




Signing In

- Point your browser to: email.fhda.edu
- Select either private or public computer. If you are the only person who has access to the computer it is private. With the private version, the system will allow a longer period of inactivity before signing you out.
- Leave the box next to “User light version...” unchecked unless you are visually impaired or are using a very old version of your browser.
- Enter you 8-digit Campus Wide ID (CWID) and the password you use to sign into MyPortal.

Some basics:

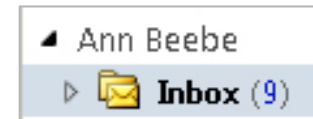
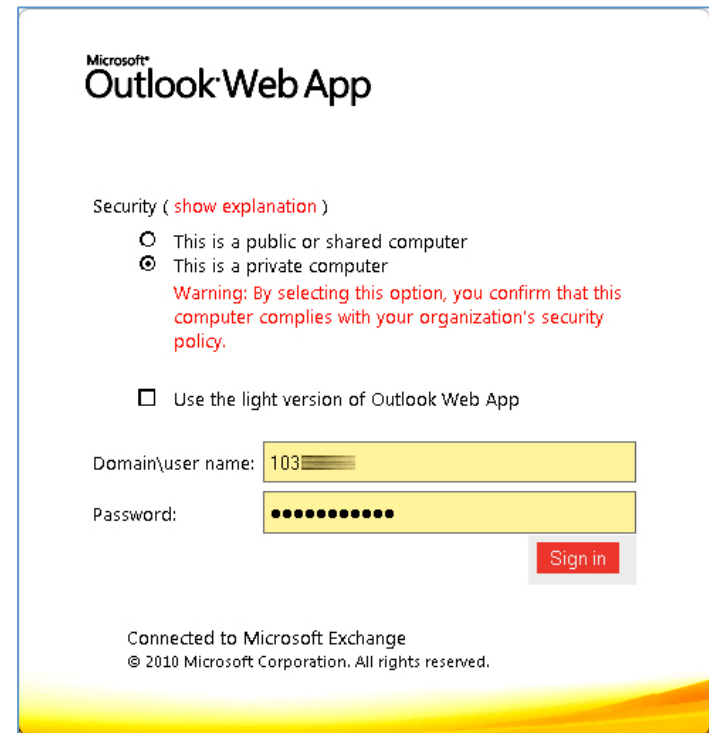
1. E-mail and calendar are completely integrated. A meeting invitation will generate an e-mail that appears in your inbox and displays on your calendar.
2. Right clicking (Control click on a Mac) will often display a menu that contains the action you are looking for.
3. Moving your mouse over an icon will display the icon’s function.
4. Icons without a down-arrow next to them do only one thing. There is no drop-down menu.
5. Clicking on an icon or title can produce something different than when you click on the down arrow next to it. For example clicking on New in the menu bar will bring up the form to create a new e-mail. However clicking on the down arrow to its right will display a list of options.
6. Arrows pointing to the right are used to expand and collapse lists. In the example to the right, the solid arrow shows that Ann Beebe’s list of files is expanded, but the Inbox folder is collapsed.



7. Always click the Save button,  when you have entered some text in an e-mail, contact or appointment.
8. Don’t be afraid to try something, you can’t break it. Try opening one of the Help videos in a separate browser window

