Getting Around bConnected

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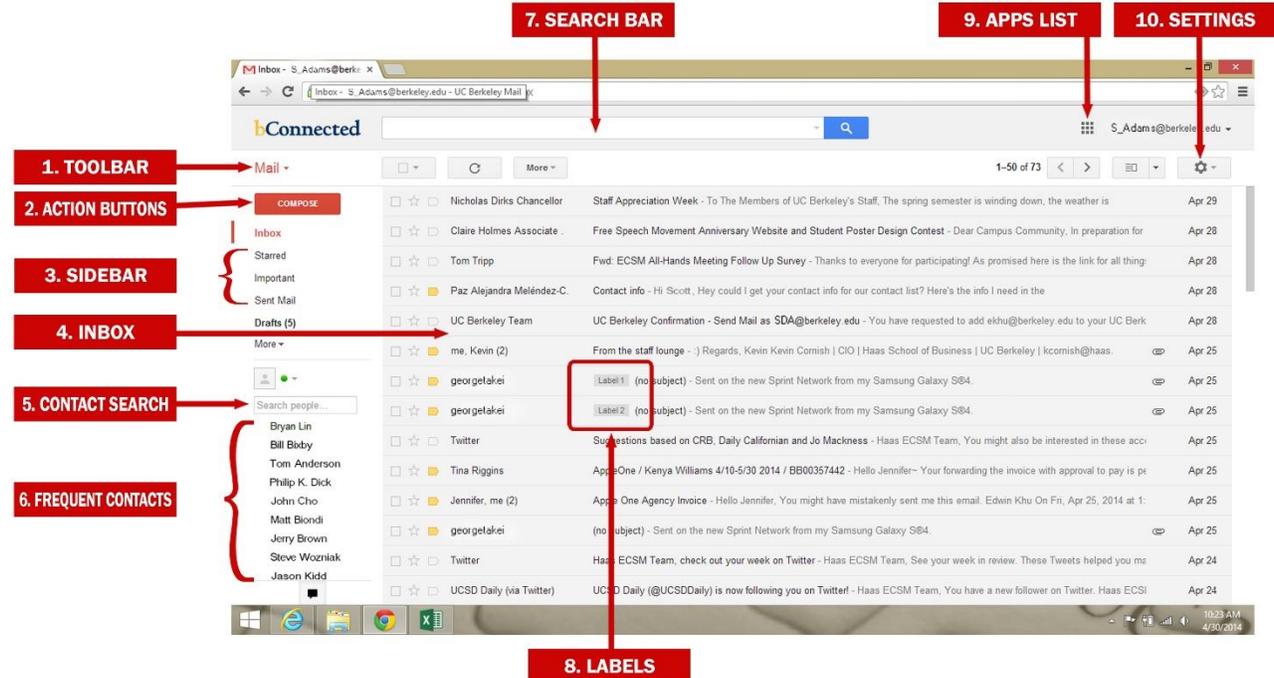
1. TOOLBAR
Clicking on the red downward arrow provides access to **Mail**, **Contacts** and **Tasks** views.

2. ACTION BUTTONS
The button function changes on view and completes desired actions shown – whether it's to **Compose** in Mail view or **Create New** contact in Contact view.

3. SIDEBAR
Quick access to Mail which you have classified as **Starred** or **Important** and to **Sent Mail**, **Drafts** and **More** (Chats, All Mail, Spam, Trash and Create/Remove Labels)

4. INBOX
Your primary Mail repository. You can view your mail in 'no split' mode (default) or change it in **Settings** to vertical or horizontal split preview panes.

5. CONTACT SEARCH
Search for your contacts or Mail recipients within the Haas or Campus mail directory by typing in this box. bConnected's predictive function will show you recipient options as you input letters.

6. FREQUENT CONTACTS
As you send and receive Mail, bConnected will keep track of your most frequent Mail senders and recipients in this list. Once the list is populated you can click on any name here to instantly compose Mail for that chosen name.

