Log onto the Staff Portal and click the **Staff Mail** link.

### Calendars

1. Select **Calendar** from your navigation bar.

### Events

Calendar events can be **meetings**, **appointments** or **reminders**. **Meetings** are events where you **invite others**. **Appointments and reminders** are events that are **only for you**, for example dentist appointments or picking up the dry cleaning. Appointments and reminders are created the same way.

### View your calendar

Your calendar can be **viewed** four different ways: **Day**, **Work week**, **Week**, and **Month**. This can be changed at any time by selecting your preferred option in the upper left hand corner of the window. Should you view by month you will also see a **summary** of the day’s events by selecting the relevant day.
Create an Event

1. Select new event
   Or double click on the date and time you would like to create the event.

2. Add the event details
   1. Event name
   2. Location, you can select a room by using the add room button
   3. Attendees (if it is a meeting)
   4. Start date, time and duration.
      If you have chosen new event it will default to the current date and time. If you have clicked on a specific date and time, it will show as the default option.
      You can change this as needed.
   5. Select the Show as option required, this will default to busy, you may select another option as needed
   6. If it a Repeat event (reoccurring) select from the drop down options otherwise leave the default as Never

7. Enter any relevant text as required.

3. To Send select Save or To Cancel select Discard
Quick event view

For events that you create, you will be able to view the details in a pop up, simply by clicking once on the event. From here you can also Edit the event details, Cancel it and track the Responses for the invitees.

For events that you have been invited to you will be able to respond to invitations from here as well as in the email invitation.

Printing a calendar

1. Select the date you would like to print
2. Select Print in the upper left hand side of the window

By default, the current calendar date will be selected, the view will be the current view, and the print range will be the defined work day.

3. Select the print criteria required
   1. Calendar option; this will default to your calendar if you have shared calendars
   2. View options; day, week, work week, month
3. **Layout** options; standard (as per following picture) or agenda layouts vertical or horizontal

4. **From** and **To** time ranges

5. **Print detailed agenda and calendar** if more details is required

4. Select **Print** or **Cancel** if required