

Manual: HfMT E-MAIL

IT SERVICE CENTER

FON: 040.428482-390

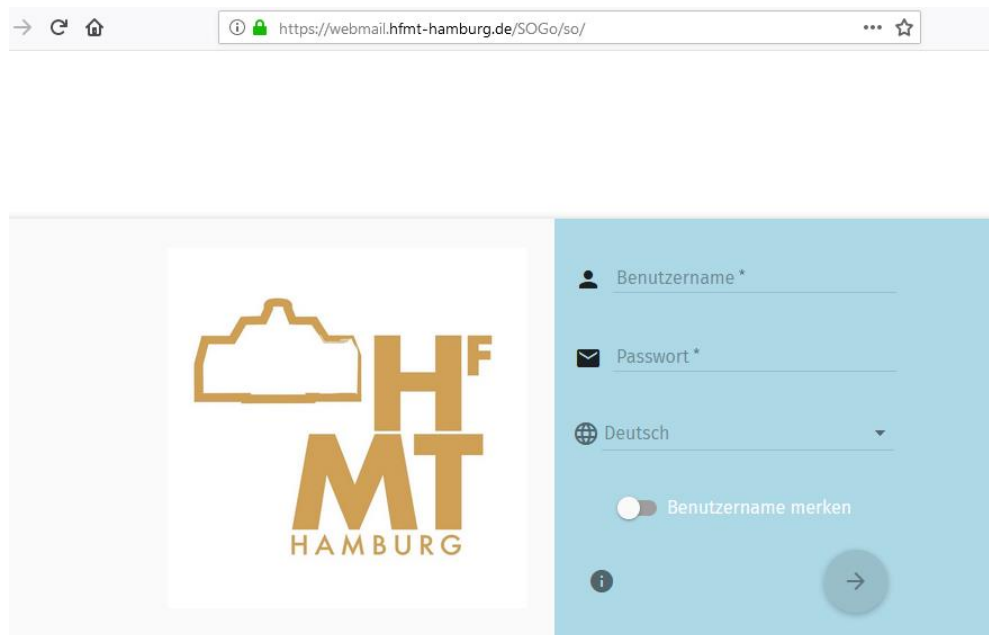
EMAIL: email@itsc.hfmt-hamburg.de

HfMT Hamburg Harvestehuder Weg 12 20148 Hamburg

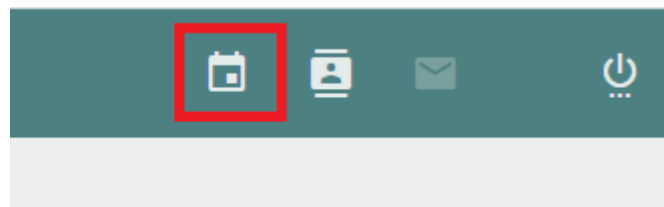


This manual will show how to use the calendar inside the HfMT Webmailer.

Open the webmailer via <https://webmail.hfmt-hamburg.de/> and log in with your HfMT username (starting with "mt") and your corresponding password. Once you have entered the data, click on the arrow symbol.



By default you are directed to the calendar view. If not you can navigate to the calendar by clicking on the calendar symbol in the upper right corner.



