

SECTION 3

Intranet

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Smart-Net Intranet

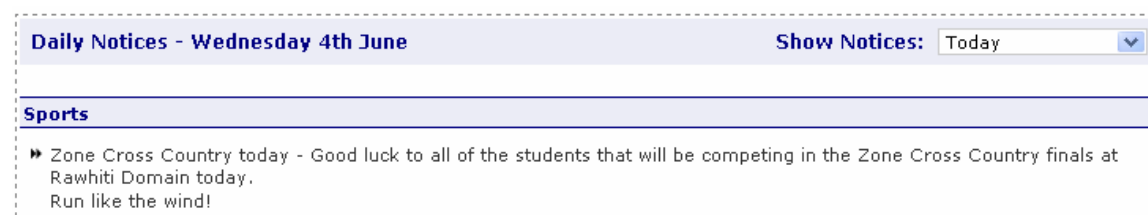
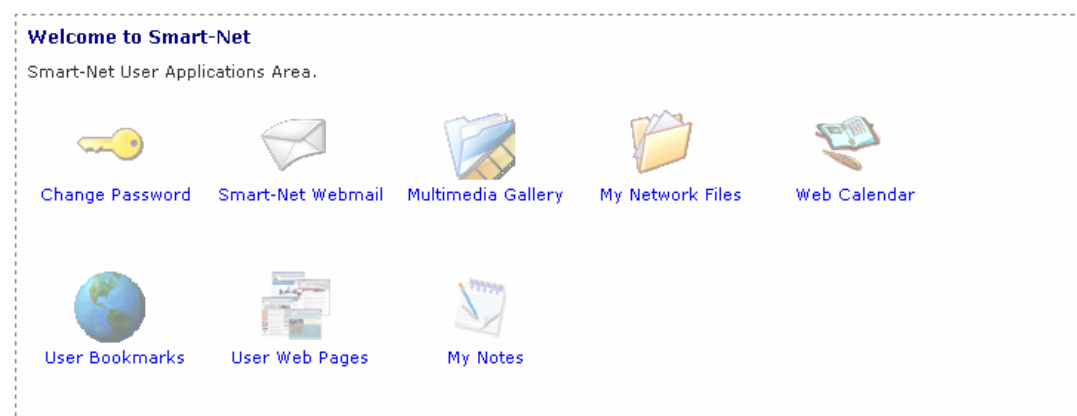
Access to the Smart-Net intranet is via your web browser. Clicking on the browser button will pop up a login window.

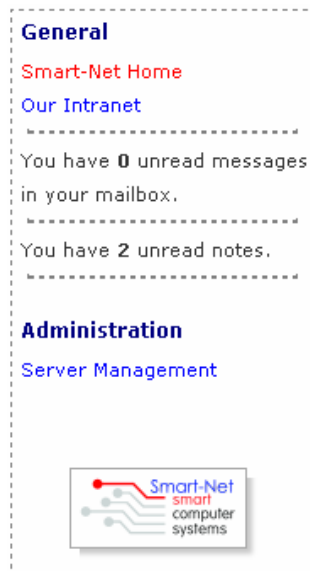


Entering your username and password details on the left hand side of the blue bar allows the system to check how much detail to provide you with and whether to provide any Administration links.

The System Administrator is able to change the pictures on your intranet page and add icons to the bottom of the screen.

Users have access to the following icons (although the System Administrator has the ability to hide any or all icons)





To get back to this page at any time while you are on the internet or anywhere within the Intranet, select the **Smart-Net Home** link on the left hand side of your screen.

Change Password



Change Password

Every individual user is required to change the password they were issued with, to something unique and personal to them.

Your username will come up automatically.

Enter your old password (to prove it is you)

Smart-Net Web Mail

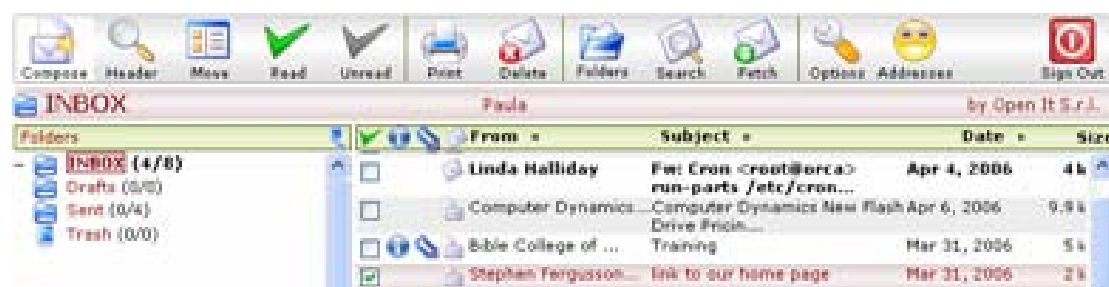


Smart-Net Webmail

The Webmail program is called Overlook
It is a web based email programme.

You will be prompted to enter your username and password to enter here.

To view new messages click on the INBOX



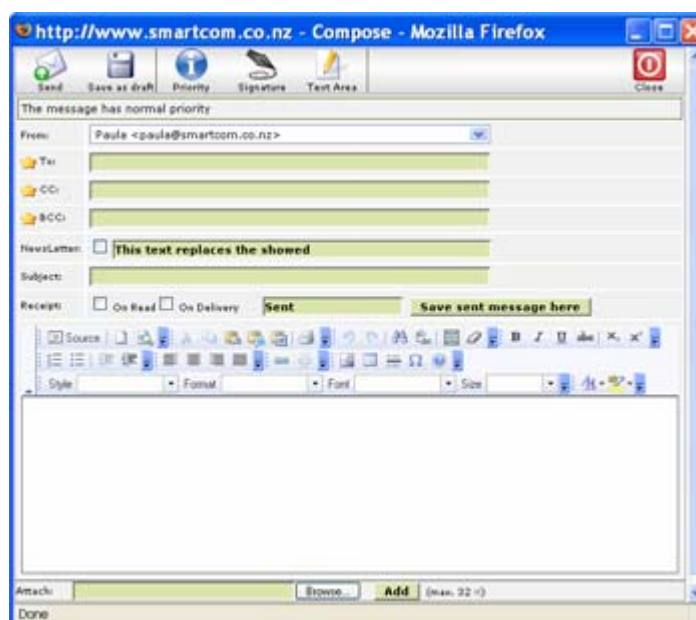
The preview pane lets you read the email on the same screen. Like most email programs, unread messages appear in bold.

