


ADDRESS BOOK

The **Address Book** allows you to keep track of your contacts and their information. You can create categories that help organize contacts (such as “Friends” and “Family”), and you can create distribution lists that let you send one message to many contacts at once. Click the **Address Book icon**  in the **QuickBar** to get started.

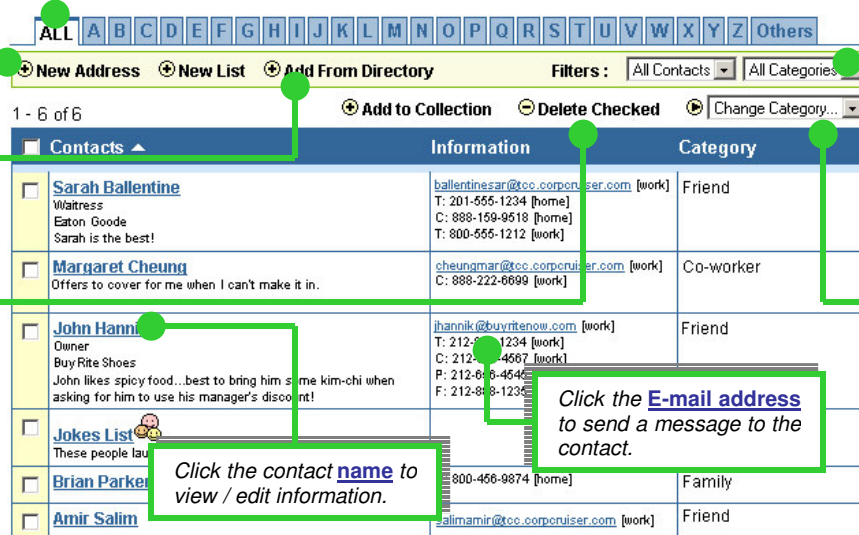
Click **New Address** to start manually adding a contact to your Address Book.

Click an Alpha-tab to see contacts filtered by last name and selected letter; leave the **ALL** tab selected to see all contacts listed.

Use these two filters to limit which types of contacts and categories are displayed. Return the filters back to **All Contacts** and **All Categories** to clear all filter criteria.

To add a user from your campus with the **User Directory**, click **Add From Directory**.

To delete contacts, place a check next to selected contacts and then click **Delete Checked**.



Contacts	Information	Category
<input type="checkbox"/> Sarah Ballentine Waitress Eaton Goode Sarah is the best!	ballintesar@tcc.corperuiser.com [work] T: 201-555-1234 [home] C: 888-159-9518 [home] T: 800-555-1212 [work]	Friend
<input type="checkbox"/> Margaret Cheung Offers to cover for me when I can't make it in.	cheungmar@tcc.corperuiser.com [work] C: 888-222-6699 [work]	Co-worker
<input type="checkbox"/> John Hann Owner Buy Rite Shoes John likes spicy food...best to bring him some kim-chi when asking for him to use his manager's discount!	jhannik@buyritenow.com [work] T: 212-888-1234 [work] C: 212-888-4567 [work] P: 212-888-6-4545 F: 212-888-8-1234	Friend
<input type="checkbox"/> Jokes List These people laugh		
<input type="checkbox"/> Brian Parker	800-456-9874 [home]	Family
<input type="checkbox"/> Amir Salim	salimamir@tcc.corperuiser.com [work]	Friend

Click the **contact name** to view / edit information.

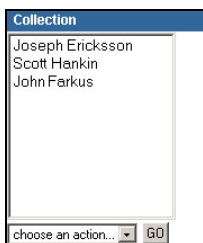
Click the **E-mail address** to send a message to the contact.

To change a contact's category, place a check next to desired contacts and select a new category from the **Change Category** action list.

1. CREATE A COLLECTION

When you create a collection, you can create a distribution list or compose an E-mail to everyone in the collection.

- Place checks next to contacts and contact lists of your choice.
- Click the **Add to Collection** option onscreen.
- Repeat steps 1 and 2 as needed until all desired contacts are listed in the Collection Box.