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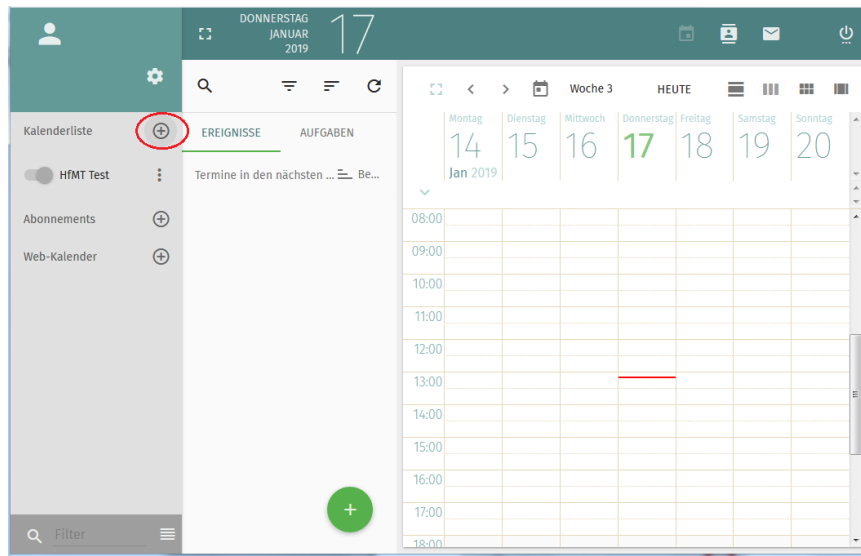
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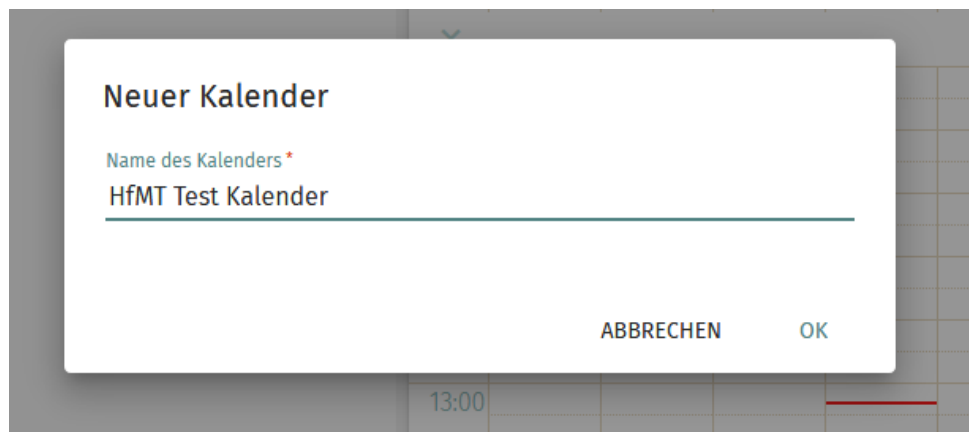
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Click on the + symbol besides „Calendars“ to create a new calendar.



Choose a name for your calendar.



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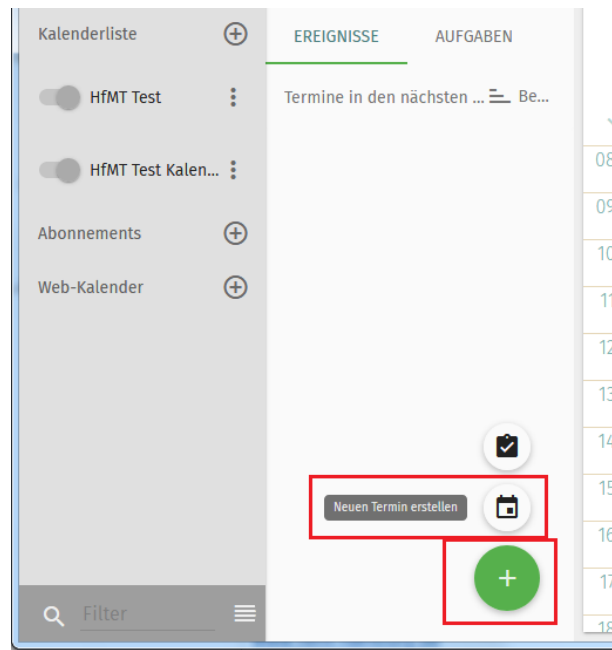
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To create a new event, click on the green + symbol at the bottom and then on the lower symbol saying „Create a new event“.



Fill in your data, **make sure to select the right calendar.**

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If you want to share your calendar, pay close attention to the privacy settings. By default a calendar and its events are only visible for yourself, even if you choose “public” for your event.

Titel *
Kaffee trinken

Ort Hochschule Kalender HfMT Test Kalender

Beschreibung

Kategorie hinzufügen

Öffentlich Vertraulich Privat

Choose further settings as you like, if you want to invite a user you can select suggestions from the global address book as soon as you enter the first few characters of a name. Finally click on „save“.