The icons along the top will let you do the things most email programmes will do.



Create a new message

To create a new email, select the compose icon.



Add an attachment options are at the bottom of the message

Multimedia Gallery

The Multimedia Gallery is a web-based catalogue that is used to share documents, pictures, video clips and other types of media to all users on your network. It has an easy-to-use intuitive interface much like Windows Explorer to navigate through the hierarchy of folders.



Multimedia Gallery

To access the Multimedia Gallery, click on the Multimedia Gallery icon. All users can view items stored here.

To set up folders and save items in to the Multimedia gallery, a user has to have Gallery rights.

Folders created in the Gallery Drive will show up in the Multimedia Gallery, e.g.



My Network Files



My Network Files

When remotely accessing the Network, this icon will allow you to access your network shared folders and files.

Accessing the Intranet from home

Enter intranet.yourschool.school.nz in your web browser from home.
(or your static IP number if the intranet address hasn't been set up yet.)

Log in to the Smart-Net server just as you would at school with your user name and password.

Select the **My Network Files** icon.

This will bring up a list.

Select the Workgroup Saturn (Do not tick the box, just click once on the name)

<input type="checkbox"/>	Name	Comments
<input type="checkbox"/>	WORKGROUP	SATURN
<input type="checkbox"/>	XXX	COMPUTER

What appears here is a list of machines that are available. Choose the server: Smart-Net Samba Server

<input type="checkbox"/>	Name	Comments
<input type="checkbox"/>	Windows Network (Up) <input type="button" value="Ok"/>	
<input type="checkbox"/>	SATURN	Smart-Net Samba Server

Next you will be presented with the network drives that are available to you.

You may also see printers, you will not be able to print to these.

Navigate your way around the files by clicking on the name of the folder (it will be highlighted in blue).

Go back by clicking OK next to the Up option.

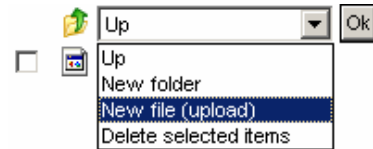
<input type="checkbox"/>	Name	Comments
<input type="checkbox"/>	WORKGROUP (Up) <input type="button" value="Ok"/>	
<input type="checkbox"/>	applications	Applications
<input type="checkbox"/>	print\$ Disk	Drivers
<input type="checkbox"/>	CARE	Children At Risk Educationally
<input type="checkbox"/>	cdroms	Cdroms
<input type="checkbox"/>	common	Common Area
<input type="checkbox"/>	galleries	Multimedia Galleries
<input type="checkbox"/>	libraryfiles	Library Application
<input type="checkbox"/>	netlogon	Netlogon
<input type="checkbox"/>	officefiles	Office Files
<input type="checkbox"/>	paula	Home Directory
<input type="checkbox"/>	sms	SMS Applications
<input type="checkbox"/>	studentread	Student Read
<input type="checkbox"/>	studentwrite	Student Write
<input type="checkbox"/>	teacherread	Teacher Read
<input type="checkbox"/>	teacherwrite	Teacher Write
<input type="checkbox"/>	utils	Utilities
<input type="checkbox"/>	webfiles	Intranet Webfiles

When you are working from home, you should open the file you want to work with, save it on to your machine at home and close down the connection.

You are being charged for internet traffic both from home and at school.

Saving work back to the server.

Once you have completed any modifications and saved the file at home, Open up the internet connection as above and navigate your way back to where the file is to be stored on the school server.



Click on the drop down arrow and select New File (upload) and click OK

Next select Browse and find the file on your local machine. Double click the file or OK to accept.

Deleting files

To delete files, tick the box next to the file to be removed. Select Delete selected items from the drop down box and click OK.

Log out

At the end of your session, select Logout from the drop down menu and click OK



Web Calendar



Web Calendar

Web Calendar is intended to be easy to setup and use while still providing advanced features and flexibility to serve the purposes of a widely varied user base. It can also be used as an events calendar for an organisation or as a scheduling system for an intranet.

Web Calendar can be accessed through any computer connected to the Internet.

With Web Calendar you will be able to:

- Create events for your own calendar (both for work and personal)
- Create events for/with others that will show up on their calendar.
- Create events for multiple people (including yourself)
- View the schedule of other members
- Search for events
- Get email reminders for events
- Export events to a Palm Pilot or Ical
- Look at multiple calendars simultaneously (great for scheduling)

Tutorial

This tutorial will be a walk-through guide for the Web Calendar. It is highly recommended that you use web calendar while going through this walk-through.

Every user has a calendar created automatically for them.

To start visit your web calendar login page. When prompted, enter the same username and password that you logged on to the network with

The information obtained by logging on here will determine whether the user has administration rights.

Username:

Password:

Login

Menu

At the bottom of every page you will see a menu that looks like this:

Month: Jun 2006 Week: Jun 25 - Jul 1 Year: 2006

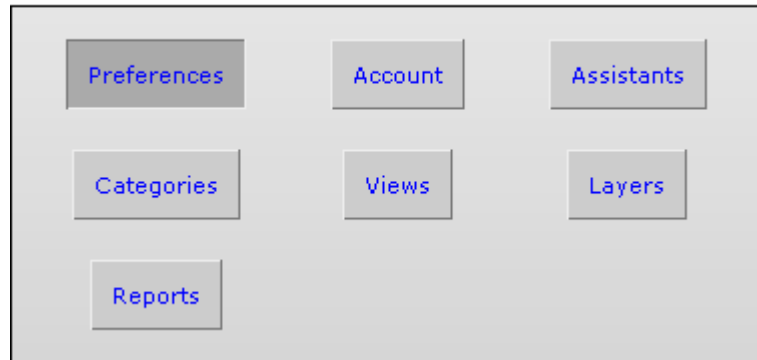
Go to: My Calendar | Today | **Admin** | Another User's Calendar | Search | Import | Export | Add New Entry | Help

Select **Admin**

Administrative Tools

The tools in here are available to all users. (Web Calendar Administrators will have a few extra options)

Select Preferences



Preferences

The link labelled “Preferences” will allow you to change how your calendar looks and behaves. There are a few things that you may want to change before you start using your calendar so let’s go through them: **Note:** You can come back here at any time.

