

## Appointments vs Meetings

With the calendar feature included in OWA Light, you can participate in collaborative calendaring from your web browser. You can schedule meetings with others and block off times in your calendar when you expect to be busy, free, tentative or out of the office. You can set reminders for yourself so that you are notified a few minutes before an appointment or meeting starts. Appointments or meetings can be for a single event or a recurring event that you enter once and are automatically populated throughout your calendar. Any dates booked will be bolded on your calendar. You can also modify or delete appointments and meetings as your schedule changes.

With Calendar Options, you can modify the layout of your calendar to fit your schedule. OWA Light only lets you view your calendar one day at a time but you can click on the arrows and dates on the small calendar to bring any day into view and return to the current date by clicking Today on the calendar's horizontal navigation bar.




**Appointments** are activities that you schedule in your calendar. They may or may not involve other people and will only appear on your calendar.

**Meetings** are appointments where two or more people participate. You can specify which participants are required and which are optional. Those you invite will get an email message with an invitation to the meeting and can accept, tentatively accept or decline. You will receive email responses to your meeting invitations and can view the status of all attendees on the meeting's tracking tab. Meetings will appear on the calendars of all meeting participants on BGSU's email system.





When scheduling a meeting, you also have the option of reserving resources (e.g. meeting room ) in your area by perform a search on an 'Address Book' of All Rooms.

## Scheduling

### Scheduling an Appointment

1. In the navigation pane on the left-hand column of any page, click  **Calendar**.
2. Click the  **New Appointment** icon
3. Enter the Subject and Location.
4. Click on the Start time and End time item menus to display a list of options; then click the appropriate one.
5. If you wish the time to appear in your calendar as Free, Tentative or Out of the Office instead of Busy, change that under Show time as.
6. Click in the additional notes text area if you want to add any notes.
7. Click  **Save and Close**.

### Scheduling a Meeting

1. In the navigation pane on the left-hand column of any page, click  **Calendar**.
2. Click the  **New Meeting Request** icon.
3. For Required and Optional invitees, enter the login name(s) in the appropriate fields OR click on the link associated with the field to open the **Address Book**  and perform a search.
4. Enter the Subject and Location.
5. Click on the Start time and End time item menus to display a list of options; then click the appropriate one.
6. If you wish the time to appear in your calendar as Free, Tentative or Out of the Office instead of Busy, change that under Show time as.
7. Click in the additional notes text area if you want to add any notes.
8. Click  **Send**.

**OWA  
Light**  
web email client  
(<http://mail.bgsu.edu>)





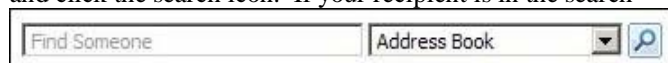
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419-372- 0999  
<http://www.bgsu.edu/its/tsc/>


## Working with Email

### Create and Send a Message


1. Click the Inbox folder.
2. Click the **New Message**  icon
3. Enter the e-mail address(es) in the To, Cc, or Bcc fields  
OR click on the **Address Book**  icon next to those fields to open the Global Address Book. To search it, enter a few significant characters (e.g. last few letters of the last name) and click the search icon. If your recipient is in the search

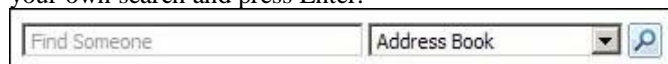


results, click the checkbox next to select it and then click the To, Cc, or Bcc buttons on the Address Book page. Repeat this step for each recipient. Then click 'Close' to close the Address Book.




4. Click in the text area of the Subject field and enter a Subject.
5. Click in the message window and type your message.
6. Click **Send** .

### Using the Address Books

The Global Address Book contains all users with BGSU email accounts and office email accounts. To open it, click the **Address Book**  or, on the horizontal navigation bar at the top of every page, replace the text 'Find Someone' with your own search and press Enter.




To add a contacts to your Personal Address Book:


1. In the navigation pane on the left-hand column of any page, click **Contacts** .
2. In Contacts, click the **New Contact** .
3. Fill in the desired fields in the contact form.
4. Click  **Save and Close**.

To search for a contact you have added to your address book, change the menu option to Contacts before you perform an address book search.

## Working with Attachments

### Send an Attachment

1. To attach a file to your message, click the link next to the Attachments  icon. A form for locating the attachment will appear on the left column.
2. Click the browse button to locate the file you want to attach.
3. When done, click the Attach button.
4. If you have more than one file to attach, click browse button to locate the file you want to attach for each additional attachment.

To remove an attachment from a message you are sending, check the box next to the file and click  Remove.

To open an attachment:


1. Click on the file to open it. A File Download window will appear prompting you to open or save the file.
2. Click "Open" to view the file or click "Save" to keep a copy of the file on your system.


To view an attachment without opening it, click on Open as Web Page.

### View a Message

You may only view an OWA Light message in the Reading Pane. By default the Reading Pane is turned on and displays in the right column.

### Delete a Message




1. Click the check box next to the message to select it.
2. Click the  delete icon.

\* To delete several messages check the box next to all messages you wish to delete, and click the  delete icon.

*Note:* All deleted messages are placed in the Deleted Items folder. To empty it, use the techniques described for deleting messages

## Email Signatures



### Reply To or Forward a Message

1. Open any message from any mailbox OR highlight text within the Reading Pane of an open message
2. Click **Reply**  to reply to the sender, click **Reply to All**  to reply everyone who received the original message or click **Forward**  to send a copy of the message to someone else.

### Print a Message


1. Open the message to be printed.
2. Go to the File menu on your browser and select Print. This will open up your Print Dialog Box so you can print the message.  
*Note:* OWA Light has no print functions within the application.

### Create a Signature for Messages

1. Click **Options**  on the horizontal navigation bar at the top of every page.
2. If you don't see E-mail Signature, click 'Messaging' in the left-hand column of links. E-mail Signature is the second item in the Messaging grouping.
2. Use the text box to create your signature.
3. If you want your signature included on all messages, click the checkbox below the signature you have created.
4. Click the  **Save** button at the top of the Options window and you should get the response "Saved successfully."

**Note:** To help protect your email account, close all browsers when you log off.

When you start using OWA Light, avoid the temptation to hit the browser's back button. Instead use the buttons within the application (e.g. Done, Close) to navigate.

For more information about OWA Light, see the online help  or go to Email Self Help at: <http://www.bgsu.edu/its/tsc/self-help/page9613.html>