

## Emailing to your calendar and others (appointments, tasks, reminder notes)

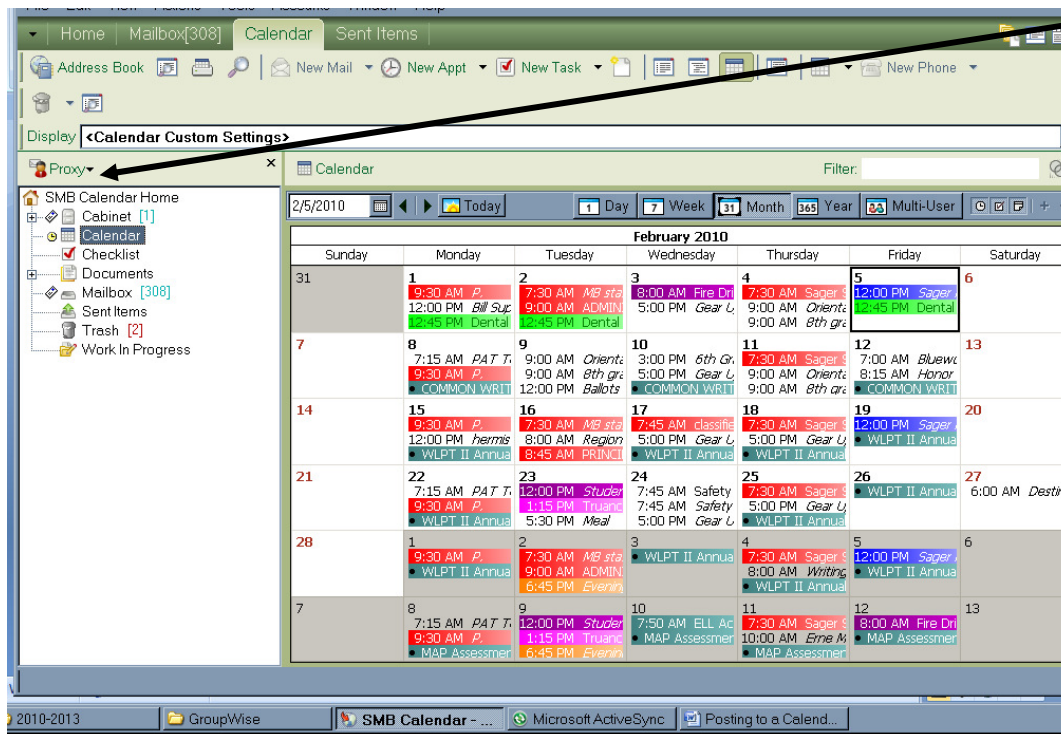
*Emailing a calendar item may be used for multiple calendars (yours, someone else's, or a group calendar). Emailed calendar items are not adjustable, only accepted or deleted.*

## Posting to your calendar

This quick tutorial is to assist you in creating calendar items that can be moved, times changed, and notes added.

Your calendar or a shared calendar will provide you access to POST an item. Posting means that the item placed on the calendar is not emailed and remains on the individual calendar accessed. The advantage is that it can be modified.

Calendar items should be reviewed on the calendar NOT THE EMAIL LIST. Items can be missed if looking at email only.