Language/Timezone Offset/Fonts: You will want to leave these alone.

Preferred View: This sets your default calendar view. The default is a week view. Recommended - month view.

Display Weekends in Week View: If you use the week view, this determines if Saturday and Sunday are shown on your calendar. It can be overridden at System Setting level.

Settings	
Language:	English <input type="button" value="v"/> <small>Your browser default language is English-US.</small>
Timezone Offset:	same as <input type="button" value="v"/> server time
Fonts:	Arial, Helvetica, sans-serif
Preferred view:	Month <input type="button" value="v"/>
Display weekends in week view:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display description in printer day view:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date format:	December 31, 2000 <input type="button" value="v"/> December 2000 <input type="button" value="v"/> December 31 <input type="button" value="v"/>
Time format:	<input checked="" type="radio"/> 12 hour <input type="radio"/> 24 hour
Time interval:	1 hour <input type="button" value="v"/>
Auto-refresh calendars:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Auto-refresh time:	0 <input type="text"/> minutes
Display unapproved:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display week number:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Week starts on:	<input checked="" type="radio"/> Sunday <input type="radio"/> Monday
Work hours:	From 8:00am <input type="button" value="v"/> to 5:00pm <input type="button" value="v"/>
Specify timed event length by:	<input type="radio"/> Duration <input checked="" type="radio"/> End Time

Display Description in Printer Day View: This will show descriptions if you use the “print” function.

Date Format: Choose whichever you prefer.

Time Format: Most people would prefer a 12 hour clock, though you may prefer military time.

Time Interval: Choose from 10, 20, 30 or 60 minutes.

Auto Refresh Calendar: This will check for new events that might have been added to your calendar at certain time intervals.

Auto refresh time: This is currently set to 0

Display Unapproved: Yes is recommended. Keep at No if you would prefer to approve events before they appear on your calendar

Display Week Number: Will make a note at the top of the page as to what week it is in the year.

Week Starts on: Sunday or Monday.

Work Hours: Once set, if you attempt to put in an event outside of your work hours you will get a warning message.

Specify Timed Event Length by: Duration or end time. (enter appointments in with a start (and optional hours & mins duration) or start time (and optional stop time)

Email Section: It is recommended to keep all of these on Yes.

When I am the Boss: *You can modify this section only if you have an "assistant" who has access to modify your calendar.*

Email me event notifications

If you wish to receive email when one of your assistants adds an event to your calendar

I want to approve events

If you want to approve events added by any of your assistants

Display if created by Assistant


If enabled, the 'Created By' field in view_entry will include assistant's name in addition to the Boss' name.

Colors: Personalise the colours to your preference.

Colors		
Document background:	#FFFFFF	Select...
Document title:	#333366	Select...
Table cell background:	#FFFFFF	Select...
Table cell background for current day:	#FFCCFF	Select...
Table cell background for weekends:	#CC99FF	Select...

Enter  when you are done.

Go to: **My Calendar** will take you back to the calendar

Getting around  Today | Admin
Views: Clinton Contract side by side

the calendar

Note the months on either side at the top. You may click on these to navigate to the next or previous month. Also note that today's date is highlighted in a darker blue.

May 2006

Sun Mon Tue Wed Thu Fri Sat

(18) 01 02 03 04 05 06

(19) 07 08 09 10 11 12 13

(20) 14 15 16 17 18 19 20

(21) 21 22 23 24 25 26 27

(22) 28 29 30 31

June 2006

Fred Test

Category: All

July 2006

Sun Mon Tue Wed Thu Fri Sat

(26) 01 02 03 04 05 06 07 08

(27) 09 10 11 12 13 14 15

(28) 16 17 18 19 20 21 22

(29) 23 24 25 26 27 28 29

(30) 30 31

Sun Mon Tue Wed Thu Fri Sat

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

[Printer Friendly]

Month: Jun 2006 Go

Week: Jun 25 - Jul 1 Go

Year: 2006 Go

Go to: My Calendar | Today | Admin | Another User's Calendar | Search | Import | Export | Add New Entry | Help

Current User: Fred Test (Logout)

You may also easily navigate at the bottom of the page to show a month view, a week view or a year view by choosing the month/week/year and clicking the Go button. Try it out:

The Menu

At the bottom of every page you will see a menu that looks like this:

[Printer Friendly]

Month: Jun 2006 Go

Week: Jun 25 - Jul 1 Go

Year: 2006 Go

Go to: My Calendar | Today | Admin | Another User's Calendar | Search | Import | Export | Add New Entry | Help

Current User: Fred Test (Logout)

WebCalendar v1.0.0 (17 May 2005)

Note the "Printer Friendly" link at the top.

Now let's go through the main menu options one by one:

My Calendar/Today – These are like a 'home' link on a web site. No matter where you are on this site, you can always click this to return to your main calendar page.

Admin – Clicking on this will bring you here

We have already tackled Preferences. Let's go through the others one by one:



Account

The account link has been overwritten with data from your Smart-Net server. To change your password or how your name is displayed, see your systems Administrator

Assistants

This is useful if you have another person making your appointments for you. Making someone an assistant to your calendar will give them the ability to edit events in your calendar without your approval (unless this has been modified in preferences). To use, simply choose your assistant(s) and click save.



This will put a link on their calendar to indicate that they are a Manager of your calendar.

Go to: My Calendar | Today | **Admin** | Another User's Calendar | Search | Import
Views: Clinton | Contract side by side | John | Kris | Rodney
Current User: Paula (Logout)
Manage calendar of: Installs , Public Holidays , Workshop, Stephen Fergusson

Click the Admin link again to continue.

Categories

If your system is not configured to use categories, you may skip this section.

Events may be associated with one or more categories, but it is not required.

Categories can be user-level or global. Each user maintains his/her own list of user-level categories, while the system administrator maintains the list of global categories.



When creating or editing an event, you may specify the categories for the event. If the category you select isn't a global category, and you select participants other than yourself for that event, other users will see "None" as the category. If you selected a global category, all users will be able to see the same category.

