

Calendars and planners are central tools to organize work. Sharing events and meetings among a team or a project calendar are common tasks. Shared calendars make the task more efficient. The majority of organizations share their meetings or events through email or Outlook, but there are several other web-based solutions which allow easy sharing of calendars with colleagues.

## Background

As usual there are countless calendar application available. One important distinction is a desktop version to install on a computer such as Outlook, or a Internet -based version. The latter has the advantages that it can be accessed and edited from anywhere and by different people. Most of these applications are usually part of a broader platform offering multiple services. The following are examples of online calendars and planning tools:

## Calendars and planners

### Google Calendar

Probably one of the most used tools is the [Google Calendar](#) . It has an easy accessible interface where to add and edit events. Calendar can be created for a different purposes, which can be shared with a number of users to whom the creator can assign different permissions. As an example a calendar can be made public on ones own website or can be password protected, thus accessible to selected people only.. The nice thing is that the system offers the opportunity for combining your private and your work calendars. In this way all events which are relevant to you can be stored in one place and are easily traceable. All events include the option for receiving notification by email or SMS.

Google even offers a tool to synchronize its online calendar events with Outlook. The system is described below. Google Calendar is free to use. The calendar is part of their [Google Apps package](#) for organizations.

### HipCal

[HipCal](#) also offers group calendars combined with to-do lists and alerts. HipCal has a simple interface, is free to use, but is not as intuitive as the Google version. HipCal has been bought by [Plaxo](#) lately, so it is probably soon integrated into their contact management

application.

### **Zoho**

Zoho with their broad office application package also offers a [planner](#) , which helps coordinating team work . Zoho is not only a calendar, but an online organizer to plan a project and add to-dos, files and notes. Similar to Google, Zoho offers a whole range of others application which can be integrated with the planner. Zoho is free for personal user, but may involve costs for group use.

### **Backpackit**

[Backpackit is part of multitask online applications](#) including a shared calendar and facilities where to remotely collaborate on documents and share files. It offers an excellent interface. Similar to Google calendar one can get notifications for events and create websites out of events visible to a selected group of people. Backpackit is free for personal use and offers packages starting with 24 dollar for six users per month.

### **Doodle**

Doodle offers a widely used tool where people can easily identify a date which is good-for-all.. You can easily set up a “ [Doodle](#) ” with some options and send the link to your colleagues. It is a great tool to save emails and a transparent option to set a date for a meeting. Doodle is free to use.

### **Triplt**

[A travel organizer application](#) , which helps you to organize a trip. It can import flight or hotel information, so all your travel information is stored in one place. It also has a social network feature, so you can share your trips with colleagues and friends, or plan joined trips. Triplt is free in its basic version with all above features.

## **Synchronization**

One constraint is often the synchronization of events between different calendars. Common standards for calendars formats allow easy data exchange . Nonetheless this option is not common across online calendars.. For example a meeting request can then be shared and saved across different calendar applications. Google offers a tool [to synchronize its online with the desktop based Outlook calendar](#) with the Google calendar. The synchronization applet can be easily installed on your desktop and runs automatically in the background. There are countless other calendar synchronization on the web for all kind of calendar applications. Just type “sync” and the calendar program name into a search engine and you will find more information.

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