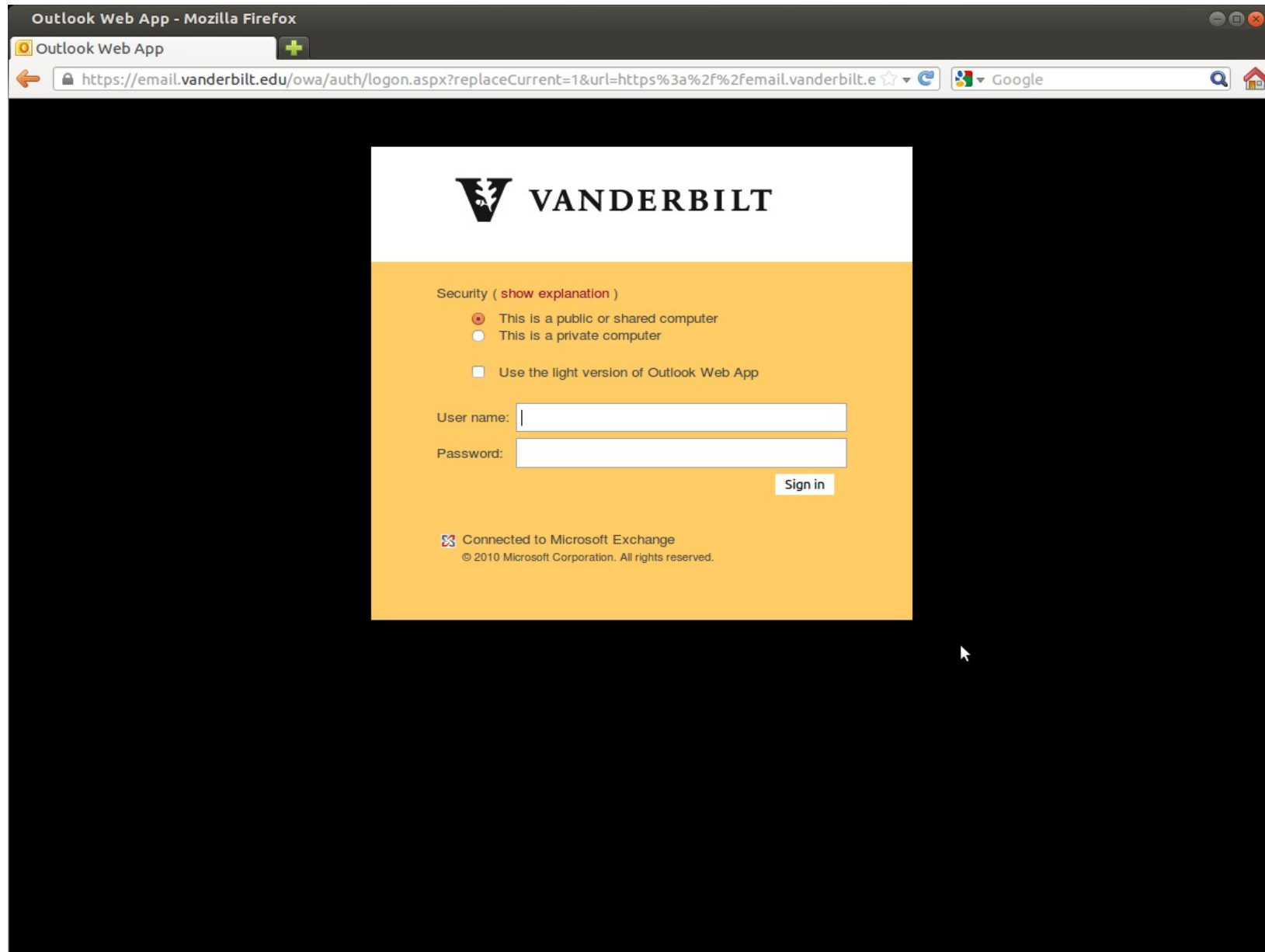


# How to use the Biostatistics Department Calendar with Outlook Web Access

Open Outlook Web Access (OWA) at <https://email.vanderbilt.edu>. It works correctly with Firefox on Linux and Windows.



