

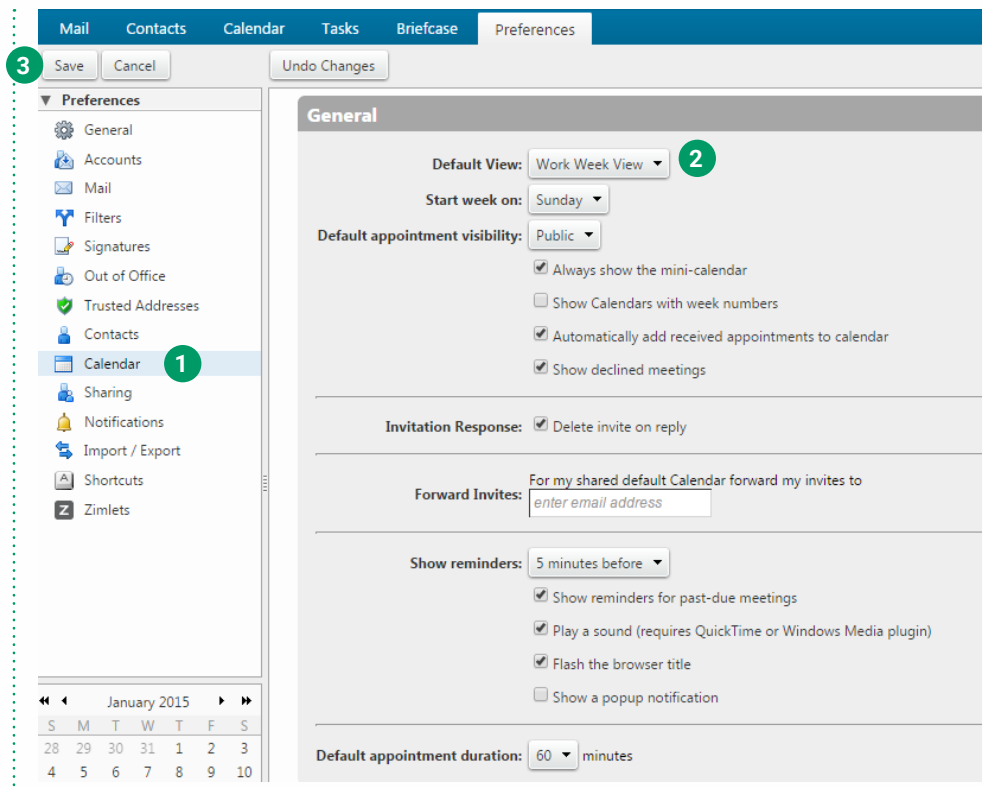
Calendars User Guide

The webmail Calendar feature is available to help you track and schedule appointments, meetings, and events. You can maintain several calendars and move events from one calendar to another. You can also share your calendars with others. To begin using the Calendar feature, click the Calendar tab. The Work Week is the default view, your working days and times are displayed in white and your non-working time is displayed in gray.

How to Adjust Your Calendar Default View

The Work Week view is displayed by default. You can change the view that displays when you open your calendar.

- 1 Go to the **Preferences > Calendar** page.
- 2 Select the view from the **Default View** drop-down menu.
- 3 Click **Save**



Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar**
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

General

Default View: Work Week View

Start week on: Sunday

Default appointment visibility: Public

☒ Always show the mini-calendar

☐ Show Calendars with week numbers

☒ Automatically add received appointments to calendar

☒ Show declined meetings

Invitation Response: ☒ Delete invite on reply

Forward Invites: For my shared default Calendar forward my invites to
enter email address

Show reminders: 5 minutes before

☒ Show reminders for past-due meetings

☒ Play a sound (requires QuickTime or Windows Media plugin)

