Webmail Plus Calendar

The Webmail Plus calendar is an important tool to help you manage your time, audit time sheets, and verify the database. As a Mentoring for Success Program peer mentor, you will be required to regularly update a calendar shared with the Peer Mentor Training and Advising Committee (TAC) members, the Mentoring for Success Program office staff, and the Mentoring for Success Program director. Refer to “Peer Mentor Policies and Procedures Manual” for a list of things that should be included in your Webmail Plus Calendar. This tutorial will demonstrate how to create, share, and maintain a calendar.

Accessing the Calendar:

1. To access the Webmail Plus calendar, you must first log in (with your Bronco NetID and password) to your GoWMU account at [http://gowmu.wmich.edu](http://gowmu.wmich.edu). Once logged in, click the icon labeled “Webmail+” at the top right-hand corner of the page.

   ![Webmail Plus login screen]

   (You can alternatively access Webmail Plus directly from the following link: [http://webmail.wmich.edu](http://webmail.wmich.edu).)

2. Webmail Plus should pop up in a new browser window. Webmail Plus defaults to your inbox, so you should see your emails as you normally would. Click the “Calendar” tab to access your Webmail Plus calendar. Your calendar will be blank if this is the first time you are accessing it.

   ![Webmail Plus calendar screen]

   Click the “Calendar” tab.
Navigating the Calendar’s Interface:

Now would be a good time to familiarize yourself with the calendar. The calendar menu will be covered from left to right, with each point in the list corresponding to a number on the menu below.

1. The “New” tab allows you to create a new appointment or calendar item, or to access one of the numerous Webmail Plus functions not covered in this tutorial.

2. The “Refresh” tab will reload all of your calendars. This is potentially useful because shared calendars may change as they are updated while you are viewing them.

3. The “Delete” tab will remove any selected appointments.

4. The “Move” tab allows you to move an appointment to a different calendar (if applicable).

5. The “Print” tab will print the currently viewed calendar.

6. The “Tag” tab allows you to organize your appointments by labeling them with “tags.”

7. The “View” drop-down menu will give you the option to change from work week (default) to daily, weekly, daily, list, and schedule views. Once you click the “View” tab, a drop-down menu will appear and you can then select from that list. The weekly view will be the most useful to you as a peer mentor (since you will most likely have some appointments on a weekend). Set that as your default view (see the Miscellaneous section in this document, point #2, for instructions on how to do this).

8. The “Today” tab brings the calendar to the current date and week.

9. The week view can be changed by clicking the arrows on the menu bar.

10. You can scroll through the times in the days listed by use of the scroll bar on the right side of the screen.
11. The current month and year can be changed by use of the arrows on the miniature calendar in the lower left-hand side of the screen. To change the month or the year click the arrows, click the single arrows for months and the double arrows for years. Note that a particular week is highlighted in the picture below – this is because “Week” was selected from the “View” drop-down menu.

Adding Appointments:

Now that you are familiar with navigating the calendar, let’s add an appointment. An appointment is an entry on the calendar that can be filled with additional information to detail what you plan to do at a given time. There are two ways to add an appointment: the simpler “QuickAdd” method and the more detailed “New Appointment” method.

**QuickAdd Method**

1. Move your cursor over a time slot, right-click, and then click “New Appointment.” (You can alternatively double-click directly when the cursor is over that time slot.)

2. A “QuickAdd Appointment” box will pop up and you will be able to enter and modify the Subject, Location, Start and End Times, and other details of your appointment. The Reminder feature gives you the option to have Webmail Plus give you a reminder for your appointment a selected amount of time beforehand.
3. The “Subject” box should contain a succinct description of the activity. Likewise, the Location box should have the location of the activity you are scheduling.

![Example of a properly-labeled appointment](image)

4. The “Show as:” line allows you to designate your availability during an appointment and whether or not those with whom you have shared your calendar can see the appointment’s details. By default, the appointment will be set to “Busy” and marked as “Public.” Generally, leave the appointment marked as busy. Please refer to the “Peer Mentor Policies and Procedures Manual” for the program’s current policies on which and whether or not an appointment should be marked public or private.

5. You may want an appointment to repeat on a regular basis. An appointment can be selected to repeat on a daily, weekly, or monthly basis from the “Repeat” box. Note that a recurring appointment set up this way will continue to repeat without end unless you specify an end date.

![QuickAdd Appointment](image)

   a. If you need more control over a recurring date, click the “More Details…” button (at the bottom of the box). This will bring up the more detailed “New Appointment” screen, which allows customization of the repetition of an appointment. This mode will be covered in the subsequent section (New Appointment Method, point #3).

