

Connect Quick Reference

<https://connect.siu.edu/>

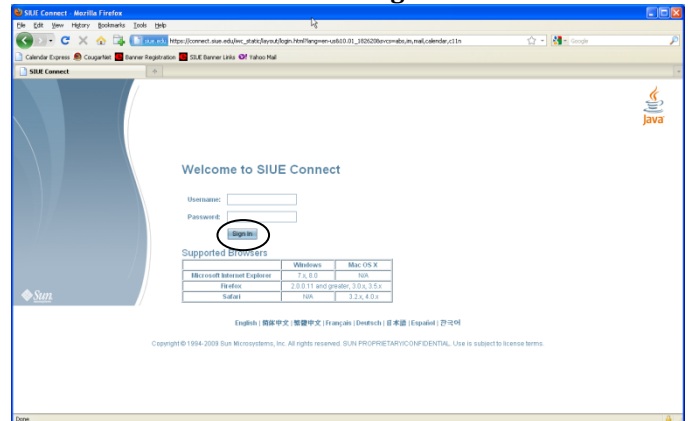
Overview of Connect

Connect is the replacement for Sun Java System Calendar Express (formerly I-Planet), SIUE Web Mail and adds the feature of instant messaging (chat). Connect is available wherever you have internet access. Information is shared between the three applications. Single sign on to access all three applications. This quick reference guide is to assist with the basic features of Connect. For additional information, refer to the on-line help or call 650-5500.

Log into Connect

- Open browser
- Key into the address line: <https://connect.siu.edu>
 - Press Enter
- Enter User Name and Password
 - Will use e-id and e-id password
 - Password will be updated in Connect whenever you change your e-id password
- Click

Connect Log In

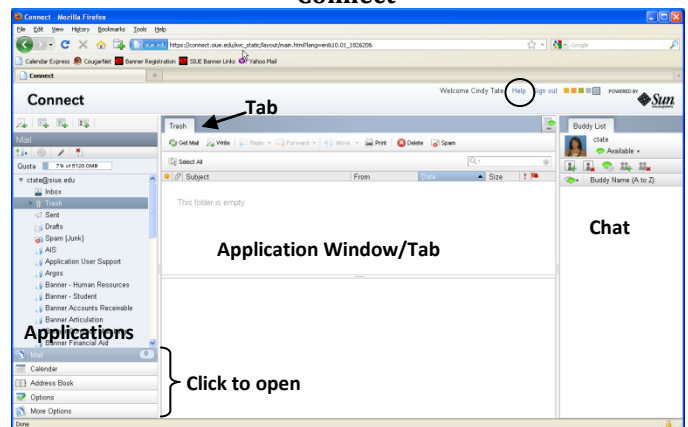


General Navigation

- To move from one application to another application; select from service selector panel in left frame
- Can have multiple tabs open; click tab to select
- Click on icons to open options/windows
- Click Help for additional information
- Click Sign out and then close browser to exit

Note: Concerning resolution – The minimum resolution varies depending upon the size and type of monitor. The calendar needs to be viewed with the monitor resolution set to at least 1024 x 768. Larger landscape monitors may require a minimum resolution set at 1152 x 768.

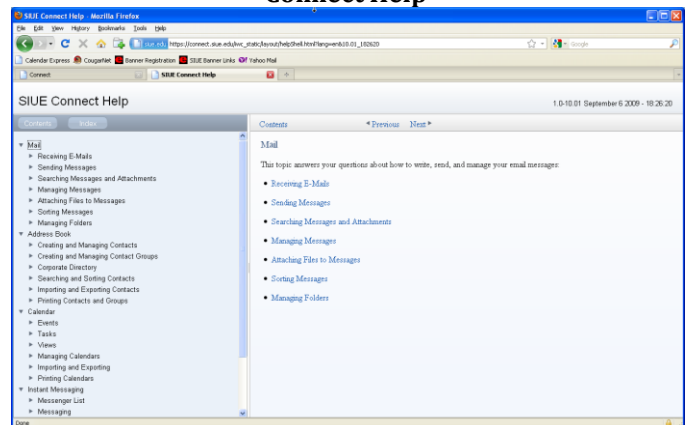
Connect



Help

- An extensive on-line help is available for Connect.
- Click Help to open.
- Double click on topic to expand/collapse menu located in left frame
- Select item to read in right frame
 - Additional selections available in Contents
 - Click once to select