Titel *
Kaffee trinken

Verabredungsbenachrichtigungen senden

+ Anhang

Ganztägiger Termin Zeige Zeit als Verfügbar

Von 21-Feb-19 Bis 21-Feb-19

Wiederholen wiederholt sich nicht

Teilnehmer einladen

Erinnerung

ABBRECHEN ZURÜCKSETZEN **SPEICHERN**

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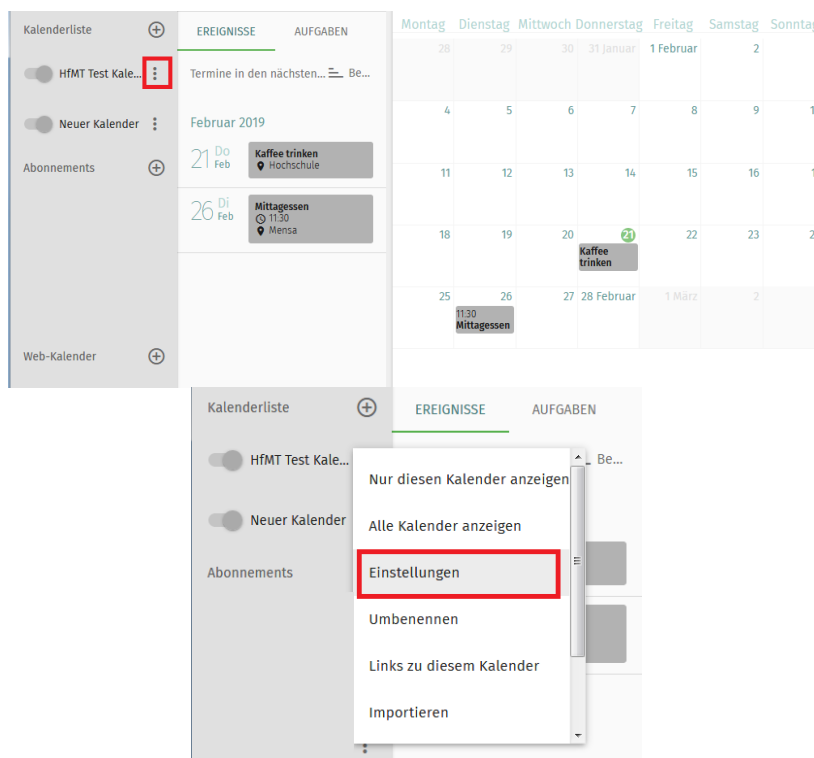
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When you have a lot of calendars and events and want to improve the general overview you can change their individual colors. For this, click on the three dots besides a calendar and choose „settings“.



Click on the paint bucket to select a color, then click „save“.

Name
 HfMT Test Kalender

- In der Verfügbarkeit einschließen
- Zeige Erinnerungen
- Zeige Aufgaben
- Synchronisieren (Microsoft Enterprise ActiveSync)

- E-Mail erhalten, wenn ich meinen Kalender verändere
- E-Mail erhalten, wenn jemand anderes meinen Kalender verändert
- Wenn ich meinen Kalender verändere, schicke eine E-Mail an

E-Mail-Adresse
.....