When viewing the calendar (month, week or day), a selection box is displayed near the top of the page that allows you to filter events based on a category. When you select a category from this menu, only events associated with that category will appear on your calendar.

Views

Views allow you to look at the calendar of one or more users (or NonUser Calendars) at the same time. Click on "Add new View" and you will be taken to a screen that looks like this:



For **View Name** it is recommended to put in the names of the people that will be included in this 'view'. For example Connie/Daniel.

Next choose a **view type** (refer examples below)

Finally select the **users** (use the <control> or <apple> key again to select multiple users). Once again you can use the "Select" button to select groups. When you are finished click "Add". You will then be taken to your 'views' screen where this new view will be listed.

Add View

View Name:

View Type:

Users: ☒ **Selected** ☐ **All**

- Clinton Pasfield
- Connie van Slooten
- Daniel Fone
- John Apple
- Kris Stacey
- Murray Cameron
- Paula De Ath
- Rodney Walker
- Stephen Fergusson
- Installs

Examples of the available view types appear below.

Day

The "Day" view shows users' availability for the selected day.

Monday, July 31, 2006 DayView

Participants	08	09	10	11	12	01	02	03	04
All Attendees									
Clinton Pasfield									
Kris Stacey									
Paula De Ath									
A Good Teacher									

Busy
 Tentative

Week Users Horizontal

←
 Sunday, April 9, 2006 - Saturday, April 15, 2006
 →
 Week -users horizontal

	Paula	Royce	A Good Teacher
Sun 9			
Mon 10			
Tue 11	•» Staff Meeting	•» Staff Meeting	•» Staff Meeting
Wed 12			
Thu 13		• 3:00pm-4:00pm» After School Sport	
Fri 14	• Good Friday		
Sat 15			

Week Users Vertical

←
 Sunday, April 9, 2006 - Saturday, April 15, 2006
 →
 Week -users vertical

	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
Paula			•» Staff Meeting			• Good Friday	
Royce			•» Staff Meeting		• 3:00pm-4:00pm» After School Sport		
A Good Teacher			•» Staff Meeting				

Week Timebar

←
 Sunday, April 9, 2006 - Saturday, April 15, 2006
 →
 Week -Timebar

	0	10	11	12	13	14	15	16
Sun 9								
Mon 10								
Tue 11								
Wed 12								
Thu 13								
Fri 14								
Sat 15								

[paula] Staff Meeting
 [royce] Staff Meeting
 [teacher] Staff Meeting
 [royce] After School Sport
 [paula] Good Friday

Month Timebar (as above but for a whole month)

Month Side by Side

April 2006
 Month Side by Side

	Paula	Royce	A Good Teacher
Sat 1			
Sun 2			
Mon 3			
Tue 4			
Wed 5	•» Finish wk at 2pm •» Sefton		
Thu 6			
Fri 7	•9:00am-12:00pm» Strategic plan		
Sat 8			
Sun 9			
Mon 10			
Tue 11	•» Staff Meeting	•» Staff Meeting	•» Staff Meeting
Wed 12			
Thu 13		•3:00pm-4:00pm» After School Sport	
Fri 14	•Good Friday		
Sat 15			
Sun 16			
Mon 17	•Easter Monday		
Tue 18			
Wed 19			
Thu 20			
Fri 21	•Remind Stephen •4:00pm-5:00pm» Staff Meeting		
Sat 22			
Sun 23			
Mon 24	•» (Private)		
Tue 25			
Wed 26			
Thu 27			
Fri 28			
Sat 29			
Sun 30			

Month on same calendar

April 2006
 Month on Same calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02 (Week 14)	03	04	05 •» Finish wk at 2pm •» Sefton	06	07 •9:00am-12:00pm» Strategic plan	08
09 (Week 15)	10	11 •» Staff Meeting	12	13 •3:00pm-4:00pm» After School Sport	14 •Good Friday	15
16 (Week 16)	17 •Easter Monday	18	19	20	21 •Remind Stephen •4:00pm-5:00pm» Staff Meeting	22
23 (Week 17)	24 •» (Private)	25	26	27	28	29
30 (Week 18)						

The completed link will now be available your main menu at the bottom of each page:

Go to: [My Calendar](#) | [Today](#) | [Admin](#) in
Views: [Clinton](#) | [Contract side by side](#)
Current User: Paula De Ath (Logout)

Click the Admin link again to continue.

Layers

Layers allow you to overlay one or more calendars on top of your own. When adding the layer, you can choose a colour. When an event from that layer is displayed on your calendar, the text of the event will appear in the specified colour.



Now, let's create a layer

From the pull down menu labelled 'source' choose a calendar for your layer.

(For this example I have chosen the Public Holidays Calendar which has previously been set up as a non-user calendar). Layers will be overlaid over your own calendar.

Add Layer ?

Source:

Color:

Duplicates: ☒ Show layer events that are the same as your own

Next select a colour. Try to choose a colour that will contrast well with the background. (I have chosen red) Check off the 'Duplicates' box and click 'Save'. Go down to the bottom and click 'My Calendar'. (remember that if you ever get lost and want to get back to your calendar this is the way to do it).

Modify the Layer.

Select Admin / Layers. .
Disable Layers will turn the layer off.
Enable Layers will bring it back..

Edit / Delete options are available beside each individual Layer

Layers ?

« Admin

Layers are currently **Enabled**. ([Disable Layers](#))
[Add layer](#)

Layer 1 (Edit / Delete)

Source: Public Holidays
Color: **#FF0000**
Duplicates: No

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03 (Week 49)	04 • Westland Anniversary Day	05	06	07	08 • Staff Meeting	09
10 (Week 50)	11	12	13	14 • Term 4 ends	15	16
17 (Week 51)	18	19	20 • Term 4 ends	21	22 • Staff Meeting	23

Click the Admin link again to continue.

Reports

If reports have been enabled at System level, this option will be available.

Trial and error here is your best option to get reports that will suit your own preference.



Go Back to the Menu by selecting **My Calendar**

Another Users Calendar –

Use this function to view another user's calendar.

Select a user from the drop down list and click “go”

When viewing another users calendar, their name will show up at the top of the calendar

You can add an entry to another user's calendar but you can not edit any existing entries (unless you have been made a manager of their calendar)

View Another User's Calendar

Fred Test

Note: You will not be able to see any entries that they have entered in their calendar as **Confidential**

To get back to your own calendar click on the **'My Calendar'** link in the lower left.