Connect Help



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Mail



Quota

The quota for the mail storage is 5 gb. This amount includes all folders; even Trash and Spam. This is 100 times the previous storage capacities. There is a quota meter on the Mail page. As the storage reaches the quota limit, an email will be sent to remind you to reduce your email. If the quota is reached, there will be a grace period (3 days) to allow the user to manage and reduce the amount of email stored. After this grace period, the messages delivered after reaching the quota will be returned to the sender. The personal web page will remain at 50 mb and is not part of the 5 gb for Mail.







Messages: Read

- Click on Mail
- Number of unread messages is visible on Mail label
- Click  Get Mail to refresh Inbox
- Select folder to view messages stored in a folder
- Select message to read
 - Double click message to open in a full tab
- Click  Spam to move message to the Spam folder

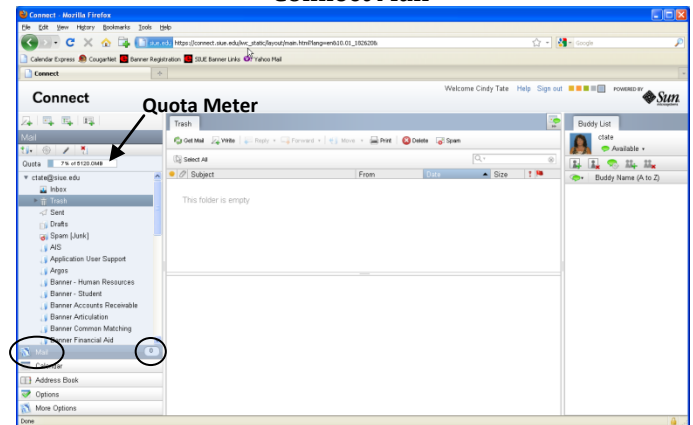
Messages: Reply

- Click down arrow for  Reply
 - Reply sends message to sender only
 - Reply all sends to the sender and all those that received the current message
 - New tab opens
 - Write message
 - Click  Send
 - Copy will be stored in the Sent folder

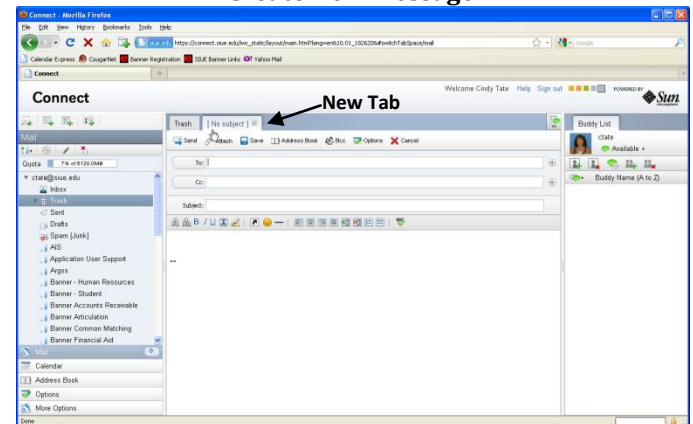
Messages: Create/Send

- Click  Write
- New tab opens
- Enter address(es)
 - Type in email address
 - OR: Click  Address Book
 - Place cursor in 'To', 'Cc' or 'Bcc' field
 - Double click on name in contacts
 - Click 
- Click  Attach to add attachment
- Click  Save to save to Drafts and not send
- Click  Send
- Copy will be stored in the Sent folder

Connect Mail



Create New Message



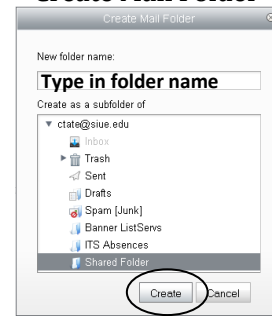
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Folders: Create/Delete

- Add folders to manage messages
 - Click to create new folder
 - Select New Folder
 - Enter folder name
 - Click
- To delete folder
 - Select folder
 - Click to delete folder
 - Click to confirm
 - Deleted folder (and associated subfolder(s) and messages within deleted folder) will be moved to the Trash folder

Create Mail Folder



Calendar

Calendar shares the Address Book with Mail and Chat.