This is how OWA looks when viewing your inbox.

The screenshot displays the Outlook Web App (OWA) interface within a Mozilla Firefox browser window. The browser's address bar shows the URL <https://email.vanderbilt.edu/owa/>. The OWA interface includes a top navigation bar with a "sign out" link and the user's name, "Plummer, Dale". Below this, a left-hand sidebar contains navigation links for "Mail" (with 27 items in the inbox), "Calendar", "Contacts", "Tasks", and "Public Folders". The main content area is divided into two sections: a list of emails on the left and a detailed view of the selected email on the right.

The email list on the left is organized by date, with sections for "Today", "Two Weeks Ago", "Three Weeks Ago", "Last Month", and "Older". The selected email, titled "National Commodore Club", is dated "Tuesday 11/29 clinic" and has a time of "4:04 PM". The email body text reads: "Join us for a bowl selection celebration!".

The detailed view of the selected email on the right shows the "To:" field as "Plummer, Dale" and the date "Tuesday, November 27, 2012 4:03 PM". Below this, a large redacted area is visible, followed by the text: "JOIN US FOR A BOWL SELECTION CELEBRATION!". The text continues: "The Vanderbilt Commodores are going to a bowl game for the second consecutive year, and we invite you to join us as we announce our highly anticipated bowl game destination. The celebration will take place on Sunday, Dec. 2, in the Commodore Ballroom in the Student Life Center and will feature the Spirit of Gold marching band and Vanderbilt Cheer and Dance. Doors will open at 6 p.m. in preparation for the announcement event at 7 p.m. You may park in the 25th Ave. Garage located at the corner of 25th Ave. and Highland. In preparation for the upcoming bowl announcement, we have included your current email, account ID, and".

Click on the Calendar icon to view your Exchange calendar.

Plummer, Dale - Outlook Web App - Mozilla Firefox

Plummer, Dale - Outlook Web ...

https://email.vanderbilt.edu/owa/#

Google

sign out | Plummer, Dale

Find Someone Options

Calendar > November, 2012 - December, 2012

New Delete Go to Today Share View

< November 2012 >

S M T W T F S

28 29 30 31 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 1

2 3 4 5 6 7 8

My Calendars

Calendar

People's Calendars

Rooms

Other Calendars

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

25 sun

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Meet with

Meet with Dexter

IT staff meeting:

To connect to the Department Calendar: right click on “Other Calendars” and select “Add calendar...”; type “Biostatistics Department Calendar in the Name box and click OK.

The screenshot displays the Outlook Web App interface in a Mozilla Firefox browser window. The browser's address bar shows the URL `https://email.vanderbilt.edu/owa/#`. The page title is "Plummer, Dale - Outlook Web App". The user is logged in as "Plummer, Dale" and can sign out. The main content area shows the calendar for November 2012, with the current date being Tuesday, November 27. A sidebar on the left lists "My Calendars" (with a checked "Calendar" icon), "People's Calendars", "Rooms", and "Other Calendars" (which is circled in red). The "Add Calendar" dialog box is open in the center, with the "Calendar from your organization" option selected. The "Name..." field is filled with "Biostatistics Department Calendar" and is circled in red. The "Calendar from the Internet" option is also visible, with a "Calendar URL:" field. The background calendar view shows a weekly layout with a time slot from 8 AM to 10 PM. A "Thomas out" event is visible on Monday, November 26. Other events like "Biostatistics Department Calendar" and "IT staff meeting" are also visible.

The department calendar will appear beside your personal calendar. The calendars can be viewed individually by checking the appropriate box (in left side navigation bar).