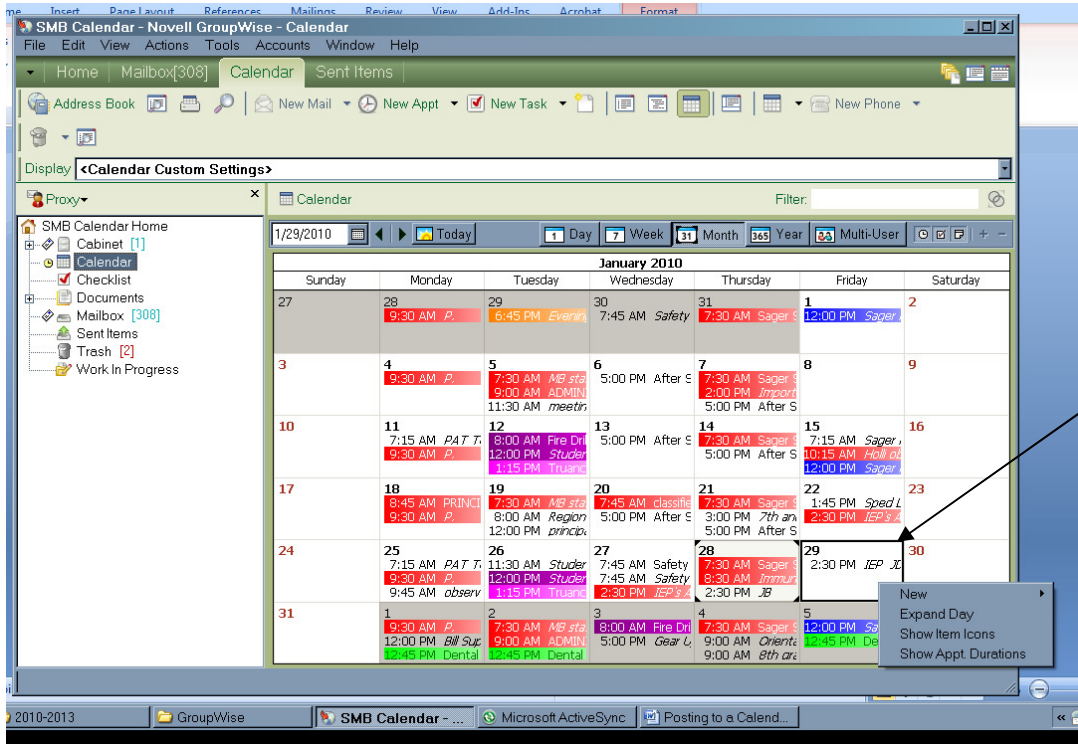


Go to your proxy to find the calendar you want to access

Open in calendar view NOT email.

Select the day you want to post an appointment, note, or task.



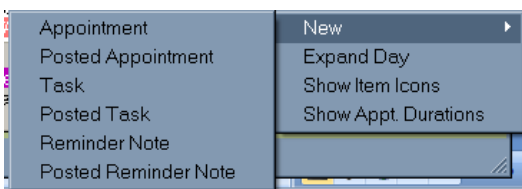


As you can see Jan. 29<sup>th</sup> is selected with a **right** click of your cursor.

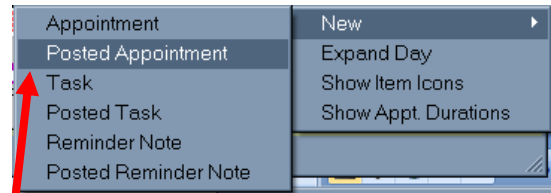
The first item on the pop up is **NEW**

There is an arrow to the right so you can select the calendar item you

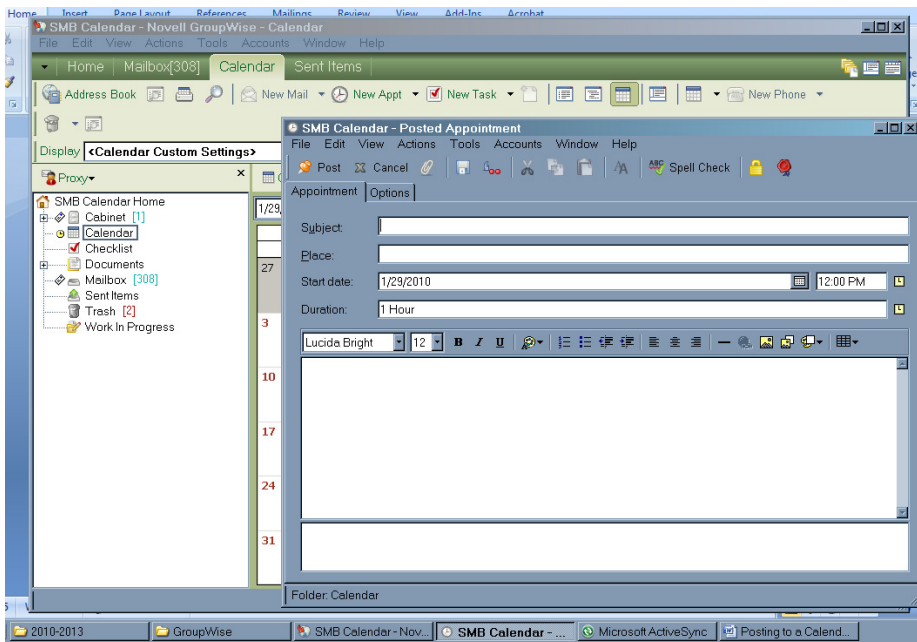
want to post. When you move your cursor to the right another drop down will appear.



