



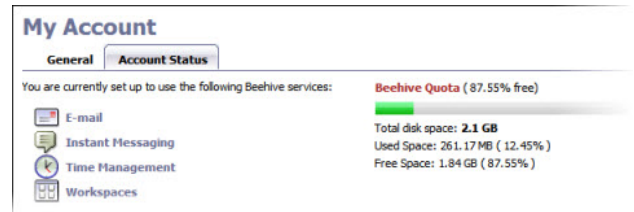
Use Oracle Beehive Central to manage your Beehive delegation and sharing privileges, set account and user preferences, register your mobile device, download supported Beehive applications, and access other Oracle Web-based applications.

NOTE: From the Beehive Central main menu, click **Downloads** to download other Beehive applications.

Setting Account Preferences

To Set Country, Time Zone, Language, and Check Disk Space

1. From the main menu, click **My Account**.
2. Click the **General** tab.
 - a. Set your country, time zone, and your language preference.
 - b. Click **Save**.
3. Click the **Account Status** tab to view which services are currently set up, and how much disk space is used/available.



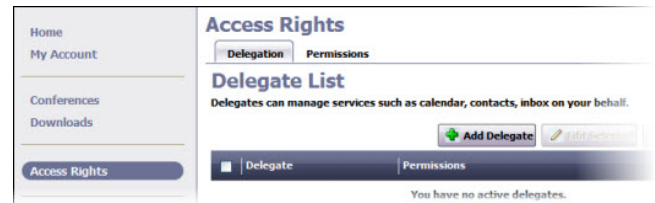
Managing Access Rights

Use the *Permissions* tab to grant access to other users to view items in your personal workspace. Use the *Delegation* tab to allow another user to act on your behalf, as a delegate.

NOTE: Delegation overrides settings in the Permissions tab.

To Add a Delegate and Assign Permissions

1. From the main menu, click **Access Rights**.
2. On the **Delegation** tab, click **Add Delegate**.
3. Enter the name of the user, then click **Search**.
The user (or a list of possible matches) appears in the box. Click **Add->** to move the user to the Delegates box.
4. Click **Next**.
5. For each service, select permissions for the delegate.
6. Click **Finish**.



To Edit Permissions for "All Users"

By default, all Beehive users have access to view items in your personal workspace. Select "Edit" for "All Users" to change permissions.

1. From the main menu, click **Access Rights**.
2. In the **Permissions** tab, select the check box next to **All users**. (Excludes any other users you may have on your User List.)
3. Click **Edit**.
4. On the Edit Permissions page, change permissions for "All users" to grant or deny access to items in your personal workspace.
5. Click **Save**.

Changing User Preferences

To Set/Change Working Hours, and Calendar and Task Preferences

1. From the main menu, click **Calendar & Tasks**.
2. To set/change your working hours, under the **Working Hours** tab, select **Standard Week**, then click **Edit**.
 - a. Enter the days and times you work. For each additional work shift, click **Add Work Shift**, or click **New Work Week** from the Working Hours tab. To delete the work shift, click **Delete This Work Shift**.
 - b. Click **Save**.

3. To set/change your Calendar preferences, click the **Calendar** tab.
 - a. Select default sensitivity and priority levels for new meetings, enable meeting reminders and notifications for non-accepted required attendees, and publish your free/busy information.
 - b. Click **Save**.
4. To set/change your Task preferences, click the **Tasks** tab.
 - a. Select default sensitivity and priority levels for tasks, and enable task reminders.
 - b. Click **Save**.

To Create or Edit Server-Side Rules

4. From the main menu, click **E-Mail**.
5. Under Server Side Rules, click **Create New Rule**. To change an existing rule, select the rule and click **Edit**.
6. Enter a name for the rule. To enable the rule, click **Enable**.
7. For Rule Details, select/change the conditions and exceptions, corresponding to the Rule Actions you want to apply.
8. Click **Save**.

To Set/Change Instant Message and Presence Options

1. From the main menu, click **IM & Presence**.
2. You can receive your Instant Messages to your Inbox when you're offline, set your presence to 'Do not disturb' when you're in a meeting, and allow others to see your presence through Instant Messaging.
3. Click **Save**.

To Set/Change Notifications


1. From the main menu, click **Notifications**.
2. Under the **Notification List** tab, select the types of notifications you want to receive.
For each notification, you can specify a communication channel: **E-Mail**, **SMS** (text message), or **IM** (Instant Message).
3. Under the **Notifications Channels** tab you can enable or disable the individual delivery channels (**E-Mail**, **SMS**, or **IM**).
4. Click **Save**.

To Set/Change Out-of-Office Reply

1. From the main menu, click **Out of Office**.
2. Enter a start (From) and end (To) date, or click the calendar icon to select dates that your message will be available.
3. In the Auto-Reply message box, type your reply message.
4. To enable your message, select the **Enable out-of-office reply** check box.
5. Click **Save**. To clear settings, click **Discard Changes**.

To Register/Edit a Mobile Device, or Change Office Phone (Voice Mail) PIN

1. From the main menu, click **Phone**.
2. To register/edit a mobile device, click the **Mobile Devices** tab.
 - b. On the My Mobile Devices page, to register a new device, click **New**. (Alternatively, select an existing phone number and click **Edit** to change the device name or notification settings, or click **Set Notifications**.)
 - c. For a new device, enter the mobile phone number, device name, then enable SMS Notification.
 - d. Click **Register**.
 - e. To complete registration, on your device, click the URL provided within the SMS message sent to your device.
NOTE: Carrier charges may apply for receiving a text message.
3. To change your voice mail PIN, click the **Voice Mail PIN** tab.
 - a. Enter your old and new PIN, then retype to confirm your new PIN.
 - b. Click **Save**.

Need more help? From Beehive Central Home, click , or from the main menu, select **Help > Oracle Beehive Central Help**