Search: This will bring up a search box where you can input a keyword and get relevant entries.

Search

Keywords:

Month: Jul 2006 Week: Jul 16 - Jul 22 Year: 2006

Export: Calendars can be exported to a Palm Pilot or iCal format. If you would like to use this function and can't figure it out please consult your Palm Pilot or iCal Manual for suitable file formats.

Import: Data can be imported from Palm Desktop, VCalendar and ICalendar. If you would like to use this function and can't figure it out please consult your Palm Pilot or iCal Manual for suitable file formats.

Unapproved Events

The System Setting will determine how this will work for you.

The default will :

- allow users to make entries on another users calendar
- require event approval.
- display unapproved events

Any of these scenarios can be changed by the Web Calendar Administrator.

Assuming the default then... when you login, you may or may not have a link that says "You have X unapproved events":

[You have 1 unapproved events](#)

[\[Printer Friendly\]](#)

Month:

[Go to: My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) |

This indicates that another user has created an event on your calendar. If another person creates an event such as a meeting that includes you, it will show up on your calendar and appear in the list of Unapproved Events until you specifically approve it. You may click this link to see your unapproved events. You will also be notified by email whenever you have unapproved events:

By clicking on the "You have X unapproved events" you will be taken to the unapproved events screen which looks like this:

Unapproved Events

- [Marketing Lunch](#) (Monday, September 4, 2006) : [Approve/Confirm](#), [Reject](#), [Delete](#)

You may choose to Approve/Confirm in which case this event will be added to your calendar. Or you may reject the event and the person who created the event will be notified. Unfortunately you may not give a reason why you rejected it here.

Anyone looking at the entry will see who was invited and whether they have accepted or rejected the event.

Marketing Lunch

Description: To discuss the conference requirements

Date: Monday, September 4, 2006

Time: 12:00pm-2:00pm

Duration: 120 minutes

Priority: Medium

Access: Public

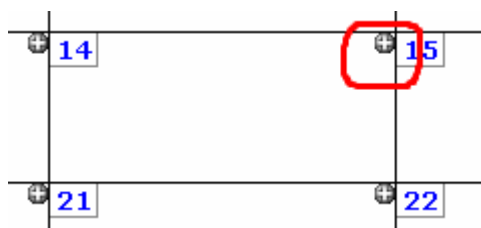
Created by: Stephen Fergusson

Updated: Tuesday, July 18, 2006 11:56am

Participants: Paula De Ath
Stephen Fergusson

Connie van Slooten (?)
~~John Apple~~ (Rejected)

Add New Entry – Use this function to add events to your calendar or another users calendar. **Note:** you can also access this page by clicking on one of the small crosses in your calendar on either a month or a day view:



Accessing this section in this way will automatically fill out your date and/or time.

When you click Add New Entry you will come to a screen that looks like this:
An entry can be made by completing only the Details Tab.

Add Entry ?

Details Participants Repeat

Brief Description:

Full Description:

Access: Public

Priority: Medium

Category: None

Date: 3 Aug 2006

Send Reminder: ☐ Yes ☒ No 0 days 4 hours 0 minutes before event

Enter the **Brief Description**. This will show as the appointment.

The **Full Description** should show more detail.

Today's **date** is the default. You can change this by clicking the **Select...** option.

The drop down option in the **Untimed event** box will provide time options.

Access: If you have a personal event happening that you would like on your calendar you may choose 'confidential'. If someone else looks at your calendar, this time will still be blocked out but the event will simply be labeled 'confidential' and will have no details

Priority can be made **High** which will make the entry appear in bold.

If you would like an email **Reminder**, then select yes and enter a time frame for the message to be delivered..

The entry can be saved

Details Participants Repeat

Brief Description: Prime Minister Visit

Full Description: In response to the children's letters. All classes be seated in the school hall 10 minutes before 12 noon

Access: Public

Priority: High

Category: None

Date: 3 Aug 2006

Time: 12:15 ☐ am ☒ pm - 1:00 ☐ am ☒ pm

Send Reminder: ☐ Yes ☒ No 0 days 4 hours 0 minutes before event

here, or more details added on another Tab.

Participants: If you are scheduling an event for yourself, you don't need to touch this as you are automatically selected. Be aware though that if you are including others as part of the event, you must be sure to choose yourself as well.

:

Hold down the <ctrl> key for PC's or the <apple> key for Macs to select more users.

If you need to choose a number of people or would like to choose an entire group (e.g. all staff) click on the select button and a screen will come up that looks like this

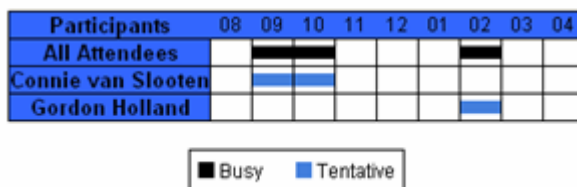
Groups will show that have been added by the Calendar administrator.

To select a whole group, select the group and press **Add**. The members of the group will be added to the names already selected in the left hand box.

If you want to check if the other users are going to be available for this appointment, select the **Availability** option.

← Thursday, August 3, 2006 →

The bar graph will show all appointments on that day for the users that you have selected so that you can have a better indication of a "good time" for the appointment.



The **Repeat** Tab will allow you to make this entry appear on a regular basis - either daily, weekly, fortnightly or every third Wednesday for example.

Selecting one of the options will give you more detail to schedule the appointment.

Daily

If you select "Daily", the event will repeat at the same time every day until the end date (if specified) or the Number of times is reached

Weekly

If you select "Weekly", the event will repeat every week on the day(s) selected until the end date (if specified)

Monthly (by day)

If you select "Monthly (by day)", the event will repeat on the same weekday of the month every month until the specified *End*. For example, if the initial date is the second Monday of the month, the event will repeat on the second Monday of each month.

Monthly (by day (from end))

As above

Monthly (by date)

If you select "Monthly (by date)", the event will repeat on the same date of the month every month until the *End*. For example, if you the initial date is May 12th, then the event will repeat on June 12th and so on.

Yearly

If you select "Yearly", the event will repeat on the same date every year until the *End*

Frequency indicates how often the event should repeat. 1 = everytime.
2 = every second time, 3 = every third time.

