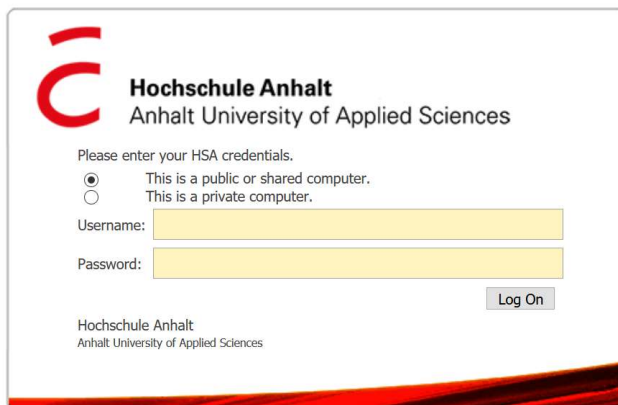
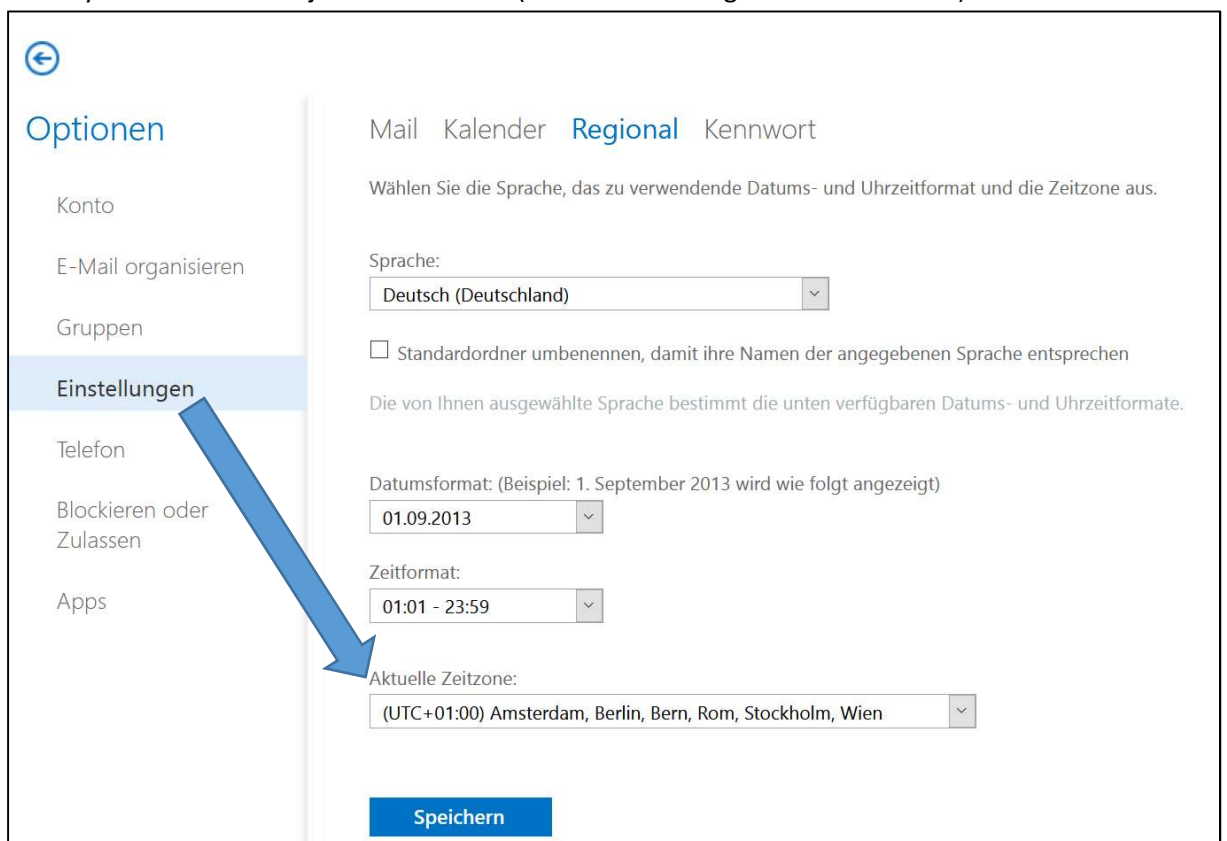


1. Login at mail.hs-anhalt.de



The login page for Hochschule Anhalt features the university's logo (a red stylized 'C') and the text 'Hochschule Anhalt Anhalt University of Applied Sciences'. Below this, it asks for HSA credentials. There are two radio buttons: 'This is a public or shared computer.' (selected) and 'This is a private computer.'. There are input fields for 'Username:' and 'Password:'. A 'Log On' button is located to the right of the password field. At the bottom left, it repeats 'Hochschule Anhalt Anhalt University of Applied Sciences'.

