

Using the EagleMail Calendar

Creating an Appointment

An appointment does not involve other people.

1. From the day or week calendar view, click-and-drag from the appointment start time to the end time.
*Note: The **QuickAdd Appointment** dialog box is displayed.*
2. Type a description in the **Subject** field.
Note: You can also assign the appointment to a different calendar, show it as free/busy, mark it as public/private, change the date/time, enter a location, and set it as a recurring appointment.
3. When you are finished, click the **OK** button.
Note: The appointment is displayed on the calendar.

Creating an All Day Event

An all day event lasts an entire day.

1. Create an appointment or meeting.
*Note: See the **Creating an Appointment** and **Creating a Meeting** sections for more information.*
2. From the **Appointment Details** form, click the **All day event** checkbox.
3. Click the **Save** button on the toolbar.
Note: The all day event is displayed on the calendar.

Creating Recurring Calendar Entry

Recurring calendar entries repeat on some sort of schedule.

1. From an open calendar entry click the **Repeat** pull-down arrow and choose the desired schedule from the list.
*Note: You can schedule recurring entries to repeat daily, weekly, monthly, or yearly. If desired, click the **Customize** link to further define your recurring criteria, including the end date of the repeating appointment.*
2. Click the **Save** button on the toolbar.

Deleting a Calendar Entry

When you decline a meeting invitation, the meeting remains on your calendar. You must delete the meeting to permanently remove it from your calendar

1. Right-click on the entry and choose **Delete** from the menu.
*Note: The **Confirmation** dialog box is displayed.*
2. Click the **Yes** button.
Note: The calendar entry is permanently removed from your calendar.

Creating a Meeting

A meeting involves other people, rooms, and/or equipment.

1. Create an appointment.
*Note: See **Creating an Appointment** for more information.*
2. From the **QuickAdd Appointment** dialog box, click the **More Details** button.
*Note: The **Appointment Details** form is displayed.*
3. To invite people, type their name in the **Attendees** field.
*Note: EagleMail searches the **Global Address List (GAL)** for name matches. See **Viewing Free/Busy Schedules** and **Scheduling Resources** for more information.*
4. If desired, you can attach a file (e.g. a meeting agenda) to the meeting by clicking the **Add Attachment** button in the toolbar and then clicking the **Browse** button in the **Attachments** section and double-clicking the file you want to attach.
Note: The invitee will be sent the attachment via a meeting request.
5. Click the **Save** button on the toolbar.
Note: All invitees will be sent a meeting request email message and the meeting is displayed on the calendar of the organizer and all invitees.

Turning a Message into a Meeting

You can create a meeting from an email message.

1. From the **Mail** tab, click the message you want to work with and drag it to the mini-calendar in the lower left.
*Note: When you release the mouse button, the **Appointment Details** form is displayed.*
2. Verify the **Subject**, **Attendees**, and **Body** fields contain the correct information.
3. When you are finished, click the **Save** button.
Note: The appointment is displayed on the calendar.

Turning a Contact into a Meeting

You can create a meeting from a contact in your address book.

1. From the **Address Book** tab, click the contact you want to work with and drag it to the mini-calendar.
*Note: The **Appointment Details** form is displayed.*
2. Verify the **Attendees** field contains the correct name.
*Note: The contact name is displayed in the **Attendees** field.*
3. Type a description in the **Subject** field.
4. When you are finished, click the **Save** button.
Note: The appointment is displayed on the calendar.

Viewing Free/Busy Schedules

When you schedule meetings, you can view attendees, location and resource schedules as you set up the meeting.

1. From an open calendar entry, click the **Schedule** tab.

Note: By default, the **Schedule** tab allows you to view the free/busy schedule of all attendees and resources and to adjust the meeting dates/times based on all their availability.

2. In the first column, click the pull-down arrow and choose the type of object to schedule.

Note: The choices are **Attendee** (person), **Location** (buildings), or **Equipment** (widget).

3. In the second column, type the name or email address of the object.

Note: If you do not know the email address of a location or equipment, see **Scheduling Resources** for more information. If known, the object's availability to the right of the object's name.

Scheduling Resources

When you schedule meetings, you can view attendees, location and resource schedules as you set up the meeting.

1. To invite resources (e.g. conference room and/or piece of equipment), click the **Find Locations** and/or **Find Resources** tab respectively, then click the **Search** button, and finally double-click the resource name from the list.

Note: Use the **Find Locations** fields to narrow down the list.

2. In the first column, click the pull-down arrow for the **Object** field and choose the type of object to schedule.

Note: The choices are **Attendee** (person), **Location** (buildings), or **Equipment** (widget).

3. Type the name or email address of the object next field.

Note: If you do not know the email address of a location or equipment, see the **Scheduling Resources** section for more information. The object's availability appears in horizontal bars next to the name, if the schedule is known. The free/busy information shows whether the attendee is busy, out of the office, tentatively busy, or free.

Responding to a Meeting Invitation

When someone (organizer) invites you to a meeting, you will be sent email messages requesting acceptance.

1. From your **Mail** tab, locate and open the meeting request email message in your inbox.
2. Click the **Accept** button above the **Subject** field.

Note: Alternately you can click **Tentative** or **Decline** buttons. Once you click a button, the message disappears from your inbox.

Editing a Calendar Event

You can edit a single event or all events in a recurring entry.

1. From the **Calendar** tab, right-click the calendar entry and select **Open** from the menu.

Note: For recurring entries, you will also select what you want to edit, the current entry (instance) or the series.

2. Make any necessary changes.
3. Click the **Save** button on the toolbar.

Note: Any meeting invitees will be notified of the change.

About the EagleMail Calendar

- To make an all day event a personal reminder: mark it as **Private** and show it as **Free**. See the **Creating an All Day Event** section for more information.
- If you attempt to schedule a resource but are not authorized, you (but no other invitees) will receive an email message declining the request.
- If a resource scheduling request is declined, the resource will still show in the meeting details.
- You can receive meeting invitations from anyone (inside or outside of EMU) who uses an iCal compliant client.
- Invitations display on a calendar based on the response: **New** – bold, **Accepted** – solid, **Tentative** – 50% transparent and **Declined** – 90% transparent.
- Unaccepted meeting invitations will display on your calendar, but not on your free/busy schedule.
- Declined meeting invitations will remain on your calendar, offering you the opportunity to change your response.
- Only the organizer can cancel or change a meeting.
- Any changes an organizer makes to a meeting will automatically send an email to the attendees when saved.
- Changes to a meeting's date/time will require attendees to re-respond to the meeting invitation. See **Responding to a Meeting Invitation** for more information.
- You can print a calendar any view (e.g. week, month, day)
Note: If you select more than one calendar from the **Calendar** list and then print that view, all schedules are combined and printed; but the printed calendar does not specify the calendar name for the entry.

Training & Support Resources

For assistance with My.Emich calendar migration or using the EagleMail calendar, contact the IT Help Desk at (734) 487-2120 or it.helpdesk@emich.edu.