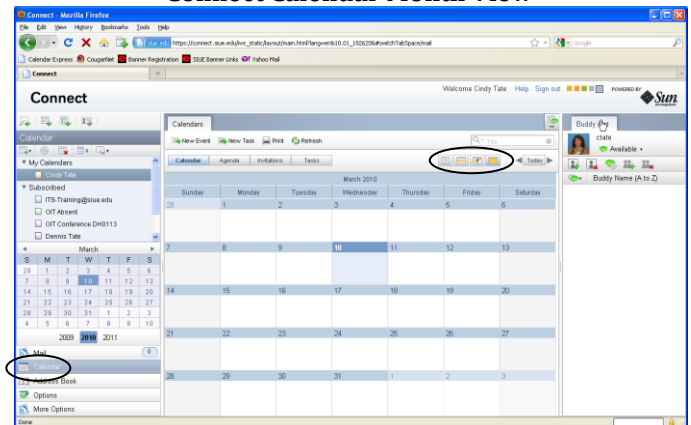
Views

- Click on view button to select
 - Day
 - Week
 - Next 7 (similar to Week)
 - Month

Events: Quick Event

- Click on day to schedule event
- In the What: field, type event title, 'at' start time, 'in' location.
 - Example: Tate Test 1 at 1 pm in KDH
 - Calendar will enter title as Tate Test 1 with a start time of 1 pm, default length of one hour with the location as KDH
 - Must use 'at' if wanting a start time and 'in' to show a location
 - Click
 - To add details or make changes to length (default is one hour), must edit event

Connect Calendar Month View



Quick Event Dialog Box



Click here to edit event

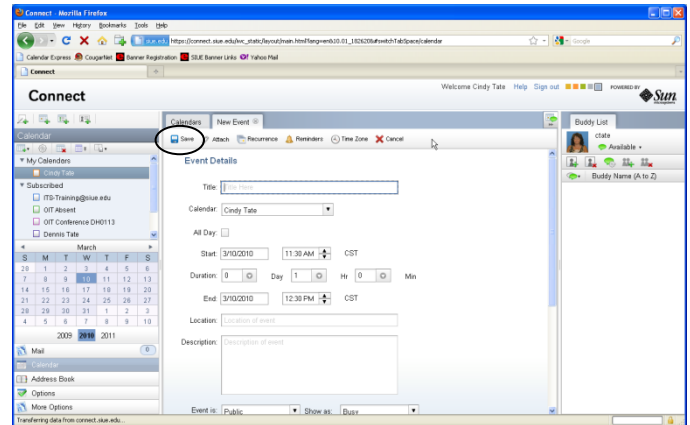
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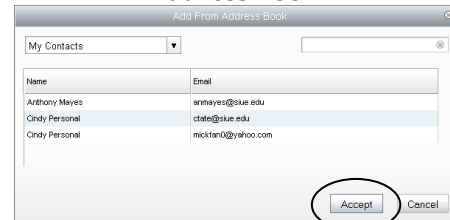
Create New Event

