

## Public Calendar Documentation

The Postman Calendar system contains an initial Public Page which displays the default calendar which includes the signon boxes.

### Signing On

A user going directly into their own account can enter their Username and Password and press the “Enter” key or tab over to one of the application buttons to the right of the signon boxes.

Username <input style="width: 95%;" type="text"/>	Password <input style="width: 95%;" type="password"/>	<input type="button" value="Calendar"/>	<input type="button" value="E-mail"/>	<input type="button" value="Directory"/>
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**You do not need to “Sign On” to use the system.** Signing on is for people that have been given a Username and Password by the Postman Administrator. The Calendar has a public side which will work just fine without signing on.

### Viewing Calendar Information without Signing On

The initial calendar view is preset by the Postman Administrator to display a daily, weekly, monthly or list view containing a set of events within a set of calendars that have been designed to interest the most number of people that are going to be accessing this view. The viewer can change the format of the initial view to one of their own choosing by selecting one of the following tabs:



### Calendar Contents



Postman displays events from one or more calendars in the large window on your screen. All events in a single calendar are the same color. Selecting which calendar events will be displayed in the large screen is preset but can easily be changed by the viewer. This is done by selecting desired Folders from the left column. A Folder is a group of calendars. Folder names are adjacent to the small folder icons.

Selecting the top Folder will cause all possible contents to be displayed. Selecting any other Folder will give the viewer the events contained in the calendars contained in that Folder.

In this example, *Public Calendars* is the super Folder, *US Sports* is the selected Folder and the *College Info* Folder contains 5 calendars beginning with *Freshmen*.

If the viewer had selected *College Info*, then all the events in those 5 calendars would be displayed in the right calendar. If the viewer had selected *Freshmen*, the right calendar would include only the events from the *Freshmen* calendar.

The user can search for a word by typing that word in the “find” box near the top of the left column and pressing enter or by selecting the binocular icon next to it. When this is done, the system will search through all the events in all the calendars the viewer has permission to see and will display those events in the right frame.

Additionally, the system displays a Public and a Cal Tab at the top of the left column. The Public tab will display the Public Folders in the left column while the Cal tab displays a miniturized view of current month and the next month in a monthly calendar format. The page opens with the Public Folder view.

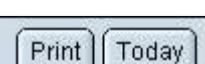


### Other functions:



The Help button displays a PDF file that describes the contents of each web page.

The Logout button signs the User off the Postman Server. It should be used every time a logged in User finishes their working session. It prevents other people from accessing in your account. If you do not Logout, Postman will eventually log you off the system automatically. Different servers can be set up to logout after different time intervals.



The Print button enables you to Print the page the calendar information they are seeing in the large window and gives you the opportunity to name the printed page whatever you want to name it. An example might be to name the page “Michael's Basketball Schedule”.

The Today button is a convenient way to get back to the current day, week or month.