The screenshot displays the Outlook Web App interface in a Mozilla Firefox browser window. The address bar shows the URL <https://email.vanderbilt.edu/owa/#>. The page title is "Plummer, Dale - Outlook Web App".

The interface shows two calendars side-by-side, both circled in red:

- Calendar** (left): This is the user's personal calendar. It shows a weekly view for November 25-30, 2012. The left sidebar under "My Calendars" shows the "Calendar" checkbox checked.
- Biostatistics Department Calendar** (right): This is the department calendar. It also shows a weekly view for November 25-30, 2012. The left sidebar under "People's Calendars" shows the "Biostatistics Department Calendar" checkbox checked.

The main view displays a weekly grid for November 25-30, 2012. The left sidebar shows the "My Calendars" section with the "Calendar" checkbox checked. The "People's Calendars" section shows the "Biostatistics Department Calendar" checkbox checked. The "Rooms" and "Other Calendars" sections are also visible.

The calendar grid shows various events, including:

- Meet** (November 26, 2 PM)
- Data** (November 27, 11 AM)
- IT sta** (November 28, 4 PM)
- Adaptiv PRB 569** (November 27, 11 AM)
- Biostat Clinic D-2221** (November 27, 12 PM)
- Biostat Clinic D-2221** (November 28, 12 PM)
- Biostat Clinic D-2221** (November 29, 12 PM)
- Biostat Clinic D-2221** (November 30, 12 PM)



Plummer, Dale - Outlook Web App - Mozilla Firefox

Plummer, Dale - Outlook Web ...

https://email.vanderbilt.edu/owa/#

Google

sign out | Plummer, Dale

Find Someone Options ?

Calendar > November, 2012

Find Someone Options ?

< 2012 >

Jan Feb Mar

Apr May Jun

Jul Aug Sep

Oct Nov Dec

My Calendars

☒ Calendar

People's Calendars

☒ Biostatistics Department C

Rooms

Other Calendars

Mail

Calendar

Contacts

Tasks

Public Folders

Calendar

	sun	mon	tue	wed	thu	fri	sat
44	28 BENEF	29 BENEF Jeff ou Biostat Talk At	30 BENEF Allocat Biostat Jeremy Meet wi	31 BENEF Hallow Final D Data C	Nov 1 "All" Bi Biostat	2 Biostat Statisti IT staff	3
45	4	5 Angle Biostat	6 Electic Executi Compu Biostat Meet wi	7 Reminc Data C Biostat All Dep Meet w	8 Biostat	9 Biostat Statisti IT staff	10
46	11 Vetera	12 Biostat	13 Biostat exampl Meet wi	14 Data C Biostat BCC M Meet w	15 Dale o Biostat Discov	16 Biostat Center Statisti IT staff	17
47	18	19	20 Thomas out Biostat Meet wi	21 Dale o Data C Biostat Meet w	22 Thank: Biostat	23 Dale o Biostat Statisti IT staff	24
48	25	26 Thoma Biostat	27 Steerin Biostat Meet wi	28 Data C Biostat Meet w	29 Biostat	30 Biostat Statisti IT staff	Dec 1

Biostatistics Department Calendar

	sun	mon	tue	wed	thu	fri	sat
	28	29 Biostat Talk At	30 Adaptiv Biostat	31 Biostat	Nov 1 Biostat Faculty	2 Biostat	3
	4	5 Biostat	6 Executi Compu Adaptiv Biostat	7 Biostat All Dep	8 Biostat Faculty	9 Biostat	10
	11	12 Biostat	13 Adaptiv Biostat	14 Biostat	15 Biostat Faculty	16 Biostat	17
	18	19 Biostat	20 Adaptiv Biostat	21 Biostat	22 Biostat Faculty	23 Biostat	24
	25	26 Biostat	27 Adaptiv Biostat	28 Biostat	29 Biostat Faculty	30 Biostat	Dec 1