6. Save and finalize the appointment by selecting “OK.”

7. Refer to the *Editing Appointments* section in this document for more information on how to make changes to your appointments.
New Appointment Method

The “New Appointment” method allows you greater control over your appointments, allowing custom appointments tailored to your needs.

1. This method can be accessed in three different ways, which are as follows:

   1.1. Press the “New” tab on the menu bar. Click the “New” tab to bring up a menu and select “Appointment.”

   1.2. Press the “n” and “a” keys simultaneously on your keyboard.

   1.3. From the “QuickAdd” method, clicking “More Details...”

2. Whichever method you choose, a screen similar to the one for the “QuickAdd” method will appear. This mode allows you to invite other Webmail Plus users to attend an appointment, add attachments, and customize the repetition of an appointment (this is possibly the most important feature, particularly useful for scheduling your bi-weekly appointments with the program director or scheduling your classes).
3. Let’s start with the custom repeat option. We will create a recurring bi-weekly appointment as an example. Click “Repeat” and select “Custom” to customize the repetition of an appointment.

   ![Appointment Repeat Option]

   a. A pop-up window will allow you to set up any repeating appointment and its duration. This is very important for setting up your bi-weekly appointment in the calendar.
   
   b. To set up your bi-weekly appointment, select “Weekly” from the “Repeat” drop-down menu.
   
   c. Select the “Every 2 weeks” radio button (selectable circle) and do not change the “2” in the text box.
   
   d. Select the day of the week you have your bi-weekly appointment and select the “End by” radio button. In this final text box, enter the date of your last bi-weekly appointment for this semester, typically one week or two weeks before final exams week. Alternatively, you may click the down-arrow to the right of the date to pull up the drop-down calendar and select a date from the calendar.

   ![Custom Repeat Window]

   The “Every 2 weeks...” radio button is selected

4. Webmail Plus allows you to invite other users to attend an appointment. You can do so from the “Attendees” text box. An email will be sent to each of the email addresses listed in the box if “Send Notification Mail” is selected. You can request an email response by also checking the “Request Responses” box.

   ![Attendees List]

5. When inviting others to an appointment, you can write a message using the text box at the bottom of the screen and you can also add an attachment using the “Add Attachment” button in the menu at the top.

![Message Box](image.png)

6. Save and finalize the appointment by selecting “Save” from the calendar menu.

![Save and Cancel](image.png)

**Editing Appointments:**

There will be times when you may have to make changes to your appointments due to schedule changes or student cancelations. There are different procedures to make changes depending on the type of changes that need to be made.

1. If you want to change an appointment after it has been finalized, you can simply click and drag and move it to another time slot. If the appointment is part of a series (a set of repeating appointments), you will have the option to either change each appointment in the series or just this single appointment.

![Dragging “Tutoring Stanley” to a new time and date](image.png)

2. If you want to extend the duration of an appointment, move your cursor over the bottom border and drag downward.

![Dragging Appointment](image.png)

3. You can also create a new appointment by clicking once and dragging downward.
4. If a student has a last-minute cancelation or no-show, do not delete the appointment. Instead, add “canceled” to the calendar entry, e.g., “Tutoring Stanley – canceled.”

Creating All-Day Events:

Webmail Plus also provides an option to create appointments for all-day events (such as birthdays, seminars, and vacations). These events are also useful for designating due dates on your calendar. These appointments can stretch across multiple days. All-day appointments are created in a similar manner to regular appointments, either by the “QuickAdd” method or the “New Appointment” method. This is demonstrated below.

QuickAdd Method

1. Hover your mouse over a time slot on the main calendar, right-click, and then select “New All Day Appointment.”

2. All-day appointments are configured very similarly to normal appointments, but lack specific times (since the appointments last for whole days).

New Appointment Method

1. Create an appointment via the “New Appointment” method as previously described.
2. Check the “All day event” checkbox.
Tagging Your Appointments:

You can use Webmail Plus’ tag feature to organize your appointments.

1. On the left side of the screen, click the picture of a tag with a plus sign under the “Tags” menu to create a new tag.

2. A box will pop up prompting you to name the new tag and select its color. Some common tag names you may want to use include “Classes,” “Personal,” and “Mentoring for Success Program.” Click “OK” when you are done.

3. To apply the tag to an appointment, right-click over an appointment, hover the cursor over “Tag Appointment,” and click the tag you want to apply.

4. After tagging an appointment, it will have a tag on it of the appropriate color. The appointment below has the user-created green “Mentoring” tag applied to it.