For this example we will create an appointment on the SMB



calendar. The posted appointment is highlighted.



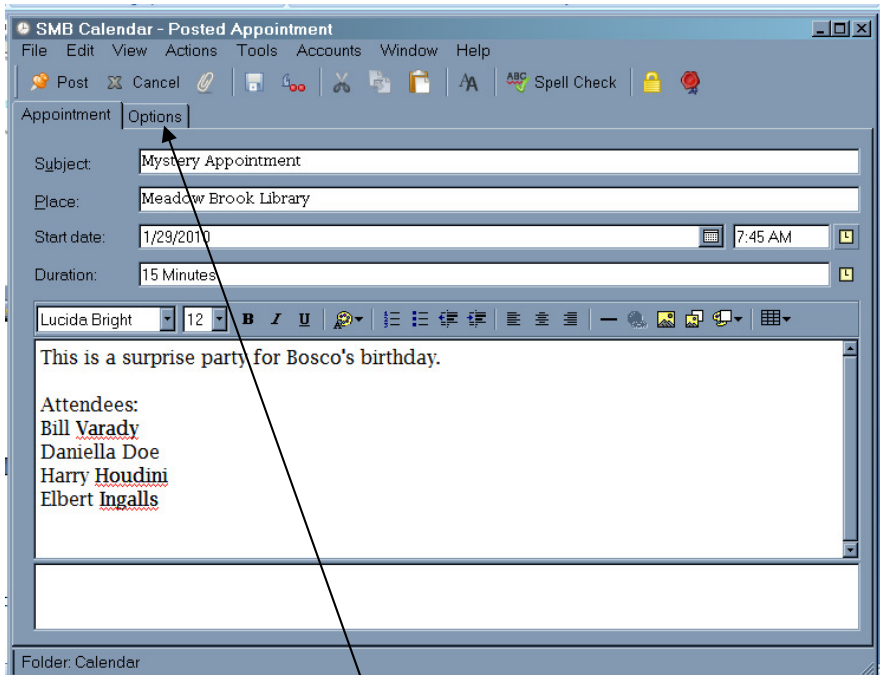
The window pops up with the appt. data blanks.

Subject  
Date  
Start Date      Time  
Duration

A note section to add information about the appointment is available.

Notice there is no email section to send it to yourself or others.

This is a fast way to post to the calendar.  
Fill in the needed information to post the appt. to the SMB calendar.



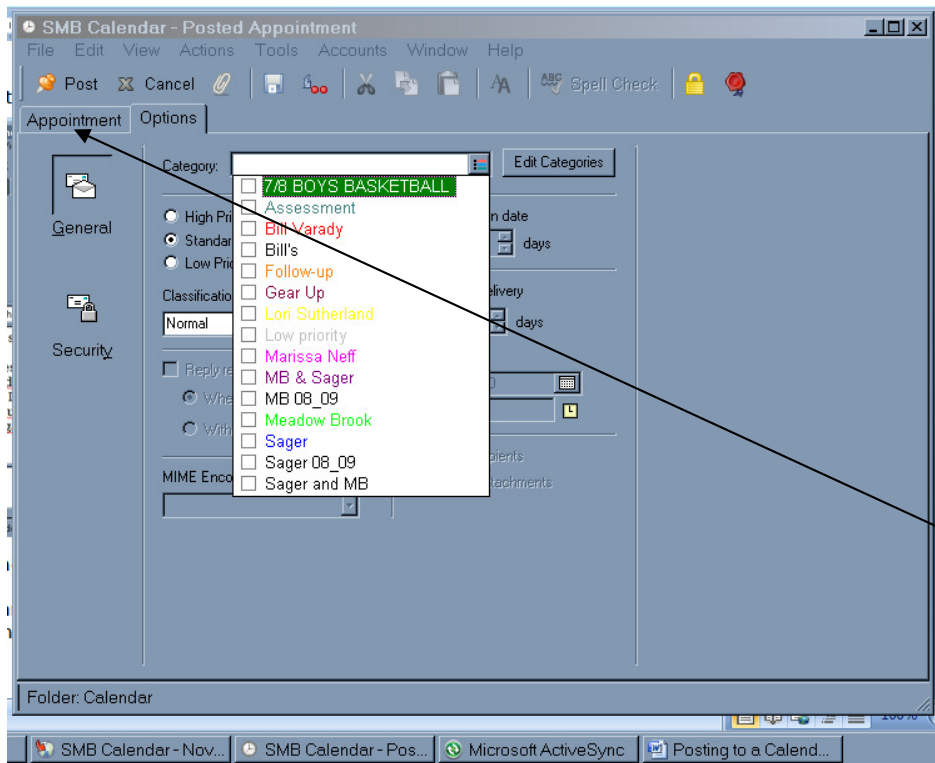
The attendees are added and this appointment, when posted, can be opened again and more information added.

