



Calendar

Help Documentation

Calendar

To better understand the different areas of the calendar section, please refer to the diagram below:

The screenshot shows the SmarterMail Enterprise 8.0 calendar interface. At the top, the text "SmarterMail Enterprise 8.0" is on the left and "user@example.com | Reminders | Logout | Help" is on the right. Below this is a navigation bar with "My Calendar" selected, and buttons for "New", "Actions", "View", and "Print". A search box is on the right. Below the navigation bar are view options: "Daily", "Weekly" (selected), "Monthly", and "All Appointments". The main content area shows a weekly view for "Week of Sunday, February 13, 2011". A "Today" button is present. The calendar grid shows events for each day from Sunday to Saturday. Annotations include a red box labeled "Calendar Selector" pointing to the "My Calendar" dropdown, and a green box labeled "Content Pane" pointing to the main calendar grid area.

Sunday Feb 13	Monday Feb 14	Tuesday Feb 15	Wednesday Feb 16	Thursday Feb 17	Friday Feb 18	Saturday Feb 19
☀️ 62° 44°	☀️ 60° 43°	☀️ 75° 53°	☀️ 71° 51°	☀️ 60° 43°	☀️ 62° 43°	🌧️ 60° 44°
	9:00 AM - 10:00 AM SEM Webinar (Conference Room #2) 11:00 AM Start: Define Email Marketing Plan 12:00 PM - 1:00 PM Company Lunch Meeting 3:00 PM - 4:00 PM Final Interview with New CS Hire (CS Manager Office)	Monitor New Customer Support Rep 9:00 AM Due: Define Email Marketing Plan 3:00 PM - 4:00 PM Email Marketing Plan	8:15 AM - 9:15 AM Finance Meeting 12:00 PM - 1:00 PM Return Rental Car 2:00 PM - 3:00 PM Dentist Appointment	3:00 PM - 4:00 PM Sales Team Meeting 4:00 PM Start: Review Sales/Marketing Goals 5:00 PM Due: Review Sales/Marketing Goals	9:00 AM Start: Move to new Office 2:00 PM Due: Move to new Office 4:00 PM - 6:00 PM Take Kids to see Gnomeo & Juliet (Harkins down the street)	