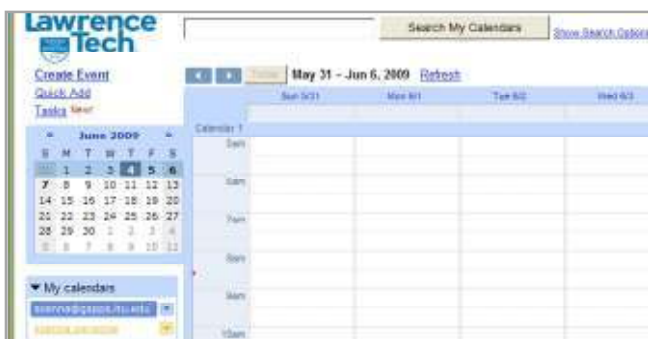


## 8 Calendars

Calendar lets you create one calendar or multiple calendars. You can choose to share your calendar with others and limit the information that they can view.



### Create New Calendar

A default calendar is automatically created for you named your [username@ltu.edu](mailto:username@ltu.edu).

1. To create a new calendar, click **Create** in the **My calendars** box.
2. Enter a calendar name in the **Calendar Name:** box. This name will appear in your My calendars list.
3. Check the other settings, share this calendar if you wish, and then click **Create Calendar**.

### Create Calendar Event

1. Select **Calendar** at the top of the Inbox.
2. Click **Create Event**.
3. Fill in: Date, Start Time, End Time, Location, and description of the event.
4. If you're using multiple calendars, click the Calendar drop-down menu to select the calendar you want.
5. To be reminded of the event, select your desired **notification** setting under **Options** and Click **Save**.

### Share a Calendar

Click **Calendar** at top of the screen.

1. Locate the calendar you want to share from your **My Calendars** box. (Calendars owned by other people that you have access to appear in **Other Calendars**.)
2. Click the drop-down arrow next to the calendar name and select **Share This Calendar**.
3. Enter the email address of the person you want to share the calendar with in **Share with Specific People**.
4. You can allow a user to:
  - a. View your 'free/busy status'
  - b. View scheduled events (see all details)
  - c. Make changes to your calendar
  - d. Make changes AND manage calendar sharing
5. Click **Save**

### Calendar Settings (how you want to view your calendar)

1. Select **Settings** (top right of screen)
2. Enter **Date** and **Time** format
3. **Day** of the week you want the calendar to start
4. Choose **Week, Month,** or **Customize** your view
5. Make other selections available in Settings, and click **Save**.



To learn more about Webmail visit <http://helpdesk.ltu.edu/email>

If you have additional questions, please contact us:

Lawrence Tech Computer Help Desk  
C203 Taubman Student Services Center  
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### QUICK REFERENCE GUIDE

Lawrence Tech's *Webmail Quick Reference Guide* provides a brief overview of our new email application. Webmail offers powerful new features that improve and enhance the tasks you do on a day-to-day basis such as sharing calendars, creating multiple calendars, electronically filing one message in multiple folders, archiving and retrieving messages quickly and easily.

Let's login and have a Webmail conversation (we'll tell you what that means on the following page).

## Login



1. Confirm your new username by logging into **Banner Web**. Click on **Personal Information**, then **View Email Address(es)**. Your username is listed under **Campus Email Address**. Your initial password is your date of birth (MMDDYY).
2. Go to the webmail page <http://webmail.ltu.edu> and click on the **Webmail by Google** link.
3. Enter your username and initial password.
4. The first time you login, you must reset your password, type the letters in the security image into the box, and accept the terms of service. Then your Inbox will open.

## Inbox

The Inbox (shown on the right) provides basic mail functions such as Compose Mail, Send, Print, and choose your personal Settings. You can also access your calendar, documents, and website services.

## Labels

Folders are out — Labels are in. Labels have the same functionality as folders, but are more flexible. You can add more than one label to a message. You can find all messages with a label by clicking the label name in the Labels window. You can also use Labels to refine a search.

### Create a Label

1. Click the **Label** drop-down menu
2. Select **Edit Label**
3. Type a name for your label and click **Create**

### Edit Label Name

1. Select **Edit Label**
2. Click drop-down and select **Rename** next to the label you want to edit
3. Enter the new label name and click **OK**

### Delete Label

1. Click **Edit Labels**
2. Select Label you want to delete and click **Remove**

## Conversations

Webmail groups all replies with the original message, creating a single conversation. The number in parentheses shows how many messages you have in a conversation. Replies are stacked one on top of the other with the unread message open. Use the **Expand all** link to open all the messages in a conversation.

The screenshot shows a webmail interface with several callouts:

- (1) Labels**: Identify conversations with one or more labels, instead of filing them in folders
- (2) Conversations**: Groups replies to your messages
- (3) All Mail**: The holding place for all messages you've received or sent, but not deleted
- (4) Contacts**: Holds the email addresses you use repeatedly
- (5) Settings**: Change settings such as your reply to address
- (6) Archive**: Archived conversations are searchable and easily accessible in 'All Mail'
- (7) Search Mail/Search Web**: Quick access the information in your email or on the web
- (8) Calendar**: Create one or multiple, sharable calendars

Additional callouts at the top right point to **Settings** and **Help** links.

## All Mail

**All Mail** is your archive, a storage place for all the mail you've ever sent or received, but haven't deleted. You can see a list of your **Archived** messages by clicking **All Mail**.

## Contacts

Email addresses are automatically added to your Contacts list every time you use the Reply, Reply to All, or Forward functions.

## Settings

Change the look of the mailbox by selecting your preferences.

1. From the Inbox, go to **Settings**.
2. Check the **Signature** box and type in your name and any details.
3. To enter a **Vacation Response**, click **Vacation Responder On**. Compose the message you want sent in reply to incoming messages.

## Archive

Keep your Inbox clean by archiving your messages.

1. Select the message you want to move out of the Inbox and click **Archive**.
2. Messages will be removed from your Inbox, but they are not deleted.
3. Click **All Mail** to see your archived messages.

## Search

Just like Google, you can search messages by entering your search words (any combination of Sender, To, Subject, Label, Attachment, etc.).

For example, to search for all messages sent to you from Jane Smith, enter 'From: Jane Smith' in the search box. All messages sent to you by Jane Smith will be listed.

For greater control, use the **Show Search options** at the top of the page.

You can always get more information by clicking the **Help** link located in the top right corner of the window.

And don't forget to logoff when you're done by clicking **Sign out** next to the Help link.