

Appointments vs Meetings

With the calendar feature included in OWA, you can participate in collaborative calendaring from your web browser. You can schedule meetings with others, block off times 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 set the layout of your calendar to fit your schedule. You can set the days in your work week, the begin and end times of the work day and view your calendar in 15 minute intervals instead of 30.





Appointments are activities that you schedule in your calendar. They may or may not involve other people but 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. You will search for the resource by clicking on the Resources link in the Meeting Request form and perform a search on an 'Address Book' of All Rooms.

Scheduling

Scheduling an Appointment

1. In the navigation pane on the bottom left-hand column of any page, click  **Calendar**.
2. Click the  **New** icon
OR click the down-arrow beside the  **New** and select "Appointment".
3. Enter the Subject and Location.
4. Click on the Start time and End time date menus to display a calendar; then click the appropriate date. On the start and end time menus, type in the desired time or select it from the menu.
5. Check or uncheck the Reminder option.
6. Enter any additional notes in the text area.
7. Click  **Save and Close**.

Scheduling a Meeting

1. In the navigation pane on the bottom left-hand column of any page, click  **Calendar**.
2. Click the  **New** icon and select  **Invite Attendees** OR click the down-arrow beside the  **New** and select "Meeting Request".
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.
4. Click on the Start time and End time date menus to display a calendar; then click the appropriate date. On the start and end time menus, type in the desired time or select it from the menu.
5. Check the Reminder option if you want invitees to receive a reminder a few minutes before the meeting starts.
6. Enter any additional notes in the text area.
7. Click  **Send**.

**OWA
premium
web email client
for IE 6 or later
(<http://mail.bgsu.edu>)**








*Bowling Green
State University*


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110 Hayes Hall - BGSU
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<http://www.bgsu.edu/its/tsc/>

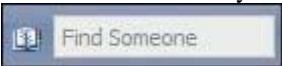
Working with Email

Create and Send a Message




1. Click the Inbox folder.
 2. Click the **New**  icon
- OR click the down-arrow beside the **New**  and select “Message”
- OR enter a [Ctrl + N].
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 entry to select it and click the To, Cc, or Bcc buttons at the bottom of the Address Book. Repeat this step for each recipient. Then click OK to close the Address Book.
4. Press Tab until you reach the Subject field and enter a Subject.
 5. Press Tab to get to 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 bottom left-hand column of any page, click **Contacts** .
2. In Contacts, click the **New**  or click the down-arrow beside it and select “Contact”
3. Fill in the desired fields in the contact form.
4. Click  **Save and Close**.

Working with Attachments

Send an Attachment

1. To attach a file to your message, click the attach file  icon. An Attach Files pop-up window will appear.
2. If you have more than one file to attach, click ‘Choose more files’ for each additional attachment.
3. Click the browse button(s) to locate the file(s) you want to attach.
4. When done, click the Attach button.

To remove an attachment from a message you are sending, click the file to select it and press Delete.



To view/open an attachment:

1. Double-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.


View a Message

You may view an OWA message in a separate window by double-clicking on it or you can view it in the Reading Pane. By default the Reading Pane is turned on and displays in the right column. You can move it to the bottom of the page or turn it off.

To specify Reading Pane display options:

1. Click the **Mail**  button on the bottom left-hand column of any page.
2. Click the **Reading Pane**  or the down-arrow beside it and select Right, Bottom or Off.

Delete a Message

1. Click the message to select it.
2. Press the Delete key, do a [Ctrl + D] or click the  delete icon.

* To delete several messages grouped together, click on the first message to select it, then hold down the shift key and select the last message.




* To delete several messages that are not grouped together, hold down the control key and select each

Email Signatures


message to be deleted.

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




Reply To or Forward a Message

1. Click on the message in any mail folder to select it OR highlight text within the Reading Pane OR from within the pop-up window that contains the original 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. Click **Print** . This will open up your Print Dialog Box so you can print the message.

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 and tools on the menu to create your signature. Check out the customize  tool for additional features you can select and add to the tool bar.
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.

For more info see  or Email Self Help at: <http://www.bgsu.edu/its/tsc/self-help/page9613.html>