If the appt. time changes, not confirmed yet, or other attendees need to be added access is not denied after the item is posted.

You can't do this to an item sent by email to a calendar.

This method is good for documenting meetings, phone calls to parents, etc.

You can also code this item with a color so at a glance you know what type of an appointment is posted. You click on options and another window opens.



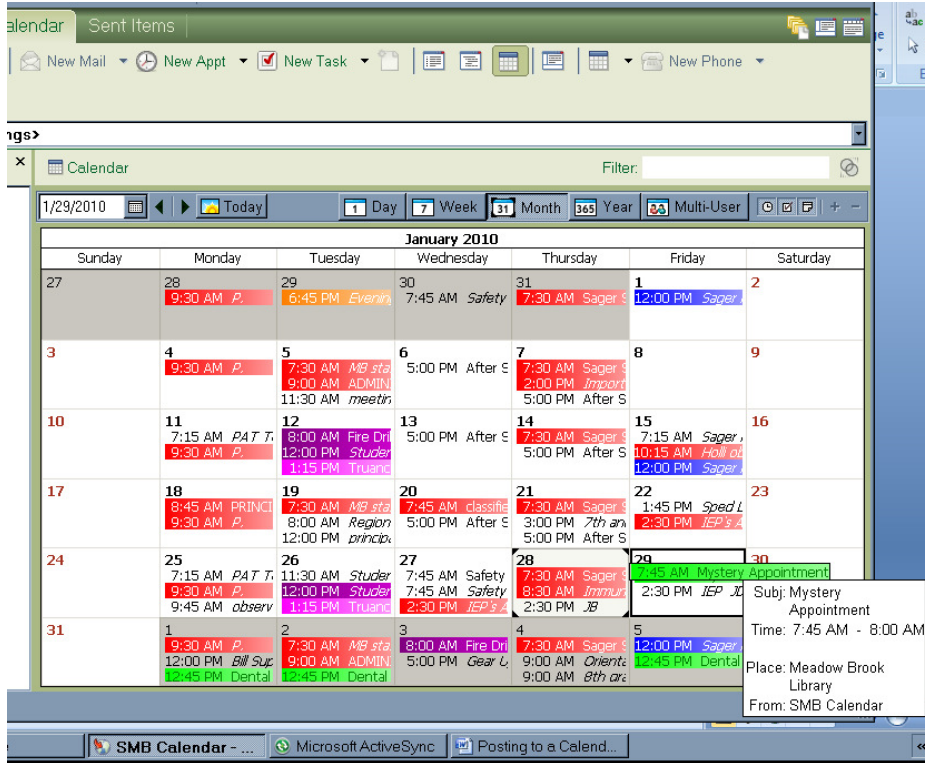
In this window you can select the type of security.

You can select a color to code the appt. to easily recognize it when you open your calendar. You can edit categories and identify colors for certain projects or people.

After selecting your color coding and security level you return to your appt.

If all looks good you click POST.

Your item will appear color coded on the SMB calendar and can be reopened if editing is required.



This process is perfect for your personal calendar and items that aren't required to be placed on multiple calendars at the same time.

***Please don't look for all calendar items in the email list because they will not show up.***

Staff members are using this method as well as the email method to put items on the calendars in various places.

***To view all calendar items you must view from the calendar.***

**(If you still have questions, feel free to ask for assistance or view tips and tricks at the web link below)**

**[http://www.novell.com/documentation/gw7/gw7\\_userwin/index.html?page=/documentation/gw7/gw7\\_userwin/data/ab32nt1.html](http://www.novell.com/documentation/gw7/gw7_userwin/index.html?page=/documentation/gw7/gw7_userwin/data/ab32nt1.html)**