

Advanced features within Drake's web-calendar system

Included: how to create a meeting from email messages and address book contacts, sharing your calendar with people OUTside of the Drake system

Creating a meeting request from messages and contacts

You can quickly create a meeting request by simply dragging and dropping a message, conversation, or contact (in your Address Book) to a date on the mini-calendar. When you drag and drop a message or conversation, the information in the message is used to populate many of the fields on the Appointment page.

For example, if I drag the message re: Meals from my in-box on to October 31 in the mini-calendar, the Appointment page appears with many fields already completed.

The screenshot shows the Zimbra web interface in Microsoft Internet Explorer. The address bar shows <https://mail.test.drake.edu/zimbra/#8>. The interface includes a navigation menu with options like Mail, Address Book, Calendar, Tasks, IM [Beta], and Preferences. A mini-calendar for October 2008 is visible at the bottom left, with the date 31 highlighted. An email message titled "Meals" is selected in the inbox, and an arrow indicates it is being dragged to the date 31 on the calendar. The email content is displayed below the inbox, showing the subject "Meals" and the body text.

Subject: Meals
Sent By: "Deanna Koch" <deanna.koch@DRAKE.EDU> On: August 26, 2008 2:29 PM
To: bulldog

Student-athletes representing Drake athletic teams will unite [this Tuesday](#), Aug. 19, for a common purpose -- to help the less fortunate -- by participating in "Meals from the Heartland" at the downtown Hy-Vee Hall.

"Meals from the Heartland," a local nonprofit organization that packages and sends meals to help starving and malnourished children in Belize, El Salvador, Guyana, Haiti, Jamaica and Nicaragua, has asked Drake Athletics to help kick off its 2008 event.

Teams of eight people will get together in an assembly line fashion to measure and package the goods, while racing to see which team can package the most. This year the organization hopes to package 3 million meals to send overseas.

Members from the offensive unit of the Drake football team will compete against one another and athletic department staff at Hy-Vee Hall from 11:30 a.m. to 12:30 p.m.

Members of the Drake women's soccer and volleyball teams will compete from 2:30 to 4:30 p.m.

The subject is taken from the e-mail. The attendees are the e-mail addresses who were in the To: From: and Cc: sections of the e-mail. The text is the entire body of the e-mail message. You can edit any of the fields from this screen. E-mail attachments are NOT attached to the appointment request. Click Save to send an invitation to the appointment.

Appointment Details

Details

* Subject: Meals

Location:

Show as: Busy Mark as: Public

Calendar: Calendar

Time

All day event

Start: 10/31/2008 @ 2 : 00 PM

End: 10/31/2008 @ 3 : 00 PM

Repeat: None

Reminder: Never

Attendees: "Deanna Koch" <deanna.koch@DRAKE.EDU>; "bulldog" <bulldog@test.drake.edu>

Times New Roman 3 (12pt)

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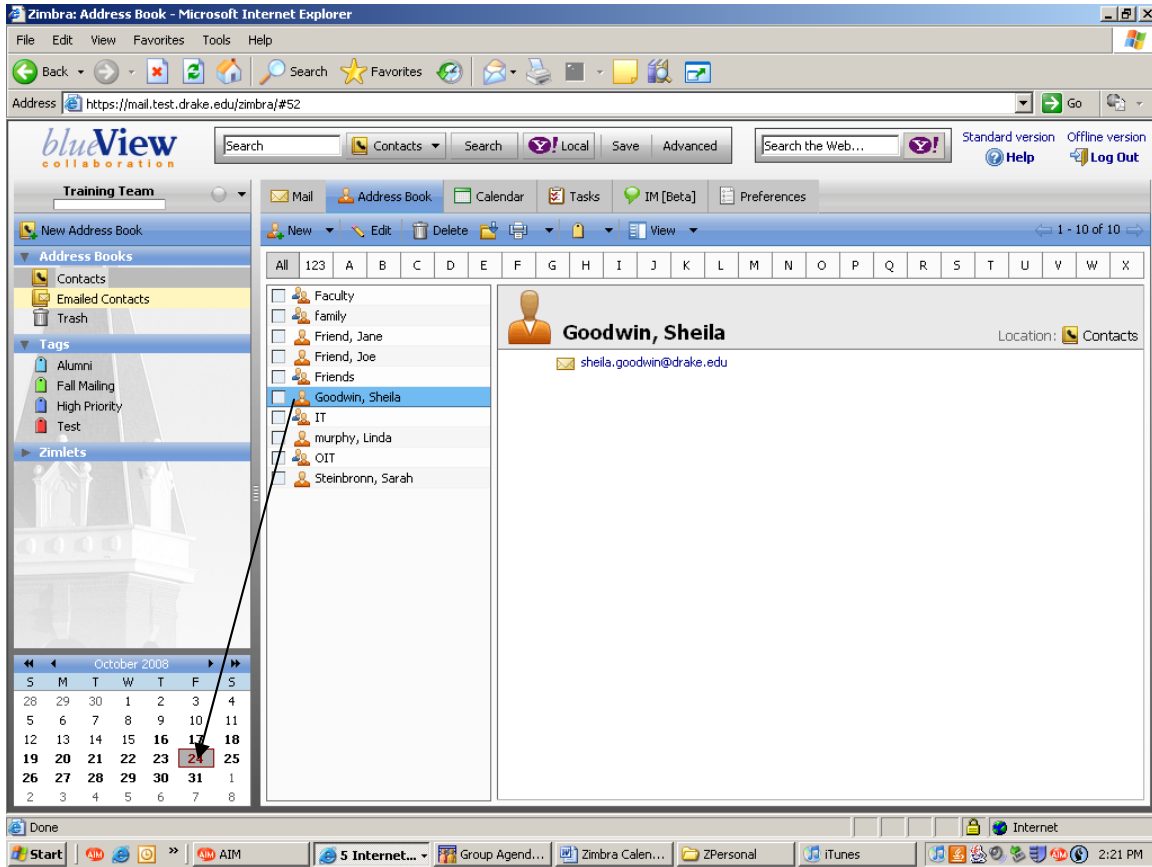
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S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

You can do the same thing with Contacts.



Zimbra: Appointment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://mail.test.drake.edu/zimbra/#53

blueView collaboration

Search Appointments Search Local Save Advanced Search the Web... Help Log Out

Training Team

Mail Address Book Calendar Tasks IM [Beta] Preferences

Save Cancel Add Attachment Spell Check Format

Appointment Details Schedule Find Attendees Find Locations Find Resources

Details

* Subject:

Location:

Show as: Mark as:

Calendar:

Time

All day event

Start: 10/31/2008 @ 2 : 30 PM

End: 10/31/2008 @ 3 : 30 PM

Repeat:

Reminder:

Attendees: "Goodwin, Shella" <shella.goodwin@drake.edu>

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October 2008

S	M	T	W	T	F	S
28	29	30	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	6	7	8

Done

Start AIM AIM 5 Internet... Group Agend... Zimbra Calen... ZPersonal iTunes 2:22 PM