ABBRECHEN **SPEICHERN**

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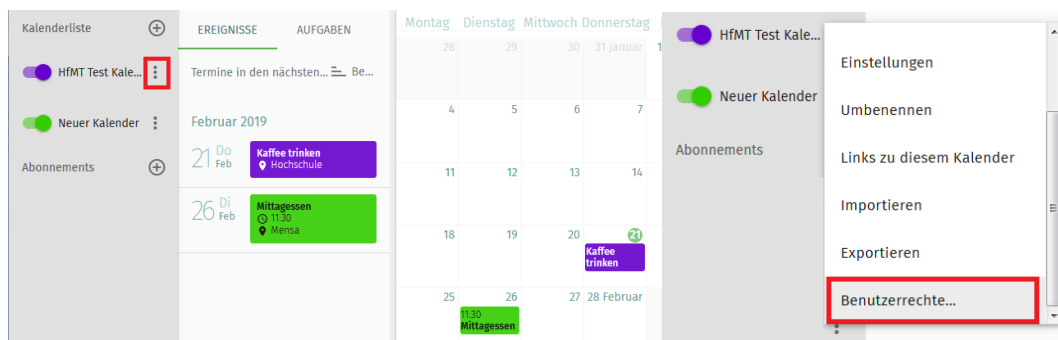
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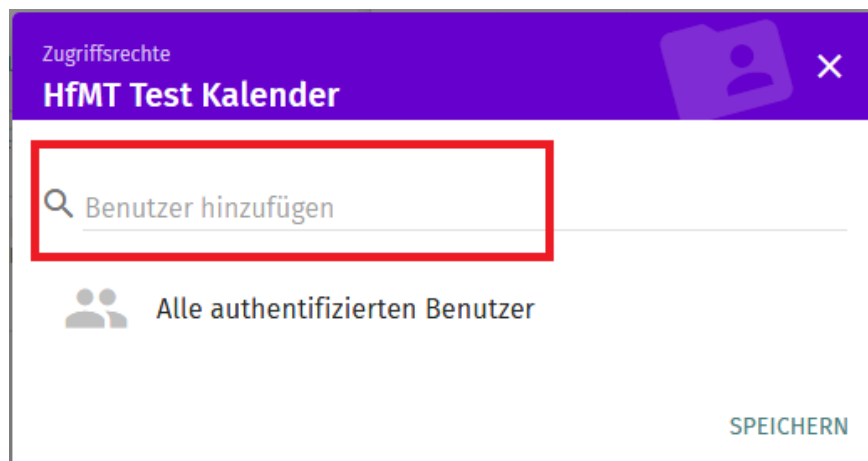


Great! Now your calendar is colorful and clearly readable.

If you want to share a calendar with other users, click on the three dots besides it and select „sharing“.



By default you see „Any authenticated user“, which refers to the global address book. But it's more likely that you want to share your calendar only with selected persons. For this add users via the input box.



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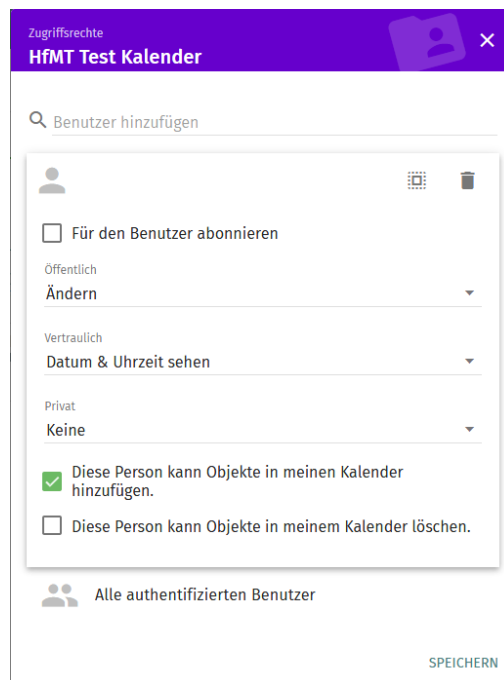
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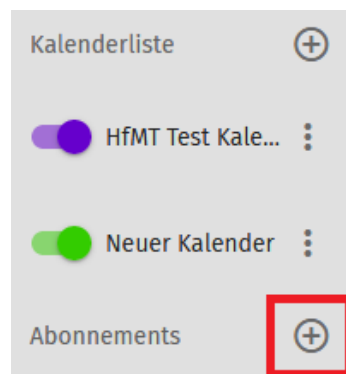
A menu opens, here you can choose the individual privacy settings for the selected user.

„Subscribe user“ – If you check this box the calendar is automatically added to the user's overview, please ask the person beforehand if you may do this.

Select the your settings of choice and finally click on “save”.



If you want to subscribe to a shared calendar, click on the plus sign besides „Subscriptions“.