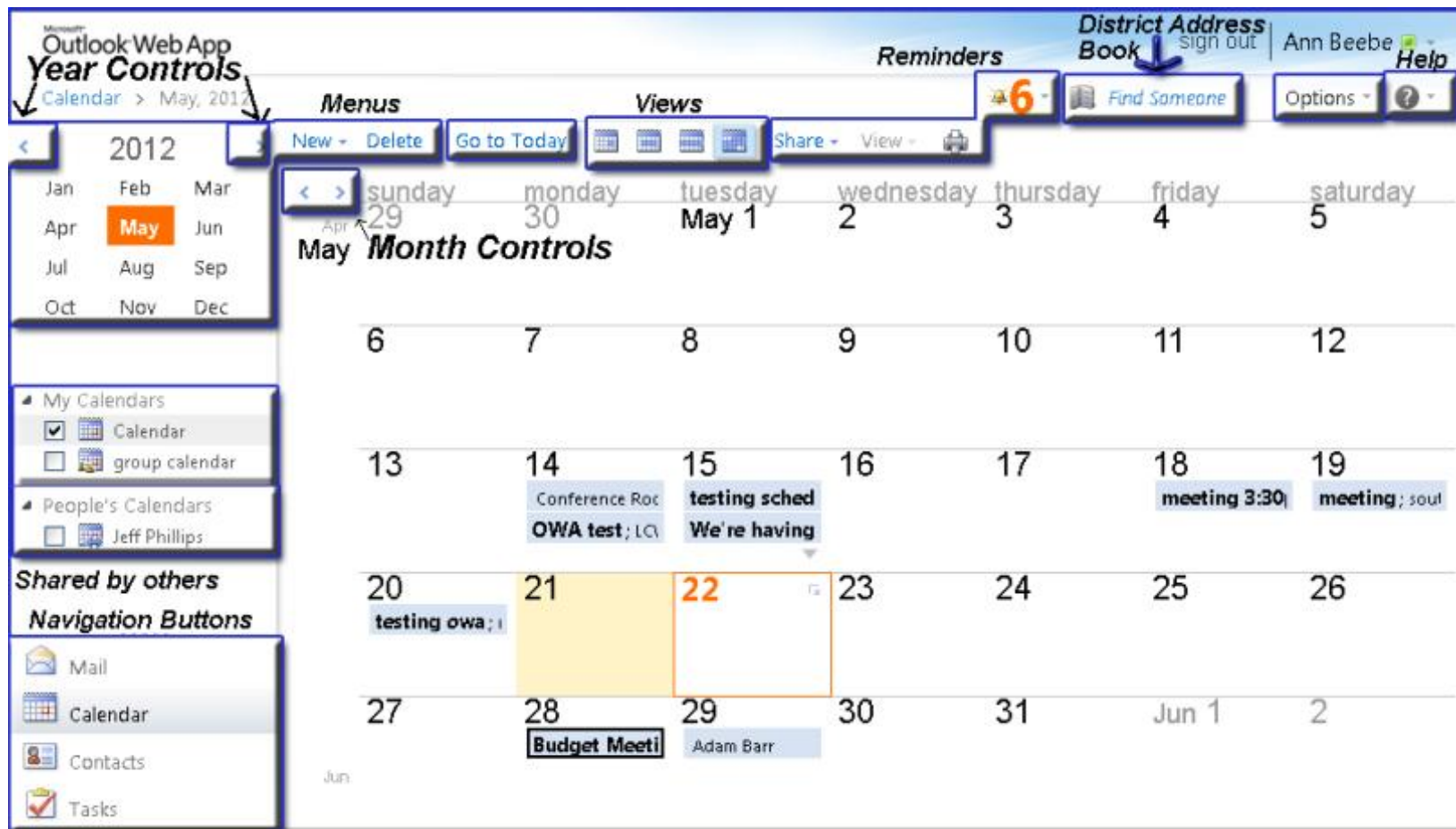
and follow along. The User Guides and videos can be found at: <http://ets.fhda.edu/getting-help/email/index.html> or click on the “?” to view the online help.

9. Clicking on the Address Book will display the district address book with all contact information and meeting rooms. Entering a name in “Find Someone” next to it, will allow you search for a specific person.
10. Appointments are meetings only involving the user (i.e. Dentist appointment) and become a Meeting when people are invited. Any appointment can be modified to invite attendees. Events are “All day events” and create banners similar to what is displayed in Meeting Maker.
11. Use the following key combinations to Copy – Ctrl C, Cut – Ctrl X, and Paste – Ctrl V. They can be used with Text or e-mail addresses.





The Calendar Screen: to display click Calendar navigation button in the lower left corner of the screen.

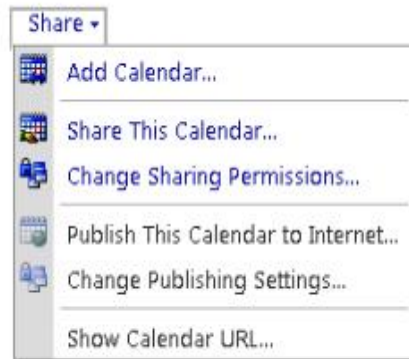


- My Calendars and People's Calendars that are checked will display side by side using the selected view. Above we are displaying one calendar using the monthly view.
- Moving your mouse over a calendar entry will display the details of the item and double clicking it will open the appointment
- Right-clicking (control click on a Mac) will display a menu of options for selected event such as print, reply, etc.
- You can view your calendar(s) one day, one work week, one full week or one month at a time.
- You can move items on your calendar from one day to another or change the time on a day. The system will ask if you want to send an e-mail to notify everyone involved and do it for you.

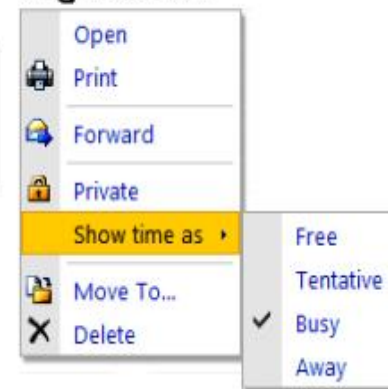


Calendar Menus:

- Clicking on New will display the New Appointment form.
- Clicking on Share and View will display the drop-down menu.
- Sharing your calendar is the same as “proxy” in Meeting Maker.
- Share/Add Calendar to view another calendar.
- Note the Delete button does not have a down arrow. Clicking it will delete the item you have high-lighted.
- The Print button is used to print your calendar by the month, week, day or appointment. It also allows you to print the complete agenda and in the case of the appointment and day versions, a place on the page for notes.