2. Check your time zone. Adjust it to this one (otherwise we might miss each other):



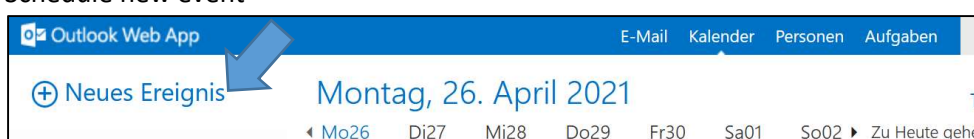
The 'Options' page in Outlook shows settings for 'Regional'. The left sidebar has 'Einstellungen' highlighted with a blue arrow pointing to the 'Aktuelle Zeitzone' dropdown. The main content area includes: 'Mail Kalender Regional Kennwort', a instruction 'Wählen Sie die Sprache, das zu verwendende Datums- und Uhrzeitformat und die Zeitzone aus.', a 'Sprache:' dropdown set to 'Deutsch (Deutschland)', a checkbox for 'Standardordner umbenennen, damit ihre Namen der angegebenen Sprache entsprechen', a note 'Die von Ihnen ausgewählte Sprache bestimmt die unten verfügbaren Datums- und Uhrzeitformate.', 'Datumsformat:' dropdown set to '01.09.2013', 'Zeitformat:' dropdown set to '01:01 - 23:59', and 'Aktuelle Zeitzone:' dropdown set to '(UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien'. A 'Speichern' button is at the bottom.

3. Open Calendar



The Outlook Web App interface shows the 'Kalender' tab selected in the top navigation bar. Below the navigation bar, there is a '+ Neues Ereignis' button and the date 'Montag, 26. April 2021'. A blue arrow points to the 'Kalender' tab. Below the date, a navigation bar shows days from 'Mo26' to 'So02' and 'Zu Heute geh'.

4. Schedule new event



The Outlook Web App interface shows the 'Neues Ereignis' form. The top navigation bar is the same as in the previous screenshot. Below it, the '+ Neues Ereignis' button is highlighted with a blue arrow. The date 'Montag, 26. April 2021' is displayed. Below the date, the same navigation bar with days from 'Mo26' to 'So02' and 'Zu Heute geh' is visible.

5. Add me as participant by entering my name.
A pop-up will appear, you can click on the name.

Neues Ereignis

SPEICHERN VERWERFEN TERMINPLANUNGS-ASSISTENT APPS

Ereignis:

Ort:

Teilnehmer: tümler, joha

Tümler, Johannes - Prof. Dr.
Johannes.Tuemler@hs-anhalt.de

Start: Do 10.06.2021

Kontakte und Verzeichnis durchsuchen

Anzeigen als: Gebucht Erinnerung: 15 Minuten

MEINE KALENDER

6. Pick a date and time. It doesn't need to be the final time, just something close to where you want it to be.

Start: Mi 14.07.2021 09:00

Dauer: 30 Minuten

7. Open the scheduler assistant

SENDEN VERWERFEN TERMINPLANUNGS-ASSISTENT APPS

Ereignis:

Ort:

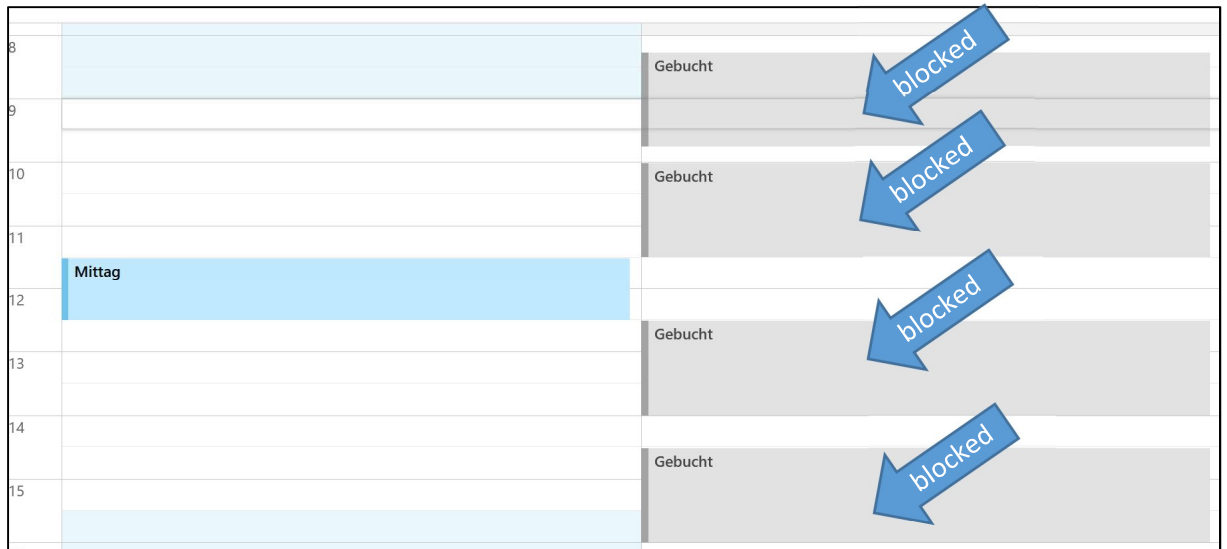
Teilnehmer: Tümler, Johannes - Prof. Dr.

8. This will now show your own calendar on the left side (you can read your own meetings or calendar entries) and the invited person on the right side. Usually you cannot read the participant's meeting titles / content – but at least you can see when the participant is blocked.

Your task: Change the date / time, so that it fits into a free calendar time.

Left: **Your own calendar**

Right: **Invited person's calendar**



9. If you want to schedule a meeting, e.g. with me, Johannes Tümler, then please pick a free time slot that is not blocked in my calendar. Sometimes a blocked calendar time is due to lectures. The “break” in between might be necessary for me to relax. So, if possible, don't squeeze into small 30min break slots. Thank you!
10. Finally, send the meeting to me by clicking “ok” -> “send” (top left corner). I will accept or reject the meeting. Usually you will receive an answer soon.

Johannes Tümler,
FB6,

Hochschule Anhalt

May 2021