar appointments change them back.
- If you are the originator or recipient of appointments with **external parties, confirm appointment times.** Creighton University cannot confirm if external parties are DST patched or un-patched, therefore calendaring issues could occur.
- When a user or resource calendar updates for DST, meeting request(s) will be resent for the adjusted time. Please accept any new appointments you receive. *This applies especially to recurring meetings.*
- **Download a patch to your mobile device**

Solution Plans

We need everyone’s cooperation to reduce problems and make it a successful transition.

- **Creighton owned faculty/staff computers:**
  Creighton University IT members will be banding together to update each Creighton owned computer on campus. We will be moving from building to building starting February 20, 2007. Patch scenarios:
  - If you are present the tech will confirm you have printed your calendar and patch and run the tool with you present.
  - If you are unavailable when we stop, you will receive a note telling you how to proceed.
    - The tech may install the tool and leave you directions.
    - If your computer cannot be accessed for any reason (locked door, computer missing) you will see a note asking you to contact the Service Desk to be put on a list of persons needing to schedule an appointment. It is up to you to make this appointment request.

Please note, the technician stopping by your station is only available to handle the DST process. Should you need additional work completed, follow normal procedures and contact your local IT Technician or the DoIT Service Desk.

- **Student or personally owned computers:**
  If you access the Creighton CUmail Exchange system through a personally owned windows machine, please use this web site, [http://support.microsoft.com/gp/dst_hu1](http://support.microsoft.com/gp/dst_hu1) to update your computer. While you may not use the calendar, receiving the DST patches will be important for other software loaded on your machine. If your personally owned computer is a Macintosh, please reference their web site, [http://docs.info.apple.com/article.html?artnum=305056](http://docs.info.apple.com/article.html?artnum=305056).

- **No computer, only access email via OWA, or skipped the steps above.**
  If you are unable to complete the processes outlined above, we will run the Outlook tool at the Server level. This may have a direct impact to your calendar if you view it on an unpatched computer as noted in the examples above.

Information & Support

- If you require technical assistance, contact your local IT Technician or the DoIT Service Desk at 280-1111 option 3.

Repercussions

- While taking time to update your computer may seem like an inconvenience, if you do not patch your machine,
when the Outlook tool is executed at the server level, your calendar will be incorrect. You will affect others who have meetings with you. It is important that we, as a community, work together to make this transition as smooth as possible.

- Even if you do not use the calendar, you may have other applications that require the correct time.