Events: Create Event

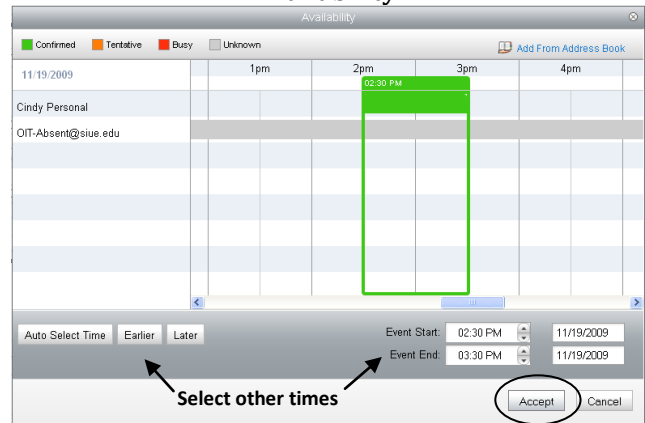
- Click New Event
- Enter event criteria
 - Title: Enter descriptive title
 - Calendar: Change as needed (scheduling more than just personal calendar)
 - All Day: Check if entire day (i.e.; vacation)
 - Start: Change date and time as needed
 - Duration: Enter length of event; days, hours and minutes
 - Can skip, if end date and time entered, duration values defaults in
 - End: Change date and time as needed
 - If enter duration, end value defaults in
 - Location: Enter as needed
 - Description: Enter as needed
 - Event is: Change as needed
 - Public: Default value. Any person with read access can see all details about scheduled event
 - Show Time and Date Only: Any person with read access can only see the date and time slot of event and no other details
 - Private: No details are available (exception: given person Read and Write or Owner access)
 - Show as: Change as needed
 - Busy: Time of event will show as not available
 - Free: Time of event will not show when checking availability
 - Invitations: Send invitations to other calendars
 - Key in complete email address and click
 - OR: Click Add From Address Book select addresses (hold control key down to select multiple people) and click
 - Click Check Availability to verify time available for all that have been invited
 - Click Attach to attach documents as needed
 - Click Recurrence to set up repeat options
 - Check Advanced to get additional options
- Click Save



Address Book






Availability



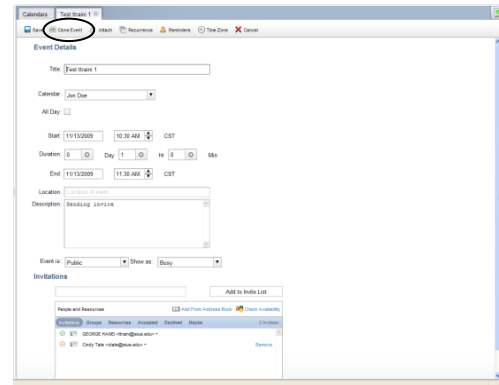
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Events: Clone Existing Event (Copy)

- Open the event to clone by double clicking on the event
- Click 
- Click  to event successfully cloned
- Make necessary changes to event
 - Date, time, list of invitees
- Click 

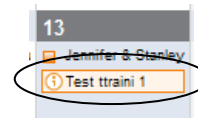
Cloned Event



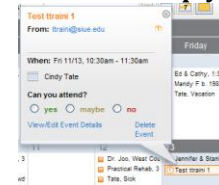
Events: Respond to Invitation

- An invitation is an event put on your calendar by another user that you have given permission to invite you to events
- Click on event to respond to invitation
 - Its appearance is different from other events
- Select decision on attendance
 - Selecting **no** will remove the event from your calendar
 - On the owner's calendar, the event will show how you replied
- Edit box will close and event is no longer an invitation
- Can change response by clicking on event and select 'Change response?'





Invitation



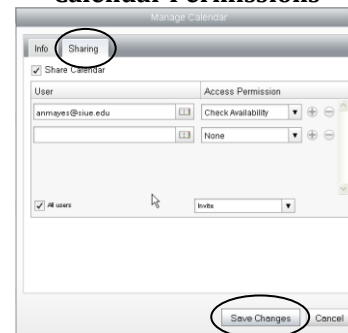
Invitation Reply



Permissions

- Click  to assign properties/permissions to your calendar
- Click 'Sharing' tab
- Enter user email address
- From dropdown, select Access Permission
 - Read: User can read all public events
 - Check Availability: User sees only availability
 - Invite: User can place an invitation on your calendar
 - Read + Write: User can create, delete and modify events directly to your calendar – is a proxy for you
 - Owner: Similar to Read + Write plus can give permissions/access to your calendar, modify properties
 - All Users: Any person at SIUE that has an e-id and is using Connect
- To add more users, click 
- To remove a current user, click 
- Click 