☒ Flash the browser title

☐ Show a popup notification

Default appointment duration: 60 minutes

January 2015

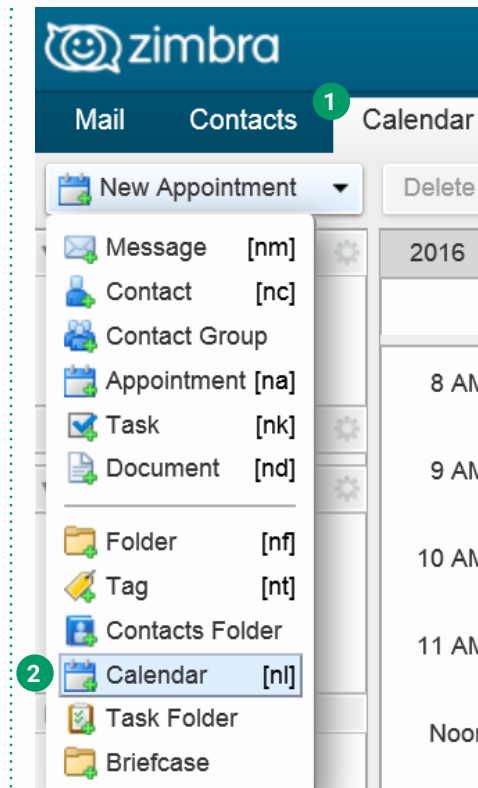
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Calendars User Guide

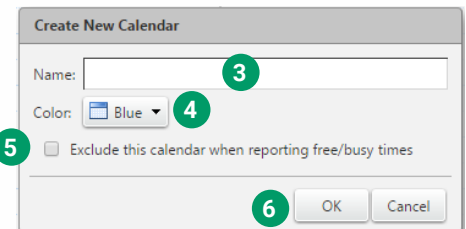
How to Create a Calendar

One calendar is automatically created for you. You can create additional calendars to keep track of different types of functions. For example, you can create one calendar for work, one for personal appointments, and one for company activities.

- 1 Click the **Calendar** tab
- 2 On the toolbar, select **New Appointment > Calendar**.



- 3 In the **Name** text box, type the name of the calendar.



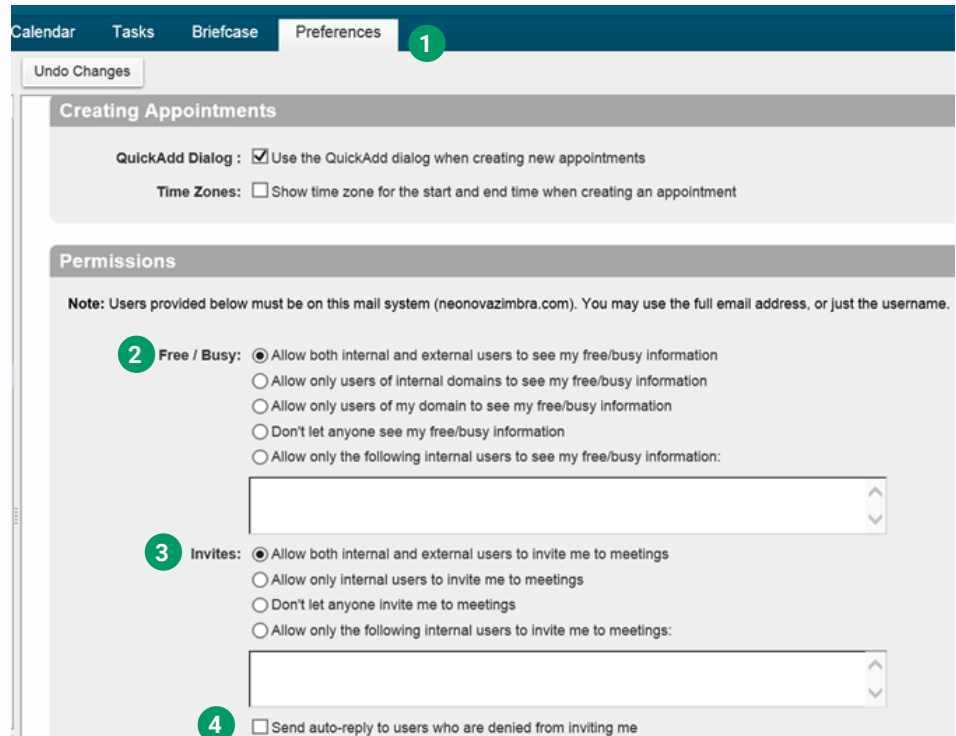
- 4 Select a color for displaying the Calendar's activities.
- 5 To prevent others from seeing your calendar when scheduling appointments, select **Exclude this calendar when reporting free / busy times**.
- 6 Click **OK**. The new calendar displays in the Calendar list.

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How to Manage Your Availability Status (Free or Busy)

The **Free/Busy** feature allows others to see meeting times scheduled on your calendars. The **Free/Busy** feature is on by default, but you can turn it off or limit who can see the information.