Right-click



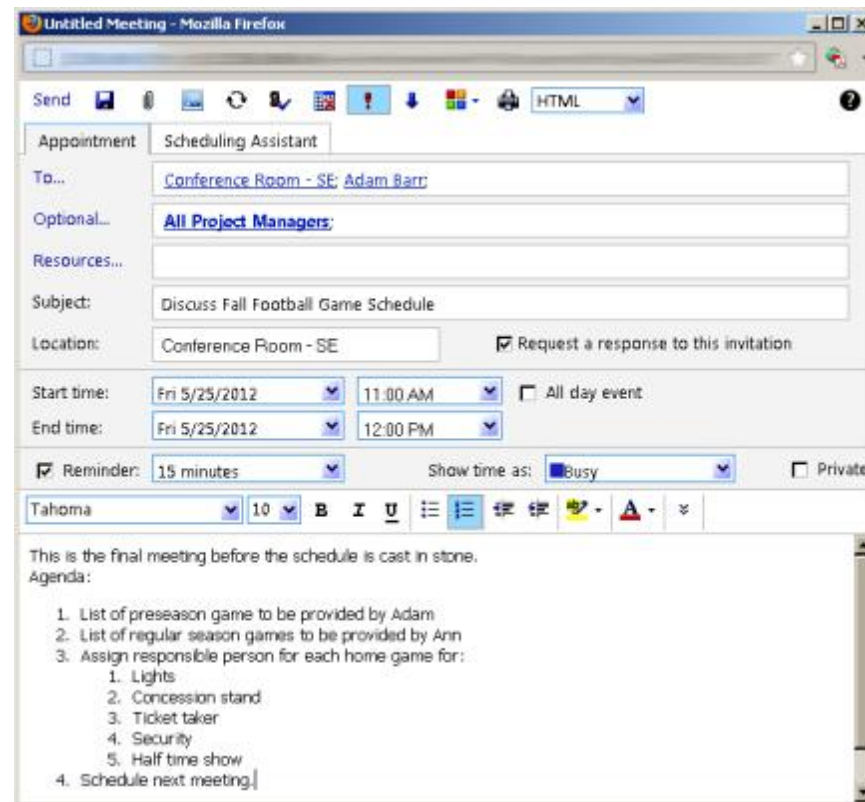
Creating a Meeting/Appointment:

You have several options:

- Click New to display the blank Appointment form and then Add Invitees at top of form
- Select Appointment or Meeting Request from the drop-down menu
- Double-click on the calendar when you want the meeting to take place
- Right-click

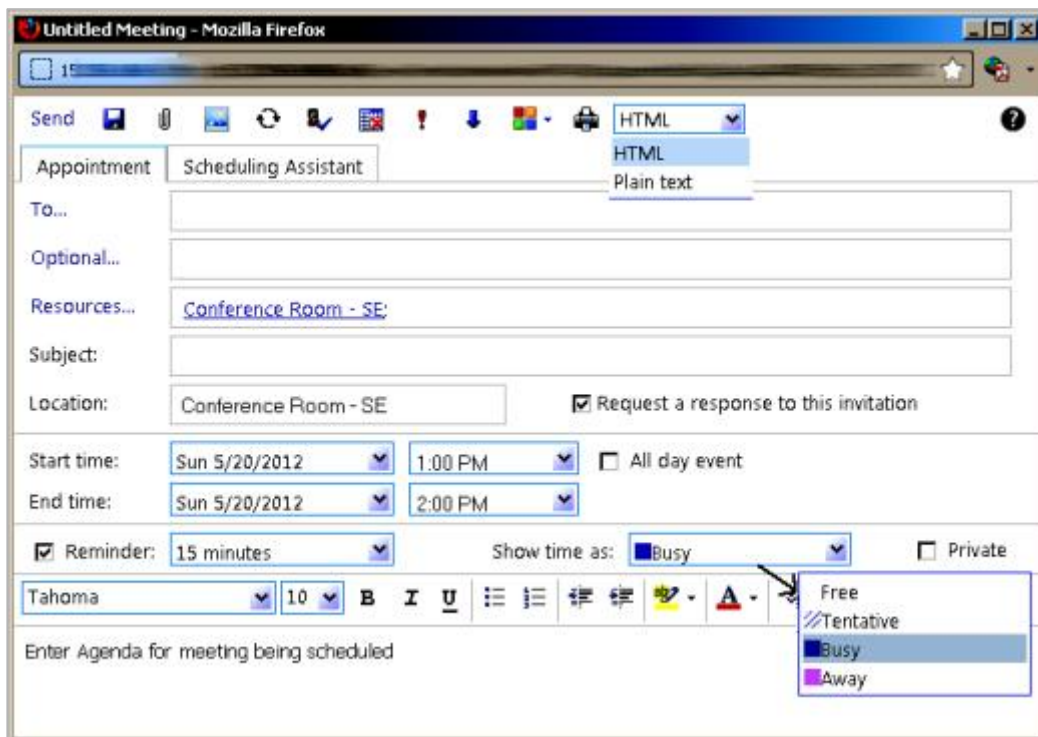
Icons at the top of the forms are explained in the table on the next page on the right. Move your mouse over the icon to display its’ name. In some cases such as the recurring meeting circular arrows, clicking an icon results in a pop-up form.