Calendar Permissions



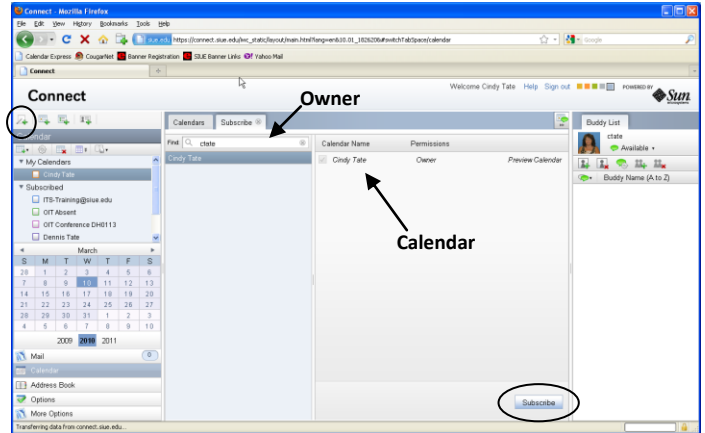
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Subscribe to Other Calendars

- Click
- Select Subscribe to Calendar
- Enter criteria in Find field
 - Press Enter
- Select owner (left side)
- Check calendar to subscribe to (right side)
- Click
- Access to the subscribed calendar is based upon the permissions that the owner has given to you

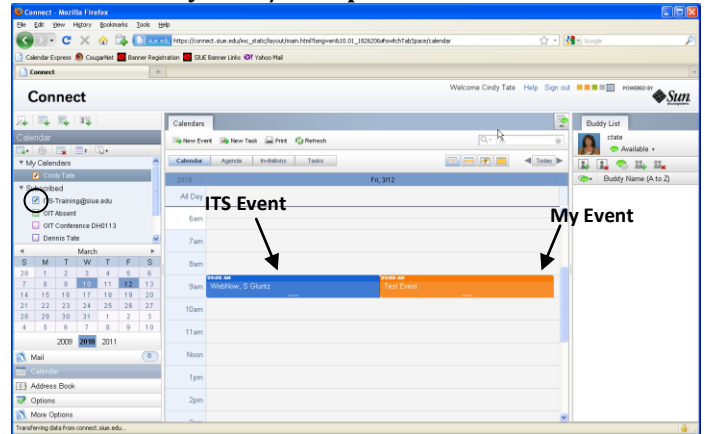
Subscribe to Calendar



View Other Calendars

- Check box for calendar to view
 - Various colors are used for the events for each different user
- Uncheck box to close view

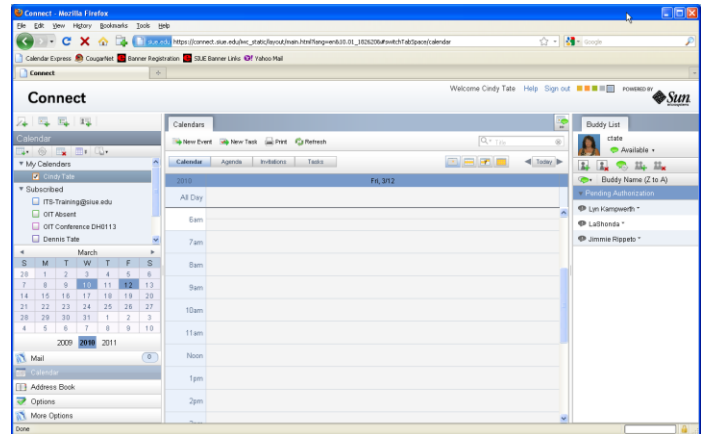
Day View/Multiple Users Events



Chat (Instant Messaging)

Chat shares the Address Book with Mail and Calendar. Chat will be archived. Chat is limited to SIUE users. Click to toggle Chat view.

Chat



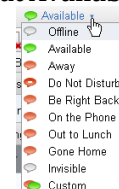
Buddy List

- To add a buddy:
 - Click
 - Key in email address or add from Address Book
 - Click
- To remove a buddy:
 - Select buddy
 - Click
 - Click
- Groups can be created or deleted

Availability

- Click
- Select your availability

Chat Availability



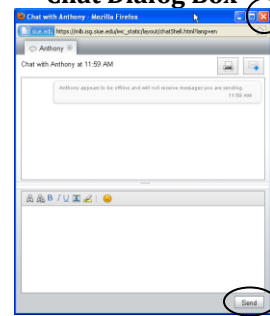
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Chat

- Double click on buddy to chat with
- Dialog box opens
- Type in message in lower half
- Click
- Read conversation in top half
- Click to close chat dialog box

Chat Dialog Box



Options

Options are available for all applications. Select options based upon your personal preferences. You must save changes for each page.

