

UMCal QuickStart Guide

This guide is intended for users new to UMCal. It includes instructions on initializing your calendar account, links to download sites, where to find documentation, and how to get help.

Where is the UMCal Page?

There is an UMCal page providing installation and user guides, links to frequently asked questions, software downloads, and so on. You can find this page by going to [<http://www.umn.edu/umcal>].

Migrating from GroupWise, Meeting Maker, and Outlook

Conversion tools and instructions for users of these systems are available at the UMCal page, [<http://www.umn.edu/umcal>].

Calendar Access

All faculty and staff are eligible for UMCal access, although you or your department must first be calendar-enabled to enter the system. If your department has been calendar-enabled the next section, "Calendar Initialization," will guide you through the process of creating your account. If your department has not been calendar-enabled (you do not see the "Calendar Account Options" section as described below) you will need to submit a request to have your calendar account created. Simply follow the "Sign up to Use UMCal" link on the UMCal site.

Calendar Initialization

Before using UMCal, you must first initialize your calendar account. To do this, point your web browser to [<http://www.umn.edu/validate>] and follow the "Calendar Account Options" link. Follow the directions on the next page to setup your account. It is suggested that you wait at least five minutes before attempting to access your calendar using the web client or any of the desktop clients. Please note that only users from departments that have been given access will see this option. Please ask that your department head submit a request to participate using the form by following the "Sign up to use UMCal" link at [<http://www.umn.edu/umcal>].

Web Access to UMCal

You can access UMCal through the web client from any computer on the Internet, on campus or off. Simply go to [<http://umcal.umn.edu/>]. You can also find a link to the UMCal information page in the lower right corner of the UMCal web client.

Software Downloads

Software downloads are available through the UMCal site at [<http://www.umn.edu/umcal>].

Documentation

Installation and user guides, as well as other documents, are available on the UMCal website.



Support & Training

The ADCS helpline (1-HELP) provides UMCaI support over the phone and via email. You can email the helpline at help@umn.edu or call (612) 301-HELP (4357), or simply 1-HELP on campus.

The University Technology Training Center (UTTC) provides orientations and hands-on training for UMCaI. For course listings, please visit [<http://uttc.umn.edu/>].

1-HELP Phone Support Hours	
Monday	8AM – 11PM
Tuesday	8AM – 11PM
Wednesday	8AM – 11PM
Thursday	8AM – 11PM
Friday	8AM – 5PM
Saturday	Noon – 5PM
Sunday	5PM – 11PM

Which Client Should I Use?

Most users will want a desktop client or the Outlook Connector for use on their primary computer, as these provide more functionality than the web client. The web client is most useful for mobile individuals who do not have a laptop they carry with them.

Microsoft Outlook Users: The Outlook Connector

If you use Microsoft Outlook 97 or greater (note that Outlook Express is not supported) for your email, you may want to consider the Outlook Connector as an alternative to the desktop client. Instead of having two separate programs running, one for your email and one for your calendar, the Outlook Connector will integrate your UMCaI calendar into Outlook, providing email and collaborative calendaring from one application. If you already keep a calendar in Outlook you can import that information into UMCaI or maintain a calendar separate from UMCaI within Outlook.

The Outlook Connector does not share a common user interface with the other clients. The desktop clients and the web interface have a very similar look and feel to them whereas the Outlook Connector does not fall into this group.

If you use GroupWise and wish to move to Outlook with the Connector, be aware that Outlook and the GroupWise client should not coexist on the same computer. Please uninstall the GroupWise client before attempting to use Outlook with the Connector.