- 1 Go to the **Preferences > Calendar** page.
- 2 Scroll to the **Permissions** section, select the **Free / Busy** option that you want to set for this calendar. If you select **Allow only the following internal users to see my free / busy information**, enter the email address of the internal users in the text field.
- 3 (Optional) In the **Invites** section, specify who can invite you to meetings. If you select **Allow only the following internal users to see my free/ busy information**, enter their internal user names or full email address in the text field.



The screenshot shows the 'Preferences' page with the following sections:

- Calendar** (selected tab)
- Undo Changes** button
- Creating Appointments** section:
 - QuickAdd Dialog**: ☒ Use the QuickAdd dialog when creating new appointments
 - Time Zones**: ☐ Show time zone for the start and end time when creating an appointment
- Permissions** section:
 - Note**: Users provided below must be on this mail system (neonovazimbra.com). You may use the full email address, or just the username.
 - Free / Busy** (highlighted with a green dotted line):
 - ☒ Allow both internal and external users to see my free/busy information
 - ☐ Allow only users of internal domains to see my free/busy information
 - ☐ Allow only users of my domain to see my free/busy information
 - ☐ Don't let anyone see my free/busy information
 - ☐ Allow only the following internal users to see my free/busy information: [text field]
 - Invites**:
 - ☒ Allow both internal and external users to invite me to meetings
 - ☐ Allow only internal users to invite me to meetings
 - ☐ Don't let anyone invite me to meetings
 - ☐ Allow only the following internal users to invite me to meetings: [text field]
 - ☐ Send auto-reply to users who are denied from inviting me

- 4 If you limit who can invite you to meetings, you might want to check the check box that states **Send an auto-reply to users who are denied from inviting me**.

- 5 Click **Save**.

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How to Manage Calendar Preferences

From the **Preferences > Calendar** page, you can set different preferences to manage how you work within the Calendar. For instance, you can set up your Calendar as private. The default setting is that all incoming calendar invites are marked as public, unless the appointment creator marks the meeting notification as private. When Private is set, all incoming calendar invites are marked as private. Details about events that are marked private do not display.

1 Go to the **Preferences > Calendar** page.

2 In the **Default appointment visibility** drop-down menu, select **Private**.

3 Click **Save**.

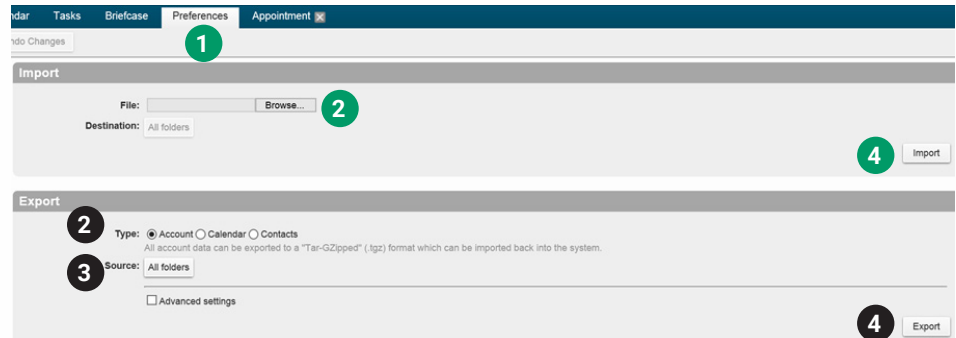
Calendars User Guide

How to Import and Export Your iCalendar

Importing Your iCalendar

You can import iCalendars that are saved in the .ics format. iCalendars are the standard for calendar data exchange over the Internet, and .ics is the standard format for iCalendar information.

- 1 Go to the **Preferences > Import/Export** page.
- 2 Browse to the .ics file on your computer.
- 3 Select the folder for the file or create a new folder.
- 4 Click **Import**. Depending on the size of the .ics file, the import might take a few minutes.



Exporting Your iCalendar

You can also export calendars in the .ics format.


- 1 Go to the **Preferences > Import/Export** page.
- 2 In **Export**, select **Calendar** as the type. You export your appointments in the standard .ics format. To import them to another calendar program, see the documentation in the other program for help with importing the file.
- 3 In **Source**, select the calendar to export.
- 4 Click **Export**. Select **Save to Disk** and click **OK**.
- 5 Select where to save the file and enter a file name.
- 6 Click **Save**.

