CQUniversity CQUniversity Mail Help

Getting Started with CQUniversity Calendar Basics for CQUniversity Students

How to access your Calendar	p. 1	Calendar View	p. 2
Create a New Event	p. 2	Recurring Meeting	р. З
Set a Reminder	р. З	Print your Calendar	p. 4

The online **Calendar** in CQUniversity Mail enables students to schedule study sessions and events with other students and their friends. Below is some information to help students start using their online **Calendar**.

How to find your online Calendar?

Students can access their online Calendar from the "My Calendar" application in the My.CQU Portal.

- 1. Log into the My.CQU Portal <u>http://my.cqu.edu.au</u>.
- Students should see a box within My.CQU that shows their personal online calendar. This is called the "My Calendar" application (pictured right).
- 3. To open the full version of your Calendar, click the "Launch Calendar" icon.

Further information about using the "My Calendar" application is <u>available online</u>.

4. A new window will open displaying your CQUniversity Calendar (example pictured below).

Note: Students can also access their Inbox and Online Docs by clicking on the "**Mail**" and "**Documents**" options in the top-left corner of the Calendar window.



Mail Calendar Documents						s0056147@test.cqum	ail.com <u>Settings</u> v <u>Help</u> <u>Sign ou</u>
	S	Search my calendars Show search options					
niversity							
Create event Quick add	Today 🔹 🕨 Jan 9 - 15 2011					Print <u>Refresh</u> Day	Week Month 4 Days Agenda
January 2011	Sun 1/9	Mon 1/10	Tue 1/11	Wed 1/12	Thu 1/13	Fri 1/14	Sat 1/15
SMTWTFS	0117-40	test google apps					
26 27 28 29 30 31 1	5am						
2 3 4 5 6 7 8							
16 17 18 19 20 21 22	6am						
23 24 25 26 27 28 29							
30 31 1 2 3 4 5	7am						
My calendars 📃							
s0056147@test.cquma 🔽	sam						
Tasks 🔽	9am						
Add Settings							
Other calendars	10am					10 - 11 10 - 11	
Add a coworker's calendar						New Event Online ECON Exam	
Australia	11am						
Australian Holidays							
Line - Annual	12pm						
	1pm				1p - 2p		
					Accounting Workshop		
	2pm						
					2:30p - Group Assignment		
	3pm						



Getting Started with Calendar for Students (continued)

Change the view of your online Calendar

When you open the full version of your online calendar, it displays a weekly view with the current day highlighted.

- 1. To change your calendar view, click the tabs in the upper-right corner of the view.
- 2. Alternatively, click "**Settings**" option located in the top-right corner of the Calendar window.

Select the "**General**" tab and students can customize the calendar settings by changing the date and time formats, the day the week starts on, and whether to show weekends.

Quiversity				Search my ca	alendars Show search op	dena		
Create event Quic	k add	Teday	Jan 10	- 14 2011	C Print Refresh	Day Week	Month 4 Days	Agend
January 2011	00		Men 10/1	Tue 11/1	Wed 12/1	The 131	Fri 14/1	/
SMTWT	FS	GMT+10						
26 27 28 29 30	31 1							
2 3 4 5 6	78	10am						
9 10 11 12 13	14 15							
10 1/ 18 19 20	21 22	11am						
30 31 1 2 3	4 5							
My calendars		12pm						
c9999999@cqumail.c	com 🖬	1pm						
Tasks								
Add Settings		2pm						
Other calendars								
Add a coworker's calend	for .	3pm						
Australian Holidays								
Add ¥ Settings		4pm						
		shu						

Calendar Settings	
General Calendars Mobil	e Setup
« Back to calendar Save	Cancel
Language:	English (US)
Country:	Australia
	(choose a different country to see other time zones)
Your current time zone:	(GMT+10:00) Eastern Time - Brisbane Label:
	Display all time zones
	Show an additional time zone
Date format:	31/12/2011
Time format:	1:00pm
Week starts on:	Sunday 💌
Working hours	Show a warning to other people when they invite me to an event outside my working hours:
	Sun Mon Tue Wed Thu Fri Sat
	9:00am to 5:00pm 8 hours
Show weekends:	O Yes
	No

Create a New Event

 Click "Create event" located on the left of the event details page.

Alternatively, click a spot on the calendar and drag to create an event of more than 1 hour. Then type the event title in the box.

 Click "Create Event" to immediately publish the event or click "Edit event details" to continue setting up the event.





Getting Started with Calendar for Students (continued)

- Enter details such as recurrence, attendees, an agenda and a reminder.
- 4. Click "Save".

Recurring Meeting

- 1. Open the meeting.
- 2. Select the "Repeat" check-box.
- Choose from the different options on the Repeat window (example right).
- 4. Click "Done".

Set an Event Reminder

- 1. Open the meeting.
- In the Event Details tab under Reminders, click
 "Add a reminder".
- Choose the type of reminder you want (pop-up or email message) and when you want to receive it.

Remove the reminder you do not want by clicking on the blue cross.

4. Click "Done".

Reminder Settings for a full Calendar

- In the top-right corner of the window, select "Settings" and "Calendar Settings".
- Click the "Calendar" tab and select the "Notifications" link for the calendar.



Back to Calendar		
Ity Colendars Calendars I can view and modify	SHOW IN LIST	NOTIFICATIONS
= s0056147@test.cgumail.com	R	Notifications
Social	되	Notrications
Tasks	R	



Getting Started with Calendar for Students (continued)

3. In the Event reminders section, click "Add a reminder".

Iniversity

AUSTRALIA

 Students can choose the default settings for event reminders. For example, students can be reminded of events in their online calendar by email and/or a pop-up message.

s0056147@test.cqumail.co	m Details	
Calendar Details Share this Calendar Details	alendar Notifications	
« Back to calendar Save Ca	ancel	
Event reminders: Unless otherwise specified by the ind	dividual event.	No reminders set Add a reminder
By default, remind me via	Email I 10 minute Pop-up I 10 minute Add a reminder	before each event <u>remove</u> before each event <u>remove</u>

Click "Remove" to cancel a reminder.

5. Click "Save".

Print your Calendar

- 1. Students can select the calendars they want to print from their **My Calendars** list (pictured right).
- 2. In the top-right corner of the calendar, select the view that you want to print. *For example*, the day or week.

Thu 1/20

Print Refresh

Fri 1/2'

Day Week Month 4 Days Agenda

Sat 1/22

C	U R	ivei	sity	r				
Create event Quick add								
<u>Jan</u>	uar	y 20	11		E			
s	М	т	w	т	F	s		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		
Му	cale	enda	ars			Ε		
s0(0561	47@)test	.cqu	ma	. 🗖		
So	cial							
Ta	ake							

3.	Click "Print".	

Ned 1/19

 In the Clandar Print Preview window, students will be able to select from a font size, page orientation and other options.

Select the options you want and then click "Print".

	Sun 1/16	Ren 1/17	Tucl/18	an Holiday's 50r	Thu 1/20	niva	Set22
12.00							
259							
190							
-414	England (201 e Australis (201 1:20pm- 7:20pm					England e Australia 1:20pm- 7:20pm	
29.00							
	-					-	
-							
69.M						-	
194							
	\square						
28.0							
1894							
			_				
Ize		Norma					
atio	on:	Auto	•				
eve lec	ents you lined.	V					
e v	Vhite:						