Global

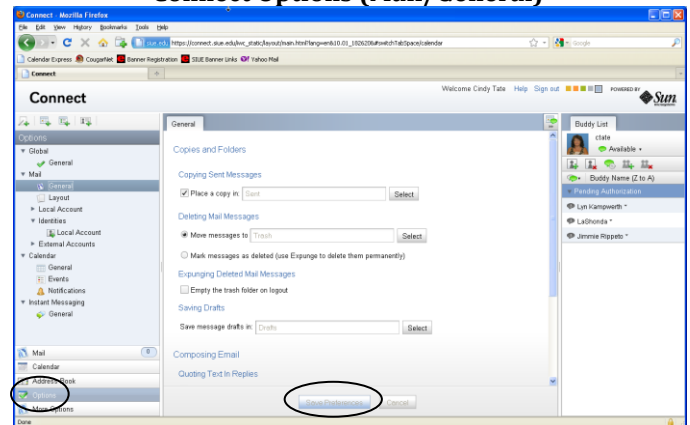
- General: Language, date and time format
- Click

Mail

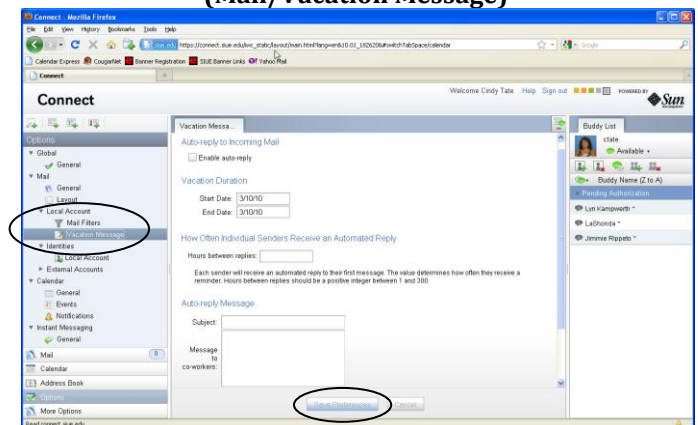
- General: Copies & folders, handling deleted messages, composing messages
- Layout: Message list

- Local Account/Vacation Messages: Setup vacation message and duration
 - Select Mail/Local Account/Vacation Message
 - Check 'Enable auto-reply' so replies will be sent for incoming messages
 - Enter in start and end dates for vacation
 - The auto-reply will end at 11:59 pm the day of the end date (Example: End date is June 30th auto-reply will not be sent as of 12:00 am July 1st)
 - Enter value for number of hours between how often auto reply message will be sent to the same sender
 - 0 (zero) will send a reply to every message for a sender
 - Key in subject (same for both co-workers and others)
 - Key in message
 - If vacation message entered for 'Message to co-workers' and 'Message to other senders' left blank, only SIUE email accounts will receive auto-reply
 - If vacation message entered for 'Message to other senders' and 'Message to co-workers' left blank, everyone (SIUE and other) will receive auto-reply
 - If vacation messages are entered for both 'Message to co-workers' and 'Message to other senders', each will receive the applicable auto-reply
 - Click

Connect Options (Mail/General)



Connect Options (Mail/Vacation Message)



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- Identities/Local Account: Setup identity and signature preferences
- External Accounts/New Account: Adding other accounts to manage (i.e.; have special account for departmental email)
- Click

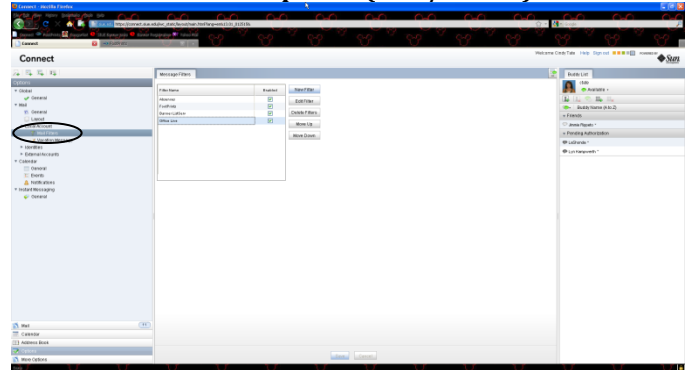
- Local Account/Mail Filters: Manage filters