- Click to highlight an item, select **Remove from List** below, then click **GO** to remove it from the collection.

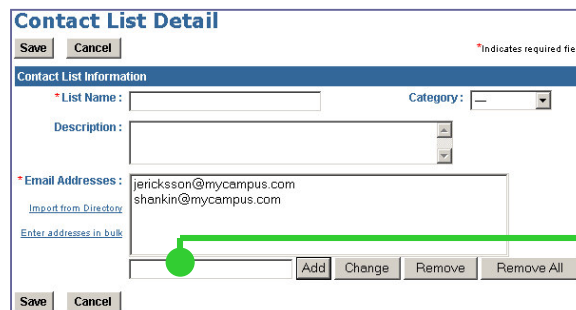
2. COMPOSE AN E-MAIL

Once the desired contacts are listed in the Collection Box, select **Compose Email** from the drop-down list and click **GO**. The **Compose Mail** page will be displayed with the “To” address field pre-populated. Edit and send your message as you normally would.

OR

2. CREATE A DISTRIBUTION LIST

- Once the desired contacts are listed in the Collection Box, select **New List** from the drop-down list and click **GO**.
The Contact List Detail page will be displayed.
- In the **Contact List Detail** page, add additional E-mail addresses as desired to this list.



Contact List Detail

Save Cancel

Contact List Information

* List Name: [] Category: []

Description: []

* Email Addresses: jericksson@mycampus.com
shankin@mycampus.com

Import from Directory

Enter addresses in bulk


Add Change Remove Remove All

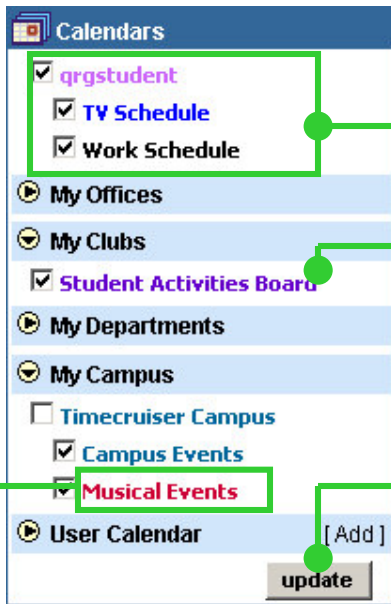
Save Cancel

- Supply a name for the list as well as a description and / or category if desired.
- Click **Save** when complete.

Type an E-mail address in here and click **Add** to add the address to the list.

CALENDARS

Calendars give you a 365-day view. You can select which calendars you want to view and have events from them displayed at once. Create events for a calendar, share it among other calendars, and invite other people to your event. Click the **Calendars icon**  in the **QuickBar** to get started.



The screenshot shows a sidebar with various calendar categories. A green box highlights the 'My Offices' section, which includes 'TV Schedule' and 'Work Schedule'. Another green box highlights the 'User Calendar' section at the bottom, which has an 'update' button. A third green box highlights the 'Musical Events' checkbox.


INCLUDING CALENDARS INTO THE VIEW


Calendars listed here are your personal calendars.


Calendars listed under headings correspond to calendars in your different communities (note headings collapse / expand to show and hide calendars).


Place a check next to desired calendars and click **update** to include their events in the view.

CALENDAR TOOLS

-  **Calendar Admin** – click this option to add new / edit existing / delete calendars, and manage access control of your personal calendars.

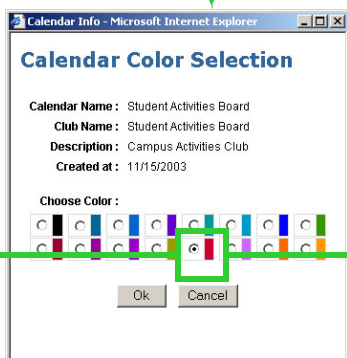
-  **New Event** – lets you create an event with full details (including repetitions) and invite others to the event

-  **Quick Add** – lets you create an event quickly by supplying minimal information

- Click the  icon of an event you wish to edit.