Checking the “All day event” box creates an Event. It adds a Banner to the day or days just like the banners in Meeting Maker. You can then select how to show the time for all day event: Free, Tentative, Busy or Away.



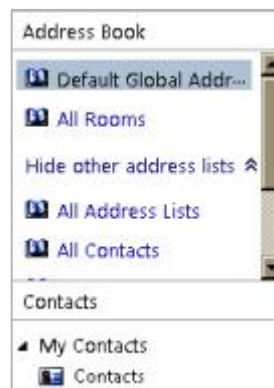


New Meeting Form



Adding Invites

- Type first letter of first or last name to see list of people to choose from
- Click on the **To...**, **Optional...**, or **Resources...** link to display address book
- You must go to the address book to add a Bcc recipient
- The district Address book includes:
 - E-mails for all district employees
 - Meeting Rooms
 - Distribution Lists
- Your personal list of contacts can be displayed
- Click **OK** in the lower right hand corner to close the address book



Button	Description
	Sends the message to the recipients.
	Saves the message in the Drafts folder but doesn't send the message.
	Attaches a file to the message. For more information about how to attach files, see Working with Attachments .
	Used to insert a picture in to the text area.
	Click to set up repeating meetings
	On Appointment form – used to add Invitees to meeting
	Checks the names of the message recipients in the Address Book or in your Contacts folder. For more information about how to resolve names, see Add or Remove Recipients .
	Cancels the meeting.
	Sets the importance of the message to High.
	Sets the importance of the message to Low.
	Applies a category to the meeting. For more information about Categories, see Apply a Category .
	Sends the item to a printer.
Message Format list	Sets the format of the message to HTML or Plain text. For more information about how to set format, see Format Messages .



Scheduling Assistant Tab

- This view is similar to the “Guest” tab in Meeting Maker. It will show you when the invitees are Busy, Tentatively book or Away.
- The lower right corner contains a series of suggested times based on everyone’s schedule. Note it also shows if the room is available.
- After completing the meeting information, click the Send button to create the meeting and invite the attendees.



How to Confirm a Meeting

- All meeting invitations show up as an item in your e-mail inbox.
- You have the options to Accept, Tentatively Accept or Decline. (You can also just reply to the e-mail if you have a question.)
- If you reply the item, it is removed from your inbox folder.
- Accepted and Tentatively accepted meeting will display on your calendar (Tentative Acceptances are grayed out and Acceptances are in bold).
- You can change your response by locating the meeting on your calendar, opening it with a double click and respond again.
- You can always go back to your sent folder to locate declined invitations and change your response.
- Below an inbox displays an invitation with the reading panel turned on below. To the right, the Actions menu and sub-menus are displayed.

The screenshot displays an Outlook Web Application interface. At the top, under 'Today', is a meeting invitation titled 'Meeting to Wrap up Week' from Ann Beebe, dated 11:03 AM. Below it, under 'Yesterday', is another invitation 'Plan Summer Event' from Ann Beebe, dated Tue 2:52 PM. The main focus is on the 'Meeting to Wrap up Week' invitation from Ann Beebe, dated Wednesday, May 23, 2012 11:03 AM. The invitation includes a 'Please respond.' field and a calendar icon. Below the invitation, there are three response options: 'Accept' (with a green checkmark), 'Tentative' (with a question mark), and 'Decline' (with a red X). To the right of the invitation, an 'Actions' menu is open, showing various options. Three callout boxes provide additional context for the response options: one for 'Reply' (Edit the response before sending, Send the response now, Don't send a response), one for 'Accept', 'Tentative', and 'Decline' (Edit the response before sending, Send the response now, Don't send a response), and one for 'Junk E-Mail' (Add Sender to Blocked Senders List, Add Sender to Safe Senders List, Add Sender's Domain to Safe Senders List).