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Help Documentation

## Calendar Overview

SmarterMail's calendar feature takes the burden out of organizing your schedule and is accessible from any desktop, laptop or mobile device with Internet access. SmarterMail's calendar system is extremely flexible and includes many options that make it easy to keep track of important events, including:

- Ability to create and sync multiple personal calendars.
- Fully configurable appointments with optional recurrence rules.
- Email notification and notification within SmarterMail of upcoming appointments.
- Overlay view to display multiple calendars, tasks and conference rooms on the same calendar.
- Attendee and invitation status tracking.
- Conference room availability and scheduling.
- Availability information about attendees (Enterprise Edition only).
- Integration with Outlook (Enterprise Edition only).

To access your calendar, click the Calendar icon . Depending on your account settings, the daily, weekly, monthly, or all appointments calendar view will load. To view multiple resources at once or to toggle between views, use the Resource Selectors (dropdown menu options at the top of the content pane toolbar) and check the desired resource. Items found in these dropdowns are based on a user's personal calendars and task list and any domain/user shared resources that have been mapped.

For help understanding the different areas of the calendar, see the calendar interface diagram .

## Navigating Your Calendar

When you view your SmarterMail calendar, you can toggle between four different views:

- Daily - The daily view is a planner-type view that displays all appointments scheduled for the day. If configured, this view also displays the weather forecast for the date you are viewing and any applicable start or due times for tasks.
- Weekly - The weekly view is intended as more of an agenda-type view and displays all appointments scheduled for the week. If configured, this view also displays the 7-day weather forecast and the start and due dates for tasks.
- Monthly - The monthly view displays all appointments and tasks scheduled for the month. It serves as an at-a-glance type of calendar that outlines a general idea of the upcoming events over the next 30 days.
- All Appointments - The all appointments view lists all appointments on your calendar and can be sorted by the appointment subject, start date, or end date.

There are a couple of ways to differentiate between different appointment types and events:

- Each resource can be given its own color in the Calendar Settings .
- All-day appointments are denoted with a triangle.
- Recurring events are denoted with a curved arrow.

In general, the following options are available in the content pane toolbar:

- New - Creates a new appointment.
- Actions -
  - Add to Outlook - Click this button and select Add to Outlook to import all calendar appointments to Microsoft Outlook. Note: The ability to add your calendar to Outlook is only available in SmarterMail Enterprise and SmarterMail Free editions.
  - View -
    - Filter - Filtering appointments allows you to view all of your appointments, including ones that are recurring or all day, or to only view appointments in particular categories.
    - Overlay Calendars - When unchecked, adjusting the Resource Selectors will toggle views rather than overlaying resources to view multiple resources at one time.
    - Print - Prints the data displayed in the current calendar view.

## Viewing Calendar Event Details

When looking at your calendar in webmail, and viewing your appointments by day, week or month, only the barest details are initially displayed in order to save space. However, there may be times when you want to view more information about a specific appointment. You can do this one of two ways:

First, double clicking on an appointment will open it in a pop-up window. That pop-up window displays the full appointment details just as it does when you create a new appointment, and, if you were the original creator of the appointment, you can edit it as needed. If the appointment was created by someone else, that is denoted at the top of the pop-up window and you are not able to edit the appointment details.

Additionally, simply moving your mouse over a specific appointment in your daily, weekly or monthly view will display the details of the appointment in a call out. The call out will display the subject of the meeting as well as the time and any location data.