

PantherMail Briefcase

Briefcase Overview

The **Briefcase** feature allows you to upload files for temporary storage and access those files from another location

The **Briefcase** is intended to be TEMPORARY storage. It should not be the only place you store an important file.

Creating Briefcase Folders

You can create folders to organize your briefcase. Follow these steps:

1. In the **Overview** pane, click the **New Briefcase** button.
2. Type the name of your folder in the **Name** field
3. You can select a color for your folder with the **Color** drop-down menu
4. Click the **Folders** entry at the top of the folders list.
5. If you want your folder nested inside another folder, click that folder to select it.
6. Click the **OK** button.

Uploading Files to the Briefcase

You can easily upload a file from your computer to the **Briefcase**. Follow these steps:

1. In the **Overview** pane, click on a destination folder for your upload. This is where your file will be stored.
2. Click the **Upload** File button in the toolbar.
3. Click the **Browse** button to locate your file.
4. Find the file on your computer, and click on it to select it.
5. Click the **Open** button to select the file for upload.

Adding Email Attachments to Briefcase

You can easily add email attachments to the Briefcase. Follow these steps:

1. In an email message, click the add to briefcase link.
2. Click on the Briefcase folder you want to store the attachment in.
3. Click the **OK** button.

Quick Facts

The Briefcase is intended to be TEMPORARY storage. It should not be the only place you store an important file.

If you open a file from the Briefcase, any changes you make will not be saved.

To make changes to a file in the Briefcase, you must download the file to the desktop, make any necessary changes, and then upload the file in to the Briefcase.

When uploading a file to the Briefcase with the same name as previously uploaded file, you will be prompted to overwrite the currently uploaded file.

To open a file in the Briefcase, the computer you are using must have the application the file was created with.

PantherMail Calendar

Click on the **Calendar** tab to view the personal calendar.

Calendar View Options

You can view your calendar several different ways. The views are as follows:

1. **Day View** –one day’s activities
2. **Work Week View** –displays Monday through Friday activities (default)
3. **Week View** –displays seven days of activities. From the Preferences →Calendar tab you can select which day is the first day of the week.
4. **Month View** –displays one month’s activities
5. **Schedule View** –used when you have more than one calendar. Each calendar is displayed in a separate column.

Creating an Appointment

An appointment is an activity that does not involve other people. To create an appointment, follow these steps:

1. Click on a start time and drag your mouse to the end time. Let go of the mouse button.
2. Fill in the **Subject** and **Location**. You can fill in other details as well, including which of your calendars you want the appointment to be assigned to.
3. Note: You can use the **Repeat** pull-down menu to set a recurring event.
4. Click the **OK** button when you are done.

Creating a Meeting

A meeting is an activity that involves other people. To create a meeting, follow these steps:

1. On the **Calendar**, click on a start time and drag your mouse to an end time. Let go of the mouse button.
2. Click the **More Details** button. The **Appointment Details** screen will be displayed.

Note: You can also click on the **New** button to open the **Appointment Details** screen.
3. Fill in the **Subject** and the **Location**.
4. In the **Attendees** field, type in the EIU email address of the person you are inviting.
5. In the text box at the bottom, type in a description of your meeting.
6. Click the **Save** button on the toolbar.
7. An email will be sent to your attendees with the meeting details.

Creating an All Day Event

An all day event lasts the entire day, and is displayed differently than appointments and meetings. To create an all day event follow these steps:

1. Follow the directions for creating a meeting.
2. Under the **Time** setting on the right-hand side, click the **All day** event checkbox.
3. Click the **Save** button on the toolbar.

Note: Your new event will be displayed at the top of the calendar, rather than in the middle of the day.