7. SEARCH BAR
Search for items/topics within Mail or the web (via Google search engine)

8. LABELS
bConnected's version of Folders. Labels make it easier to classify, group and search for your Mail. Multiple labels can be assigned to every mail.

9. APPS LIST
Click this button to access other bConnected Apps, including: **Calendar** & **Drive** (where Docs is located)

10. SETTINGS
Section which allows you to configure settings for your **Mailbox Views**, **Inbox**, **Themes**, as well as access to **Labs**, for advanced settings configurations.

bMail Labels & Search Tips

CREATING LABELS
1. Place mouse pointer over the **Sidebar** and click the **More** shortcut
2. Click the **Create new label** shortcut
3. Enter a label name in the **Please enter a new label name** box
4. Optional: Click the **Nest label under box**, click the arrow in the **Please select a parent box**, and select a group name for the label from the resulting menu
5. Click the **Create** button

LABELING A MAIL MESSAGE
1. Check the box next to the message you want to label
2. Click the **Labels** button on the toolbar
3. Check the boxes next to the labels you want to apply
4. Click **Apply** when you have finished
Note: If you have not already added the label you want to apply you can do so quickly. Click the **Labels** button and enter a name for the label in the **Label as** box. Click the (**create new**) shortcut. Click the **Nest label under** box and select a parent label. Click the **Create** button

EDITING A LABEL
Once you have created a label, you can edit or customize it.
1. Find the label you want to edit in the **Sidebar** and place your mouse pointer over it
2. Click the arrow which appears
3. Select editing options from the resulting menu

ORGANIZING AND DELETING LABELS
You can determine where labels are displayed
1. Click the **Settings** button
2. Select **Settings** from the resulting menu
3. Click on the **Labels** tab
4. Select the **show**, **hide**, **mark as unread**, **remove** or **edit** shortcuts in the **Show in label** list, **Show in message** list and **Actions** columns

SEARCHING MESSAGES
You can search for email messages from a specific person or for messages containing specific information or keywords.
1. Click the downward arrow in the right most corner of the **Search Bar**
2. Enter your search criteria in the dialog box
3. Click the **All Mail** button to specify location(s) you want to search
4. Click the **Search** (magnifying glass icon) button
NOTE: Search Bar may also be used to search items on the web

bCalendar Tips
bCalendar is a sharable service which displays your own calendar as well as other contacts' schedules and events. To get started, click on the **Apps List** button and select Calendar

ADDING AN EVENT TO YOUR CALENDAR
1. Click the **Create** button
2. Enter the name of your event in the **Event Title** box
3. Do one of the following:
   - *To enter the time and duration of the event*, enter the starting and ending times in the time and date boxes. Check the boxes to indicate whether the event should run **All Day** or **Repeat**
   - *To add information about the event*, enter details into the **Description** box. You can also click the checkboxes to indicate the color of the event on the calendar
   - *To add guests to the event*, enter email addresses into the **Add Guest** box and click Add
   - *To set the visibility of the event*, check the **Privacy** buttons. You can set your event as **Default**, **Public** or **Private**
4. Click the **Save** button

VIEWING YOUR CALENDAR
You can toggle between several views for your calendar from the available top row buttons, including:
- **Day**: shows hour by hour appointments for a single day
- **Month**: shows a 42 day view
- **Four Days**: shows a more compact hourly view of the next four days
- **Agenda View**: shows your schedule in a list format

SHARING CALENDARS
1. In the left hand sidebar, click the downward arrow button beside **Other Calendars**
2. From the resulting menu, select **Add a Friend's Calendar**
3. Enter a contact's email address in the **Contact Email** box
4. Click **Add**
5. *Optional*: To change the color of your friend's calendar events, click the downward arrow beside the calendar you wish to edit. Check the color box to select the default color you wish to use or click **Choose Custom Color** to select a new color
6. *Optional*: To display only the shared calendar, click the downward arrow button beside the calendar you wish to display. Select **Display Only this Calendar** from the drop down menu
7. *Optional*: To hide a shared calendar, click the downward arrow button beside the calendar you wish to hide. The shared calendar will no longer display on your calendar