

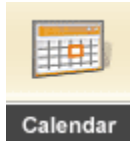


Using your DiscoverLimu.com e-mail account Calendar

This document will step you through using your DiscoverLimu.com calendar.

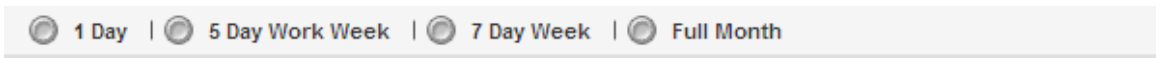
Login to you DiscoverLimu.co e-mail account.

Click the Calendar icon in the toolbar.



To change the view select one of the options below:

- 1 Day:** Displays the current day in 30 minute increments
- 5 Day Work Week:** Displays a Monday through Friday calendar
- 7 Day Week:** Displays a Sunday through Saturday calendar
- Full Month:** Displays a full month view of your calendar



Viewing Calendar Folder **Calendar** (0 Items) [[Folder Properties](#)]

Create New Appointment

Tuesday, January 1	
12:00 AM	New
	New
1:00 AM	New
	New
2:00 AM	New
	New
3:00 AM	New
	New
4:00 AM	New

On the left of the screen is a scrollable monthly calendar. Use this calendar to change day and month to schedule appointments for future date.

January 2008						
S	M	T	W	T	F	S
		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		

To create a new calendar entry either, click the Create a New Appointment button or scroll to the desired time and click New.

Enter the appointment details.

Add New Appointment

Your Appointment

Subject:

Location:

Start Time: Importance:

End Time: All Day Event

Reminder: Remind before:

Show time as: Label:

Recurrence: Enable Appointment Recurrence

Stop Recurrence By:

Body:

If you set the option to remind you of this appointment, you will need to setup your reminder options. See Setting Reminders below.

Click **Add Appointment**. You will be returned to the main calendar window. Scroll to the time you entered your appointment for, it is displayed with the subject and location.

5:00 PM	<u>New</u>
6:00 PM	<u>Dinner with Jane Public (Fridays)</u>
7:00 PM	<u>New</u>
	<u>New</u>

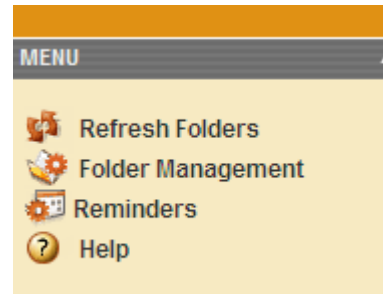
Click the appointment subject to edit the appointment. When you have finished changing the appointment details click the **Update Appointment** button. You will be returned to the main calendar window.

To delete the appoint click the **Delete Appointment** button. You will be returned to the main calendar window.

Setting Reminder Options

When adding appointments you can set reminders to either e-mail you or to send a text message to your phone. **(NOTE: Additional charges may be incurred from your phone service provider for text messaging and e-mail reminders).**

From the navigation menu on the left, select **Reminders**.



Reminder Addresses

Your reminder address has been deleted.

This is where you should configure all notification addresses that should be notified when we detect a reminder for Appointment (Calendar) Items and Task Items.

The reminder addresses below could be email addresses or text pager addresses to your wireless phone.

Select	Pager Address
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You currently do not have any reminder alerts set.

Click the **Add Reminder Address** button

Select the reminder type from the list.

Reminder Addresses

A screenshot of the 'Add Reminder Address' form. The form has a blue header with the text 'Add Reminder Address'. Below the header, there are three main sections: 'Address Type:', 'Enter Reminder Address or 10-digit Wireless Phone:', and 'Wireless Confirmation:'. The 'Address Type:' dropdown menu is open, showing a list of wireless service providers. The list includes: Email Address (selected), NEXTEL Wireless, T-Mobile Wireless, Sprint PCS Wireless, Verizon Wireless, AT&T and Cingular Wireless, Alltel Wireless, Verizon Text Pager, Vodafone, Rogers Canadian Wireless, Boost Mobile, Virgin Mobile USA, Metro PCS, Orange, Ntelos, and Cricket Wireless. The 'Enter Reminder Address or 10-digit Wireless Phone:' field is empty. The 'Wireless Confirmation:' field contains the text 'alerts to my wireless provider apply from my provider.'

The listed service providers are all that are currently available.

If you select Email Address enter the full e-mail address (IE: johnq@discoverlimu.com) in the box labeled **Enter Reminder Address or 10-digit Wireless Phone:**

If you Select a wireless telephone carrier enter the 10-digit telephone number (IE: 555-555-1212) in the box labeled **Enter Reminder Address or 10-digit Wireless Phone:**

Agree that you understand there may be additional charges from your service provider by checking the Wireless Confirmation check box.

Add Reminder Address	
Address Type:	AT&T and Cingular Wireless
Enter Reminder Address or 10-digit Wireless Phone:	555-555-1212 <i>If you selected a wireless provider, please enter your 10 digit phone number here. Do not apply a +1 or 1 to your 10-digit phone number</i>
Wireless Confirmation:	<input checked="" type="checkbox"/> I agree that if I am sending alerts to my wireless provider additional fees for text alerts may apply from my provider.
<input type="button" value="Add Reminder Address"/>	

Click **Add Reminder Address**.

To remove or edit a reminder:

From the main reminders window click the reminder to remove or edit to highlight the button on the left. Click the appropriate button.

This is where you should configure all notification addresses that should be notified when we detect a reminder for Appointment (Calendar) Items and Task Items.

The reminder addresses below could be email addresses or text pager addresses to your wireless phone.

Select	Pager Address
<input type="radio"/>	5555551212@txt.att.net
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>