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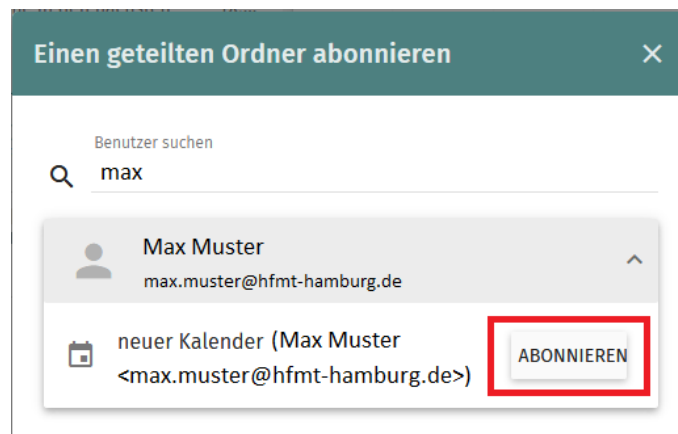
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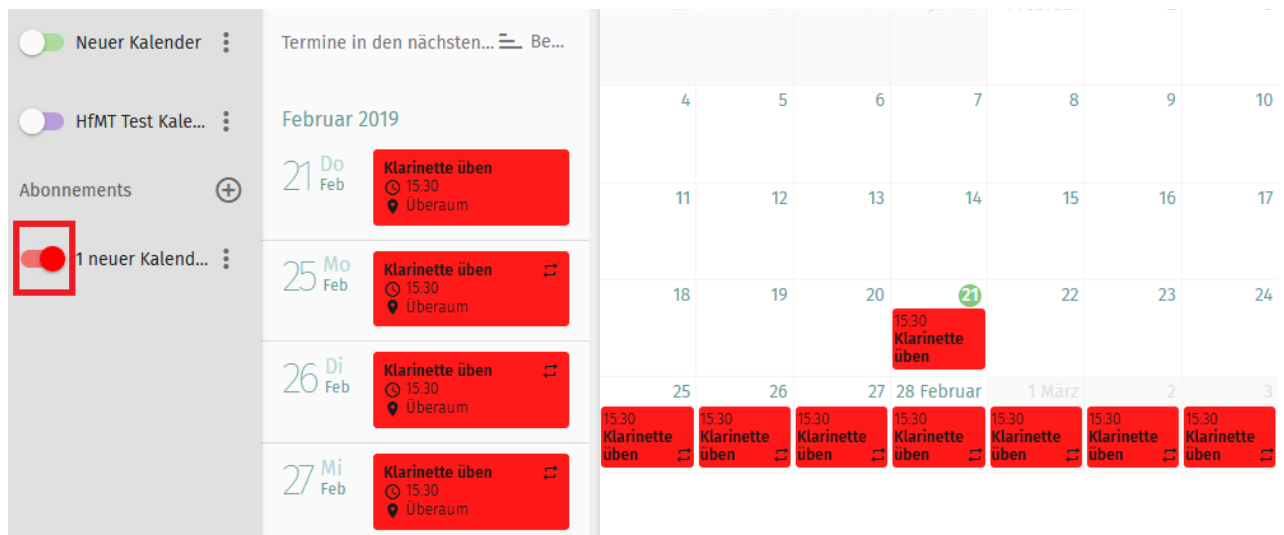
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Search for the person that shared the calendar, you should now be shown said calendar, click on „subscribe“.



Now you should be able to see all the shared events, if you want to hide them, click the switch besides the calendar name.



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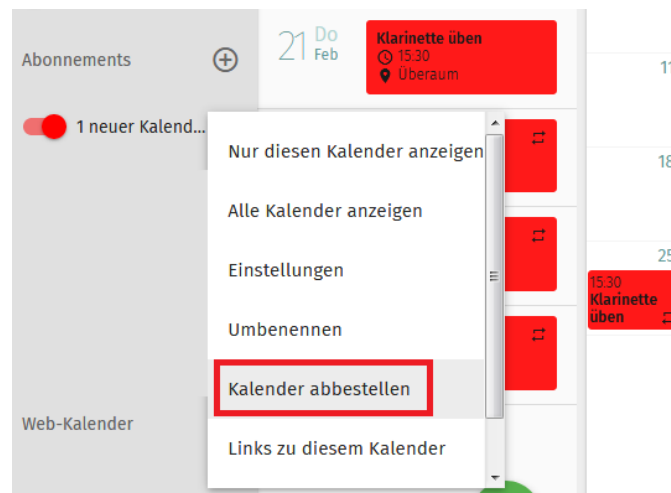
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If you want to unsubscribe a calendar, click on the three dots and then click „unsubscribe“.



Congratulations and happy working!!!

Your IT Service Center Team