

Working with Multiple Calendars in EagleMail

What do you need to do (to migrate your calendar from My.Emich to EagleMail)?

- 1 If desired, back up (print out) your My. Emich calendar.
- 2 Clean up your My.Emich calendar data (e.g. delete any appointments you no longer need or want).
- 3 Using this guide as a reference, migrate your My.Emich calendar to EagleMail and begin using your new calendar.

Exporting a My.Emich Calendar

You can migrate your My.Emich calendar data to EagleMail.

1. From a browser, navigate to
http://epas.emich.edu/calmigratews/migratecal.cgi.
*Note: The **Calendar Migration** page is displayed.*
2. Type your My.Emich username and password in the **Username** and **Password** fields and then click the **Submit** button.
3. Check the My.Emich calendars you want to migrate.
4. Click the **Export events** button that most closely matches the calendar data timeframe you want to export.
5. Click the **Submit** button.
Note: New calendars are created in EagleMail for each checked calendar in step 3. The migration takes overnight to complete.

Importing a Calendar Into EagleMail

Once your My.Emich calendar is exported, or any iCal compliant calendar, import them into an EagleMail calendar.

1. From EagleMail, click the **Preferences** and then the **Import/Export** tab.
2. From the **Import** section, click the **Calendar** button.
3. Click the **Destination: Calendar** button.
*Note: The **Choose Folders** window is displayed.*
4. Click to select the calendar you want to work with and click the **OK** button.
*Note: The default calendar is named **Calendar**. You can also click the **New** button to create a new calendar. In addition to giving it a name, you can color-code the calendar and exclude it from free/busy reporting.*
5. From the **Import** section, click the **File: Browse** button.
*Note: The **File Upload** window is displayed.*
6. Locate and double-click the file you want to import.
Note: You are returned to the **Import/Export** tab.
7. From the **Import** section, click the **Import** button.
Note: It may take an extended period of time to import your calendar to EagleMail. Once the import is complete, verify that the calendar entries imported correctly.

Creating a Calendar

You can create additional calendars to color code your calendar entries or to keep your business and personal entries separate.

1. From the **Calendar** tab, click the **New Calendar** button.
*Note: The **Create New Calendar** window is displayed.*
2. Type the desired name in the **Name** field.
3. Click the **Color** pull-down arrow and select a color.
*Note: Check **Exclude this calendar when reporting free/busy times** to exclude the calendar from free/busy reporting.*
4. Click the **OK** button.
Note: The new calendar is displayed in the calendar list.

Sharing your Calendar

By default, a calendar is shared with no one. You (Grantor) can share your calendar with anyone (Grantee).

1. From the **Calendar** tab, right-click the calendar you want to share and select **Share Calendar** from the menu.
*Note: The **Share Properties** window is displayed.*
2. Verify the **Internal users or groups** button is selected.
3. Type the Grantee's EagleMail address in the **Email** field.
4. From the **Role** section, click the most appropriate access.
*Note: **Viewer** - they can only see it, **Manager** - they have full permissions, but cannot delete it, and 3) **Admin** - they have the same permissions as Manager plus they can share your calendar.*
5. Click the **OK** button.
Note: The Grantee will be sent a share request email message.

Responding to a Share Request

When someone shares their calendar with you, you will be sent email messages requesting acceptance.

1. From your **Mail** tab, locate and open the calendar share request email message in your inbox.
2. Click the **Accept Share** button above the **Subject** field.
*Note: Alternately you can decline the share by clicking the **Decline Share** button. The **Folder Properties** window is displayed. You can modify the calendar name and color of the calendar.*
3. When you are finished, click the **Yes** button.

Making Your Calendar Public

You can globally allow anyone to see one of your calendars from a web browser and in EagleMail.

1. From the **Calendar** tab, right-click the calendar you want to make public and choose **Share Calendar** from the menu.

*Note: The **Share Properties** window is displayed.*

2. Click the **Public** button.

*Note: A URL is displayed. Once public, anyone can use the URL (by adding **.html** to the end) to view the calendar from a browser.*

3. When you are finished, click the **OK** button.

Linking to a Shared/Public Calendar

Once someone shares their calendar with you or makes their calendar public (e.g. a departmental calendar), you can link to the calendar in EagleMail.

1. From the **Calendar** tab, right-click on the word **Calendar**, just above the **Calendar** list, and select **Link to Shared Calendar** from the menu.

*Note: The **Link to Shared Calendar** window is displayed.*

2. Type their My.Emich email address (e.g. krobertso1@emich.edu) in the **Email** field.

3. Type the name of the calendar in the **Path** field.

*Note: You can type a calendar display name in the **Name** field and you can choose a calendar color from the **Color** field.*

4. Click the **OK** button.

*Note: The calendar name is displayed in the **Calendar** list.*

Linking to an External Calendar

You can create a new calendar in EagleMail and then link it to an external calendar (e.g. a Google calendar).

1. Create a new EagleMail calendar.

*Note: See the **Creating a Calendar** section for more information.*

2. From the **Create New Calendar** window, check the **Synchronize appointments from remote calendar** checkbox.

*Note: The **URL:** field is displayed.*

3. Enter a valid iCal file URL to the external calendar.

Note: contact your calendar provider for instruction and support on obtaining a valid iCal file URL to the external calendar.

4. Click the **OK** button.

Note: The new calendar is displayed in the calendar list. It may take an extended period of time to link to the external calendar.

Viewing Multiple Calendars

The **Schedule** view shows multiple calendars, selected from the **Calendar** list in a columnar format. This format includes a time bar, a free/busy indicator and the selected calendars.

- All calendars, including shared calendars, are visible from the **Calendar** list.
- To view a calendar, click the checkbox next to the name.
- The **All** column is a color coded free/busy indicator for the viewed calendars.

*Note: White means that no activity is scheduled. As more calendars have activities scheduled at the same time, the color in the **Add** column becomes deeper.*

- Move the mouse over the **All** column to see which calendars have activity scheduled for a period of time.

Revoking Calendar Permissions

You can edit or revoke calendar permissions as any time.

1. From the **Calendar** tab, right-click the shared calendar and choose **Edit Properties** from the menu.

*Note: The **Folder Properties** window is displayed.*

2. From the **Sharing for this folder** section, locate the permissions you want revoked and click the **Revoke** link.

*Note: Alternately, click the **Edit** link to change the permissions. The **Revoke Share** window is displayed.*

3. Click the **Yes** button and then the **OK** button.

*Note: Permissions have been revoked. Your calendar will remain in their **Calendar** list and they will continue to have access to your calendar until they log out of EagleMail.*

Deleting a Calendar

You can delete any calendar in the **Calendar** list, except your default calendar.

1. From the **Calendar** tab, click the right-click the calendar to be deleted and choose **Delete** from the menu.

*Note: the **Confirmation** window is displayed.*

2. Click the **Yes** button.

Note: The calendar is immediately deleted. Meetings created from this calendar are not automatically deleted from the invitee's calendar.

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.