HOW TO USE THE GI-TOC TEAMUP CALENDAR

At the GI-TOC we make use of the collaborative calendar Teamup to assist with scheduling meetings, activities and leave for all individuals and teams. This is an internal calendar and allows you to view everyone's schedules.

How do I get started?

Teamup can be viewed directly online or downloaded to your mobile device.

Online	https://www.teamup.com/
Apple	https://apps.apple.com/us/app/teamup-calendar/id1065897968
Android	https://play.google.com/store/apps/details?id=com.teamup.teamup&hl=en_ZA

You also have the option to set up a feed from your Teamup Calendar to other calendar applications through iCalendar feeds. For more information on how to do this, please visit https://calendar.teamup.com/kb/subscribe-to-teamup-icalendar-feeds/

What types of calendars are available?

In addition to the personal calendars of each employee, a variety of others have been created to facilitate team engagement.

Cape Town Office	EcoSolve	ESA-Obs
Faces of Assassination	GI Birthday Calendar	GI internal events and meetings
LatAm Team	Multimedia Projects	NAS-HR Monitoring
NAS EUTF-Sahel	NAS Obs	Public Events / Releases
Resilience Fud Trainings / Events	UN Team	Vacation / Travel Calendar
Vienna Conference Room Wohllebengasse	Vienna Office	WA-Obs Team

There are currently over 140 active calendars and viewing them all at the same time can be quite tricky, so we recommend that you personalise your calendar to suit your needs.

How do I personalise my calendar?

a) Begin by removing all active calendars from your view by selecting the ⬤ icon on the left-hand side of your screen.

b) Choose only the calendars that are relevant to you and your team by making use of the Filter section. Type in the name of the calendar you are looking for or scroll down the list.

c) Selecting a calendar activates its view. The colour is no longer transparent, and the entries are added to your calendar. You can add additional calendars as and when you need them.

d) If you wish to remove a calendar, simply unselect it.

Am I notified of meetings?

Unfortunately Teamup does not currently send push notifications, but you can opt to receive e-mail notifications. To enable this select ☰ and scroll to Preferences, Change Notifications

Some important notes

- With the exception of Mark Shaw, you are able to schedule meetings with all colleagues. For an appointment with Mark, please contact Theresa Hume.

- When scheduling meetings, be mindful of different time zones. You can make use of a world clock if you want to check corresponding times. https://savvytime.com/converter/

- If you have scheduled a meeting, send a courtesy mail to the relevant parties to inform them that you have added something to their diary.

- If you are using Teamup on the web, make sure to refresh your webpage frequently as it does not do this automatically as it does with the mobile app.

- Be mindful of the time zone set in your calendar, especially if you are travelling. You can change your time zone in the dropdown menu.