5. You may tag an appointment with multiple tags if you find it helpful. It may be difficult to see the multiple tags on the appointment, however.
6. When an appointment repeats in a series, you have the option of tagging just the single appointment or all of the appointments in the series. Move the mouse over “Instance” to tag the single appointment and move the mouse over “Series” to tag the entire series.

7. To remove a tag, navigate to the “Tag Appointment” menu as described above. Under “Remove Tag,” you will see each tag you have applied. Click the tag to remove it or click “All Tags” to remove all tags applied to the appointment.

Sharing Your Calendar:

It is important that your calendar is shared with TAC members, the office staff, and the program director so that its features can be used to the fullest extent.

1. To share a calendar, first right-click over the calendar you wish to share from the “Calendars” list on the left of the main calendar screen. A menu will pop up. Click the first option: “Share Calendar.”

2. A “Share Properties” box will pop up. You can allow a user various permissions over your calendar in the “Role” section, but leave it on its default selected value of “Viewer.” Similarly, leave the “Share with” radio button on its default of “Internal users or groups” – this is so the privacy of your calendar is retained. Leave the “Allow user(s) to see my private appointments” unchecked so that you can keep personal appointments private.

   a. To share the calendar, simply enter the email of the Mentoring for Success Program employee with whom you want to share your calendar in the “Email” text box and press “OK.” Multiple emails can be entered simultaneously when sharing the calendar by separating emails with a semicolon right after each email.
3. A message will be sent to the user to accept your share invitation. You will get a message if another user shares a calendar with you. Press the “Accept Share” button to add the other user’s calendar.

Revoking Shares:
Upon terminating your employment, please revoke your calendar share with all program employees.

1. To revoke a share (thus removing someone’s ability to see your calendar), right-click over the relevant calendar in the left-hand “Calendars” list.

2. Right-click over the “Edit Properties” option. This will bring up a “Folder Properties” box.
3. Click “Revoke” for the calendar you wish to revoke.

4. A final box will pop up to prompt and ask you if you are sure you wish to revoke the share. By default, Webmail Plus will send a message to the people from whom you are removing access of your calendar. By clicking the drop-down box (which defaults to “Send standard message”), you can change it to “Do not send mail about this share” to omit the message.

5. Click the “Yes” button to complete the process.
Accepting a Calendar Share:

You will need to have access to the Mentoring for Success Program’s office calendar in order to view the office hours and program assistants’ schedules when you need to make appointments or know when to stop by the office. Please make sure you have access to the office calendar.

1. When you receive an email for a calendar share from the dma-peermentoring@wmich.edu account, click the “Accept” button. The calendar you have just accepted will show up in the list of calendars when you click on the “Calendar” tab at the top.

2. To view or hide a particular calendar, check or uncheck the box to the left of the calendar’s name.

Miscellaneous:

1. Remember that appointments that are made private cannot be seen by those with whom you have shared your calendar. They will see a block of time but not the description. You can tell that an appointment has been properly made private if you see a little lock image on your appointment. Keep in mind that if an appointment is public, that means its description will be visible to those with whom you have shared your calendar; it is not visible to the general public.

2. If you want to change the way Webmail Plus handles your appointments by default, first click the “Preferences” in the menu bar.
a. Click “Calendar” on the left-hand side of the screen.

![Calendar screen]

b. From here you can set your appointments to default to private, the day of the week on which weeks will start, and the default view. We suggest you change the view from “Work Week” to “Work.” Save the settings by clicking the “Save” button at the upper-left part of the screen.

![Save settings]

3. If you have multiple calendars (this will happen if others share their calendars with you) you can select which ones are visible simultaneously from the “Calendars” box on the left-hand side of the screen. Check all of the calendars you wish to see, and uncheck any that you wish to hide.

![Calendars]

a. You can change the color and name of these calendars by right-clicking over the calendar and selecting “Edit Properties.” The name can be changed from the “Name” text box, and the color can be changed from the “Color” drop-down box. Press “OK” to save the settings.

![Edit calendar properties]
Webmail Plus Email

Refer to “Peer Mentor Policies and Procedures Manual” for policies and procedures pertaining to email use. This tutorial will demonstrate how to utilize the additional features of the Webmail Plus email.

Creating a Filter:

1. It is often useful to create a filter to file away emails from certain individuals (like your TAC Liaison or your students) into folders and sub-folders for the sake of organization. To do so, first click “Folder” from the “Mail” tab while on any screen after logging into the Webmail Plus system.