The screenshot shows a software interface with three tabs: 'Details', 'Participants', and 'Repeat'. The 'Repeat' tab is active. It contains the following fields and options:

- Repeat Type:** A dropdown menu set to 'Weekly'.
- Repeat End Date:** A section with a checked checkbox for 'Use end date', followed by three dropdown menus for day (20), month (Dec), and year (2006), and a 'Select...' button.
- Frequency:** A text input field containing the number '2'.
- Repeat Day:** A row of checkboxes for the days of the week: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, and Saturday.

The resulting events will show on the calendar with the detail in a pop up box .

August 2006

Paula De Ath

Category:

Wed	Thu
02	03

• 9:00am-11:00am» an important meeting

• 12:15pm-1:00pm» Prime Minister Visit

Time:
12:15pm-1:00pm

Description:
In response to the children's letters.
All classes be seated in the school hall 10 minutes before 12 noon

To **Edit** this event, just click on it.

The details of the entry will show here, who created it as well as the participants that you invited.

If a name has (?) beside it, that indicates that they haven't checked their calendar yet.

Having their name struck out means that they declined or rejected the appointment.

Names with nothing beside indicate that the appointment was confirmed or approved.

Edit entry will allow you to make changes to any or all of the three screens used to create the event..

an important meeting

Description: an important meeting
Date: Thursday, August 3, 2006
Time: 9:00am-11:00am
Duration: 120 minutes
Priority: Medium
Access: Public
Created by: Paula De Ath
Updated: Thursday, July 20, 2006 1:45pm
Participants: Clinton Pasfield
 Paula De Ath
 Connie van Slooten (?)
 John Apple (Rejected)

[Printer Friendly](#)

[Edit entry](#)

[Delete entry](#)

[Copy entry](#)

[Show activity log](#)

Export this entry to:

Tip: When editing a multiple event, any single entry **after** the first one can be changed or deleted and not affect the others.

Help:

There is limited online help available with the following categories.

Help Index

- [Adding/Editing Calendar Entries](#)
- [Layers](#)
- [Import](#)
- [Preferences](#)
- [System Settings](#)
- [Report Bug](#)

Go to: [Help Index](#)

More information is available for Web Calendar Administrators in Section 2: Using the Network.

User Bookmarks

User Bookmarks

Bookmarks are web addresses that you wish to go back to .

They are like Favourites on your workstation, only they are not specific to the machine you are currently working on.

Back

User Bookmarks

WWW Bookmarks

Global Bookmarks

Educational
[Spelling help](#) - 100 most often misspelled words
[TKI](#) - Educational Portal

Search Engines
[Google NZ](#) - Google search engine

Smart-Net
[Smart Computer Systems Ltd](#) - Smart-Net Resources
[Smart-Net Forums](#) - An online community for Smart-Net

Personal Bookmarks

Calendars
[Paula](#)

Search Engines
[Ask Jeeves](#) - Junior kids search engine
[Google](#)

Training info
[e-Admin Training Publications and Resources](#)

New Bookmark

Title: URL: Description: Category:

If you log on to another machine anywhere on the network, your Bookmarks will still be available to you.

Global bookmarks are set up by the System Administrator.

You can add your own **Personal bookmarks**.

.Creating a Bookmark

Once you are on a page that you want to bookmark, copy the URL



Open the **Bookmarks** page and select **New Bookmark**

* Title:

* URL:
 Please specify the full address for external sites, e.g.
<http://www.google.com>.

Description:

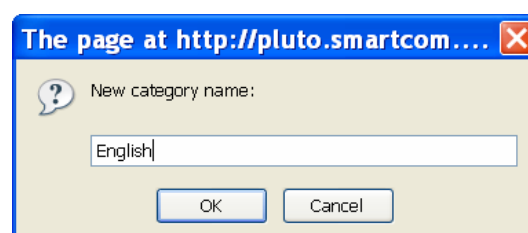
Give your bookmark a title and paste the URI into the URL section.

Provide a brief description.

If there is not a suitable category,

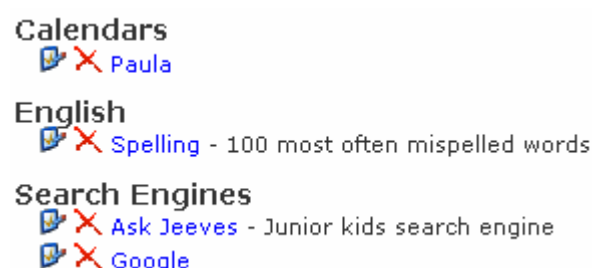
select **New** and create a new category .

* Category:
 Calendars
 Search Engines
 Training info
 New...



Add to finish.

Your bookmark will appear under the new category.



Bookmarks can be added globally for all users or groups of users refer **Section 4: Global Bookmarks**

User Web Pages



User Web Pages

This is an automatic Web Page index for all users that are allowed to create their own web page.

Username	Full Name	Last Updated
paula	Paula	15/02/2006 - 12:07:55
teacher	A Good Teacher	18/04/2006 - 12:47:28

Clicking on the users name will take you to the web page placeholder.

This page is used as a placeholder until you create a webpage of your own.

HOW TO FIND YOUR HOMEPAGE LOCATION:

To access your homepage location browse to your home drive (H:\) and open the folder called **public_html**.

Any files or subfolders within this folder are accessible from the Intranet.

To make sure your homepage is easily viewable you should name your first webpage **index.html**.

My Notes



My Notes

My Notes is a 'Personal information keeper and notes manager'. A user can create folders with notes inside that only they can see. They will also be able to view the global and group folders and notes that an administrator has added, however they will not be able to modify or delete any folders or notes that they did not create.

Daily Notices

Daily Notices for that day, show for each user when they login. These are displayed in categories.

If a user would like to see past notices, they can choose to view the notices for the last 3 – 7 days using the drop down menu in the top right corner.

Daily Notices - Wednesday 4th June
Show Notices: Today

Print the notices

Senior School

- ▶ Arthur's Pass Tramp - Registration forms are available from the office. Early bird discount applies for all students that have returned completed permission slips by the end of the week.