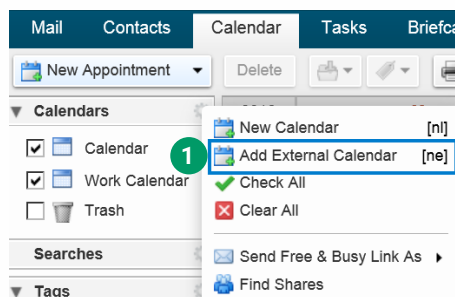
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How to Add External Calendars

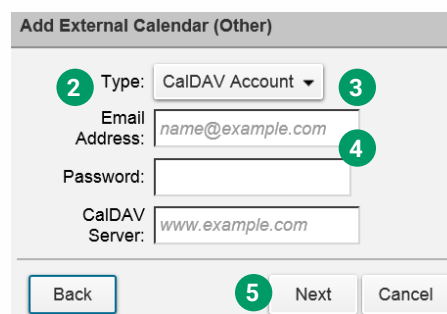
You can add your external Google or Yahoo CalDAV calendars and your iCalendars subscriptions to your Calendars list. Changes to your external calendar are synced to the CalDAV calendar you added.

Please note: Only CalDAV calendars that have SSL enabled and use port 443 are able to sync calendar events to your account.

- 1 In the **Calendar** overview pane, click the gear icon  and select **Add External Calendar**.

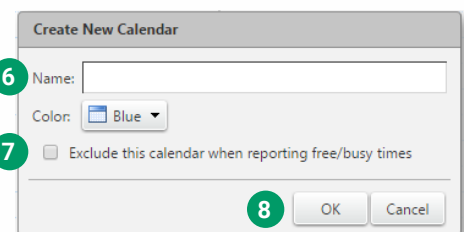


- 2 Select the calendar type to add and click **Next**.
- 3 Select the type of calendar to add, either CalDAV account or an iCalendar Subscription.



- 4 Enter your email address and email password for this account.
- 5 Click **Next**.

- 6 In the **Name** text box, type the name for this calendar and select a color.




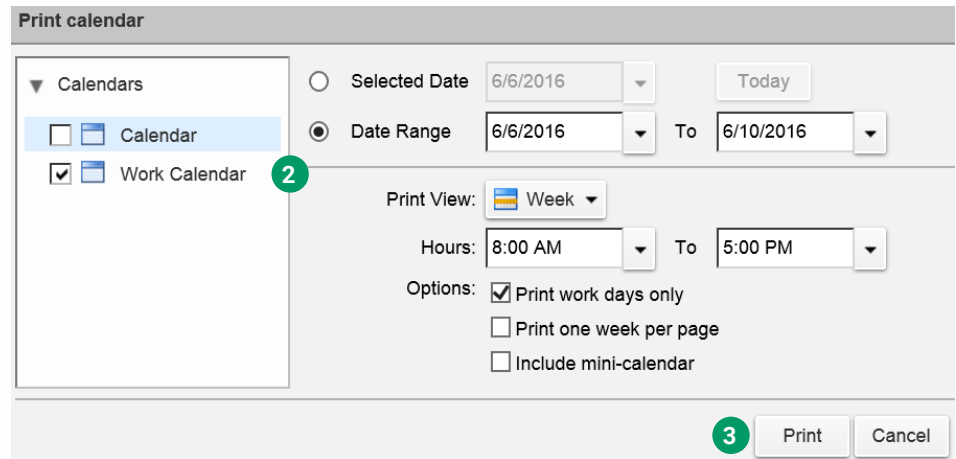
- 7 If you want to exclude this calendar from reporting your free / busy time, select **Exclude this calendar when reporting free / busy times**.
- 8 Click **OK**. The calendar is added and meetings on the external calendar are synced to the calendar you added.

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How to Print a Calendar

You can print your calendars in any of the calendar views. You can select a single calendars or multiple calendars to be included in the printed view.

- 1 Click the print icon  on the **Calendar** toolbar.
- 2 In the Print calendar dialog box select how the printed copy should be printed.
 - Select which calendars to print.
 - Set the date or date range.
 - Select which view to print.
 - Set the options based on the view to print.



- 3 Click **Print**. A preview of the view that will be printed is displayed.
- 4 If the view is correct, click **OK**.

How to Delete a Calendar

You can delete any calendar in your Calendars list, except your default calendar. When you delete a calendar, the meetings created from this calendar are not deleted

from the calendars of the invited attendees. Before you delete a calendar, you should cancel any invitations that you have sent out.

- 1 In the **Calendars** overview pane, right-click on the calendar to be deleted.
- 2 Click **Delete**. The calendar is moved to the Trash folder. 