2. Next, type the name of the sub-folder that will contain filed-away emails in the “Name” text box. Click the folder in which you want to put the new sub-folder. This sub-folder will contain all of the emails from the filter you will create. If you do not want to put it in any pre-existing folder, click “Inbox.” Press “Ok” after you are done selecting.

3. To create the filter itself, click “Preferences” in the Webmail Plus main navigational bar.

4. Next, click “Filters” on the left-hand side of the screen under “Preferences.”
5. Click “New Filter” in the “Filters” toolbar.

6. An “Add Filter” box will appear onscreen. Type the name you wish to give the filter in the “Filter Name” text box.

7. Click the box that says “Subject” and change it to “From.”

8. Type in the address you wish to add to this filter into the text box next to the “contains” box.

9. If you wish to add additional emails to this filter, press the button with the plus sign to create an additional line to enter an email. You may do this as many times as necessary to add all of the desired emails to the list. Make sure that you change the “Subject” text box to “From” for each new line you generate.

10. Under “Perform the following actions,” click the “Keep in Inbox” box and change it to “File into folder.”

11. When prompted, choose the folder that you had created earlier for this purpose.
12. You do not need to change any of the other settings. Click “Ok” to finish the process.

![Image of filter settings]

13. If you ever want to change this filter, navigate to the “Filters” toolbar again, select the filter you want to change, and click “Edit Filter.”

![Image of filters toolbar]

14. You have now created a filter. Emails from addresses entered into the filter will now be filed away into a single folder. Please do not forget to check this folder as emails sent from the email addresses you have filtered will no longer show up in your inbox.
Creating a Contact Group:

1. Creating a contact group is useful for quickly emailing a large number of people. To do so, first click “Contact Group” from the “Mail” tab while on any screen after logging into the Webmail Plus system.

2. This will bring up the “New Contact Group” screen.

3. There should be a large list of emails on the right-hand side of the screen. These have been deleted here for privacy issues. Type in the desired name of your new contact group in the “Group Name” text box; it is underneath the “New Contact Group” heading.

4. After typing the desired name in the box, you may search for the emails you wish to add to the group in the “Find” text box underneath the “Add Members to this Group” heading.
5. Here we search for the TAC member Jason by typing in his partial name “jason wei” in the “Find” text box. Press the “Search” button to bring up the desired email address in the list box below.

6. Double-click the name and email or press the “Add” button below the list to add the contact to your new contact group.

7. The contact will now appear in the “Email” list on the left-hand side of the screen.

8. Alternatively, if you already know the exact email addresses, you may enter them in the text box at the bottom of the right-hand side of the screen. Put a comma between each email address and put a semicolon at the end of the entire list. Press the “Add” button to the right of the text box to add all of the emails to your new contact list.
9. Again, these emails will all be displayed in the “Email” list after they are added.

10. Press the “Save” button to finalize the group.

11. When sending an email, simply type the name of the contact group into the “To:” text box. After a small delay, the Webmail Plus autocomplete feature will automatically suggest names in your contact list that match and the name of the group will pop up. Click it to add the entire contact group’s emails to the “To:” text box.
**Webmail Plus Folders**

In order to access your assigned students’ application and needs assessment forms, you will need to access the Webmail Plus folders in which their forms are located. These folders are associated with the Mentoring for Success Program’s Webmail Plus account. The forms for each particular semester will be placed in the specific folder for that semester. Please make sure you have access to the correct folders every semester. For information on how to review and what to look for in the forms, refer to the “Student Application Form Review: Peer Mentor Guide” document.

**Accepting a Folder Share:**

1. When you receive an email for a folder share from the dma-peermentoring@wmich.edu account, click the “Accept” button. The folder you have just accepted will show up in the list of folders on the left.

   ![Email Share Example]

   - Typically, the folder title will be your name. Each peer mentor has his or her own folder that contains the forms of assigned students. Program assistants place a copy of each student’s form in the student’s assigned peer mentor’s folder after assigning the student.

   - If you wish, you may rename the folder to the appropriate semester, e.g., “Fall 2014 Student Forms.”

2. You will receive a new share for every semester. Make sure you accept the new folder share every semester.

   - If you already have a folder from a previous semester, delete it before you accept the new share.
     
     i. Do not simply rename the old folder; this is not how it works, unfortunately.

     ii. You will not find your Fall 2014 students’ forms in the Spring 2013 folder, even if you rename the old folder to the new name.

     iii. Failure to follow these instructions will result in you not being able to access your newly assigned students’ forms.

   - Once the old folder has been deleted, click the “Accept” button in the email you have received for the new folder share.