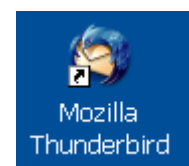
Students

- ▶ Choir practise - In the library at lunchtime today
- ▶ French Classes - Will be starting again on Wednesday afternoons from 3.00pm - 4.00pm. Newcomers most welcome. For more information, please ring Madame Toussourd 03 555 5555

Thunderbird Email

Thunderbird email is the “in house” email programme included in Smart-Net.

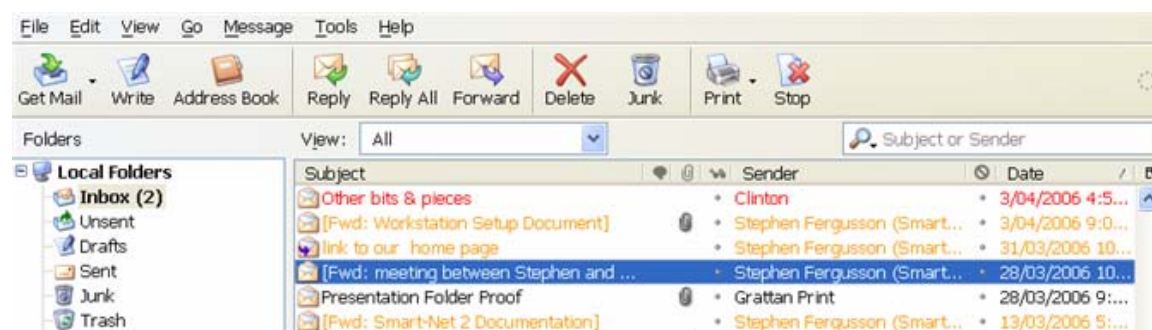
If you are opting to use it, then the icon will appear on your desktop and looks like this:



When you click on the icon, you will be required to log in. This is a security feature.

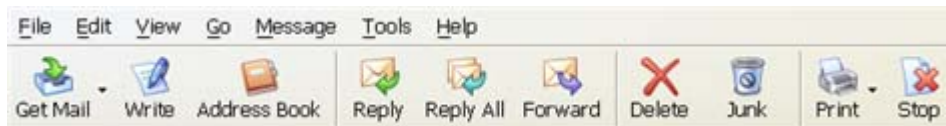
The Thunderbird icon can be accessed from any computer on the network and therefore you can access your email from any machine that you have logged on to.

Messages automatically open in the **Inbox**



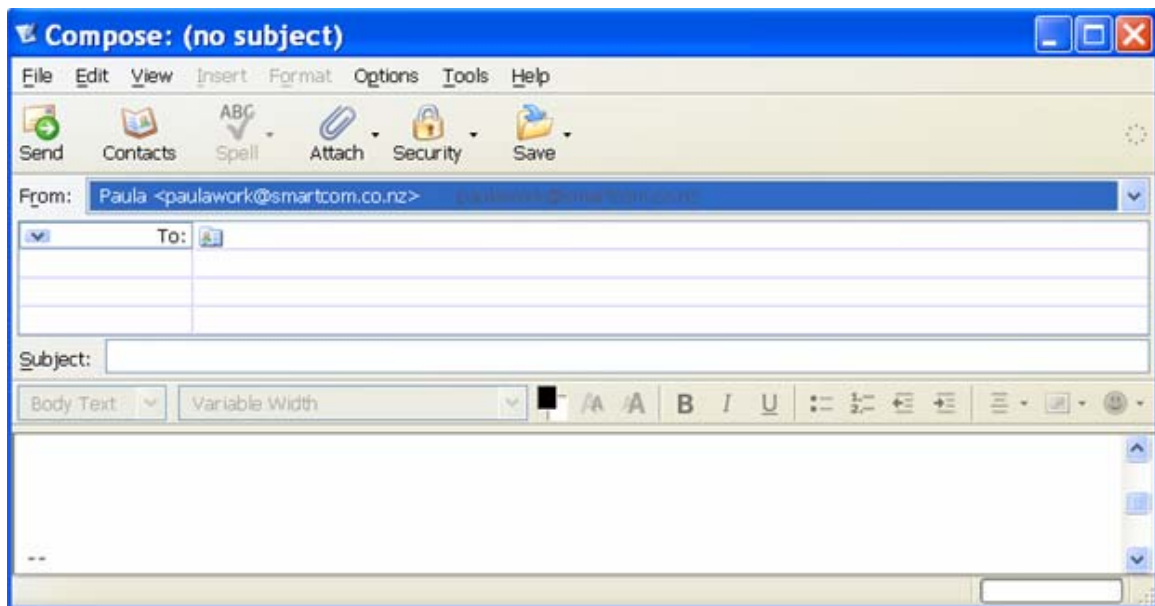
The preview pane lets you read the email on the same screen. Like most email programs, unread messages appear in bold.

The icons along the top will let you do the things most email programmes will do



Create a new message

To create a new email, select the write icon.



Sort the mail in your inbox

By selecting the message and pressing a number from 0 – 5 you can colour code the messages

Each number corresponds to a different colour

1 Important

2 Work

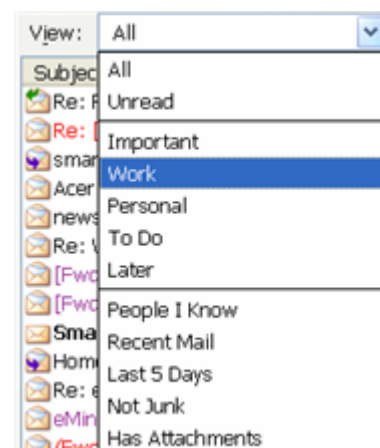
3 Personal

4 To do

5 Later

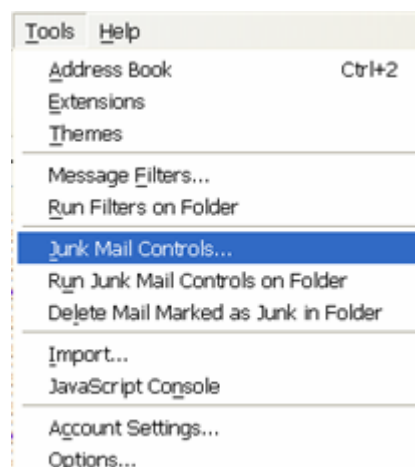
Sort the mail by selecting the **View** option below the main toolbar above the messages.