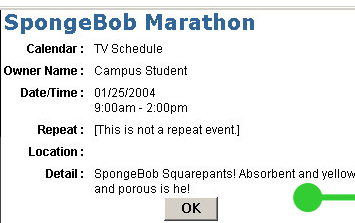
- Place a check next to an event and click **Delete** to delete the event.

To change the color of a calendar and its events, click on the calendar name and access the **Color Selector**.



The dialog shows 'Calendar Name: Student Activities Board' and 'Club Name: Student Activities Board'. It features a 'Choose Color:' section with a grid of color swatches. A green box highlights one of the color swatches.

Select a radio button, then click **Ok**. The color for the calendar (and its events) will be changed.

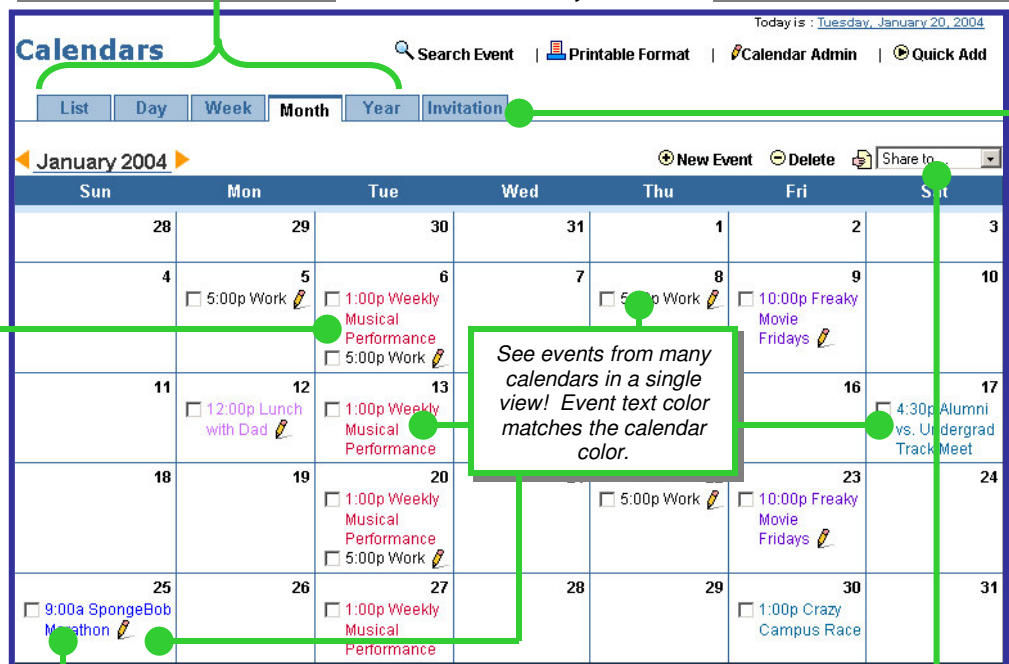


The pop-up window shows details for a 'SpongeBob Marathon' event. It includes fields for 'Calendar', 'Owner Name', 'Date/Time', 'Repeat', 'Location', and 'Detail'. A green box highlights the 'Detail' field.

Click the **List, Day, Week, Month** or **Year** tab to change the calendar layout.

Once **update** is clicked, events from the included calendars become visible in the calendar layout.


Click the **Invitation** tab to begin managing all sent / received invitations.



The main calendar view shows a monthly grid for January 2004. It includes navigation tabs (List, Day, Week, Month, Year, Invitation) and a search bar. A green box highlights the 'Month' tab. Another green box highlights the 'Invitation' tab. A third green box highlights the 'Share to' dropdown menu. A fourth green box highlights a specific event on the calendar.

See events from many calendars in a single view! Event text color matches the calendar color.

Click the name of an event in your calendar to view its details in a pop-up window.

Sharing events to a personal calendar lets you clear the calendar from view, yet still see its event. Check desired community events, then select the calendar where it should be shared with the  **Share to** drop-down box.