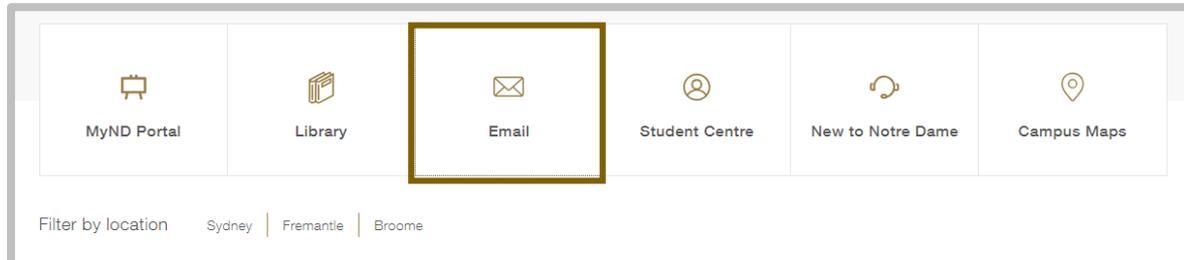




Your calendar in Office 365 lets you create and track appointments and meetings. You can create multiple calendars, link to other people's calendars, and even share your calendar with other students.

1. Access the **Students** page on the Notre Dame website:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links

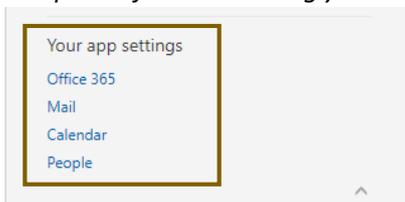


3. Enter your **Student ID** and password to access the portal.
Username: 32001234
Password: Nd01021994

To access more options for your inbox click the **cog** icon.

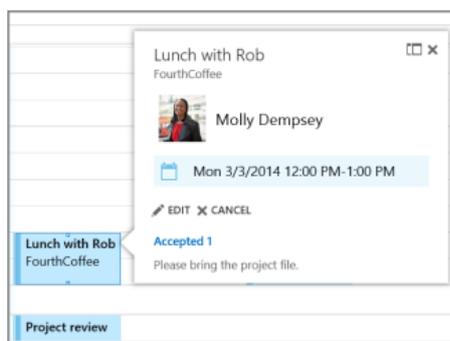


4. Click **Calendar** under your *App Settings*
All options for customising your mailbox are found here.

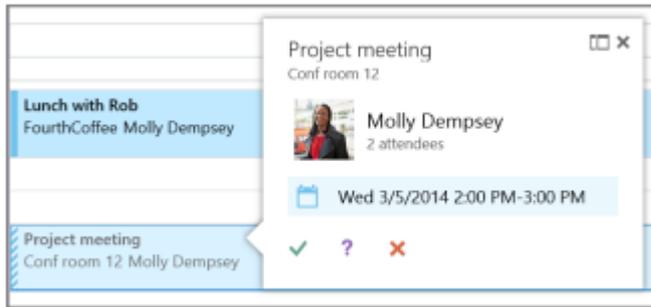


Your calendar loads onscreen and show all current appointments.

You can choose any event in your calendar to see a quick view of that event. An event that you create shows you as the creator and includes a link to edit or delete the event.



A meeting that you've been invited to shows the organiser and includes links to respond to the invitation. If the organiser includes an online meeting invitation, you'll see a link to join the meeting.



You can change the view to “Day”, “work day (Monday to Friday)”, “week”, or Month. In order to do so, click the option on right top corner.



How to create an appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can schedule recurring appointments, view your appointments by day, week, or month, and set reminders for your appointments.

You can specify how the appointments in your calendar look to others by designating the time of the appointment as busy, free, tentative, or out of office. Also, others can give you permission to schedule or make changes to appointments in their calendars.

1. In **Calendar**, on the toolbar, click **New**.



2. Fill in the details of your meeting.

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event

Location

Attendees

Start: Wed 18/02/2015 10:00 Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

Mark as private

Calibri 12 B I U [Rich Text Editor Icons]

3. Enter a **subject**.



4. Enter a meeting **location**.
5. Enter details about the meeting in the **text area**.
6. Set the meeting **Start** and **End** times.
7. If needed, **set a specific time zone** for the meeting.

This feature allows you or other workspace members to see the meeting time according to a specific time zone in addition to the present time zone.

8. If needed, make this a **recurring** appointment.

This feature allows you and other members to schedule repeating meetings (daily, weekly, fortnightly, monthly) for the specific duration (E.g.; during the semester, within 3 month).

9. Select the **Reminder** check box to be reminded about this meeting. This also reminds all recipients of the meeting request if they have reminders enabled on their calendars.
10. Change **Show As** if you would like to change the view of you appointment. By default, this is set as **busy**.
11. Type details to accompany your appointment in the message text area, and then click **Send** or press ALT+S.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0777
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au