To sort mail by date, sender or subject, just click the title in the toolbar.

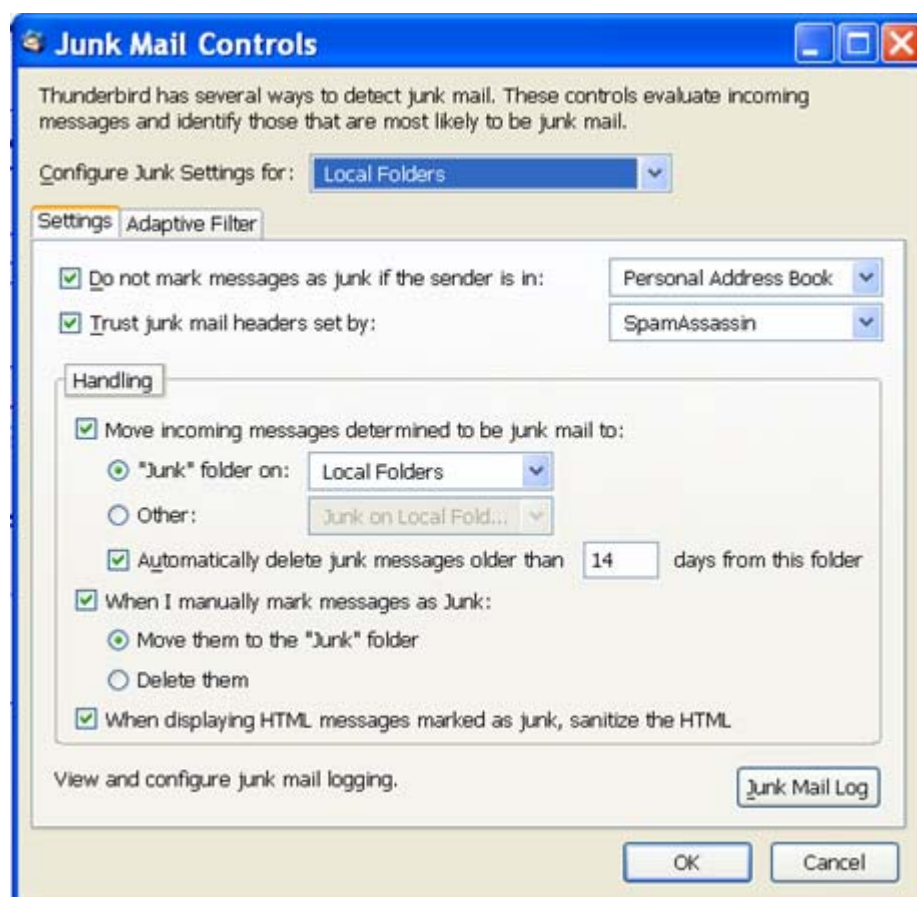


Junk Mail controls

Enable the Junk Mail controls in Thunderbird by selecting Tools and Junk Mail Controls from the drop down menu.



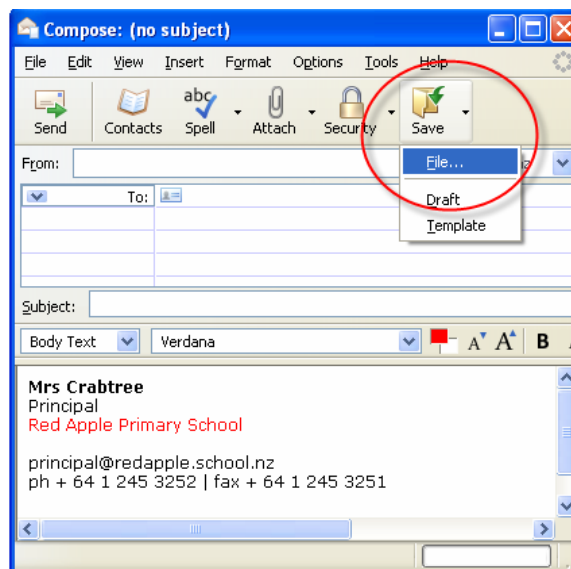
The options in this section will enable you to tell the system what to automatically do with mail that has been identified as Junk or Spam



Add a signature

Select the **write** icon. In the body of the message, create a signature that you would like to appear at the bottom of your emails.

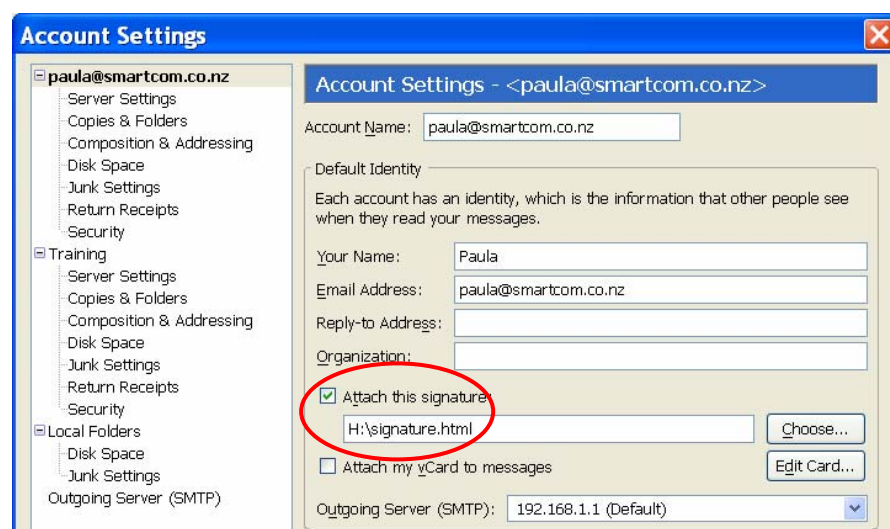
Browse to your H:/ drive and save the file name as "signature" and the file type as HTML
 . Close the message window and select "Don't Save"



Go to '**Tools**' → '**Account Settings**'. Click on the very top option which will be **yourusername@yourschool.school.nz**

Tick the box to attach your signature:
 Select **Choose** and browse to your H:/drive.
 Select the file you have just saved.

Select **OK** to save



Now, when you write a message, your signature will automatically included at the bottom of your email.