- Select Mail/Local Account/Mail Filters
- Add new filter

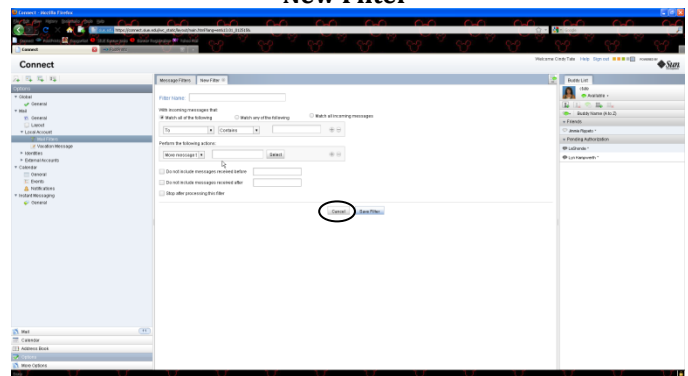
- Click
- Filter Name – Key in filter name
- Select radio button for match type
 - Match all of the following – All criteria (rules) must be met for filter to work
 - Match any of the following – At least one of the rules must be met
 - Match all incoming messages – All incoming messages are moved to selected folder
- Enter filter criteria
 - Click or add or remove criteria
- Enter action – Move, copy or discard
 - If copy or move, select folder
- If applicable, check box(es) for Do not include messages received before/after and enter dates
- Stop after processing this filter
 - Check box if no other filter should apply (most filters)
 - If multiple filters could apply, do not check except for the last filter
 - Example 1: Filter for From = John Doe move to JD folder and box is checked; any emails from John will be moved to the JD folder with no other filters being applied on those emails
 - Example 2: Filter for From = John Doe move to JD folder and box is not checked and there is a second filter that says Subject = Connect move to Connect folder and box is checked; email from John Doe subject Banner will be moved to JD folder and email from John Doe subject Connect will be moved to Connect folder

- Click
- Filters will be processed in order of list
 - Use and to change order
- To temporarily disable a filter without deleting it, uncheck the Enabled checkbox for the applicable filter
- Select filter and click to permanently remove filter
- To change existing filters, select filter, click , make changes and click

Connect Options (Mail/Filters)



New Filter



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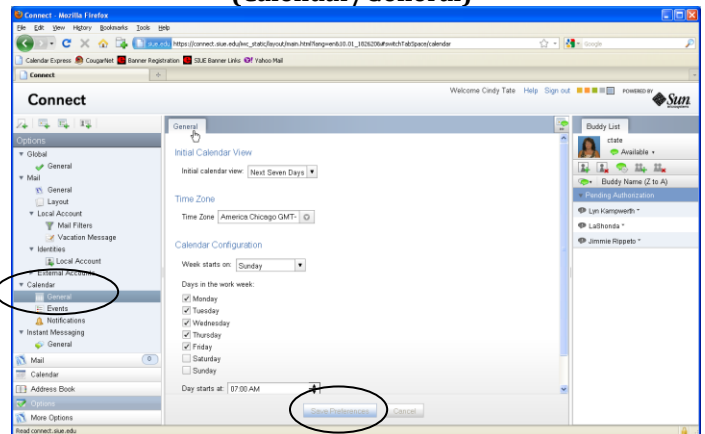
Calendar

- General: Initial view, days of week, day start and end times
- Events: Invited events filter (default does not show declined invitations as noted in the Events: Respond to Invitation section)
 - Check box for Declined invitations to view on calendar
- Notifications: Enable event and invitation notifications
- Click

Instant Messaging (Chat)

- General: Status, alerts, groups and new contact requests
- Click

Connect Options (Calendar/General)



Notes

For faculty that utilize the mail feature with their students in CougarNet (class rosters), you will still need to have a mail client (i.e.; Thunderbird, Outlook) installed on the computer.

Exit Connect

- Click
- Close browser