



Web-based mail users can access Oracle Beehive Webmail to view and manage Beehive e-mail, calendar events, and tasks; plus get instant access through shared links to team workspace folders, and invite team workspaces to meetings.

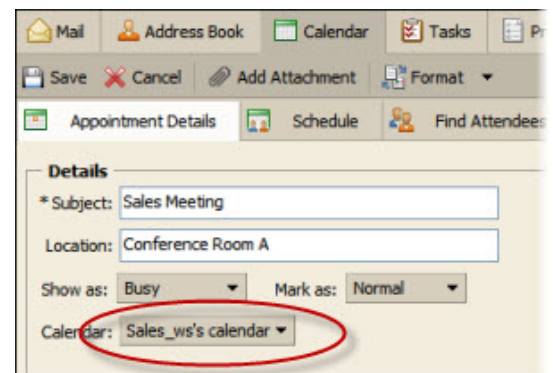
NOTE: This Quick Start Card provides topics for Oracle Beehive's integration with Zimbra (known as Beehive Webmail).

Inviting Team Workspaces to Meetings

To Invite a Team Workspace to a Meeting

NOTE: Only the members that belong to the team workspace can invite a team workspace to a meeting.

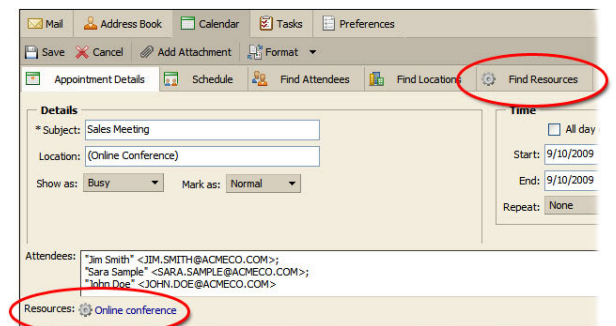
1. Click the **Calendar** tab. If you have a shared link to the Team workspace's calendar, select the calendar from that workspace. (See how *To Create a Link to a Workspace E-Mail Folder/Address Book/Calendar/Task List* below.)
2. Create a new appointment, enter a subject, and any other attributes. (If you did not already select the workspace calendar, then click the **Calendar** drop-down to select the workspace.)
3. Click **Save**.



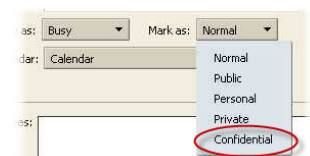
Scheduling Online Conferences, and Accepting Meeting Invites

To Schedule an Online Conference

1. Click the **Calendar** tab.
2. Click **New** and select **New Appointment**.
3. Click the **Find Resources** tab.
4. For the name of the resource, type **Online Conference**, and click **Search**.
5. When found, select **Online conference** from the list and click **Add**.
6. Under the Appointment Details tab, "Online conference" appears as your resource.
7. Enter details for the meeting, invite attendees, and click **Save**.



You can also apply a sensitivity to any meeting you schedule



To Accept a Meeting Invitation

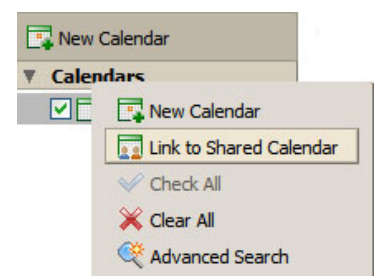
2. Click the **Calendar** tab.
3. Right-click a meeting on your calendar and select **Accept**.

Creating Links to Shared Workspace Items

To Create a Link to a Workspace E-Mail Folder/Address Book/Calendar/Task List

1. Depending on the type of link you want to create, click either the **Mail**, **Address Book**, **Calendar**, or **Tasks** tab.
2. In the [Folders/Address Book/Calendars/Tasks] pane, right-click either **Folders**, **Address Books**, **Calendars**, or **Tasks**, and select **Link to Shared [Folder/Address Book/Calendar/Task List]**.
3. In the Name box, type either the workspace name or e-mail address.
4. In the Path box, if you are creating an e-mail link, type either the name of the mail folder you want to link to, such as "Inbox" (not case sensitive). If you are creating a link to an address book, calendar, or task list, type the word **contacts**, or **calendar**, or **tasks**.

NOTE: You must type the word *exactly* as shown, to create a valid link to that item.

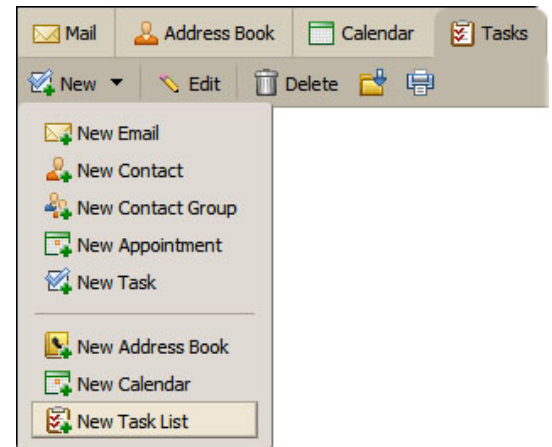


Creating and Managing Task Lists and Tasks

To Create Tasks Lists/Add Tasks

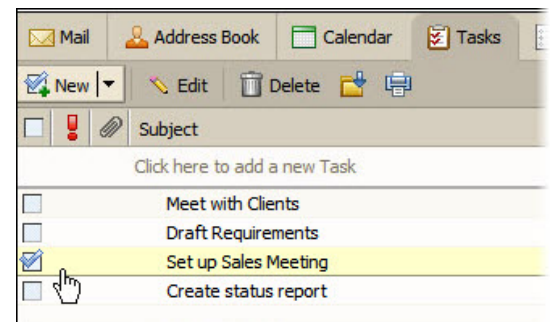
1. Click the **Tasks** tab.
2. Either click in the task entry box to enter new tasks, or create a task list. To create a task list, continue to step 3.
3. Click **New**, and select **New Task List**.
4. In the Create New Task List dialog box, type a name for the task list.
5. To add tasks, click your task list in the left pane, then click to begin typing tasks.

TIP: You can also create a new task list later, when you move tasks from one task list folder to another.



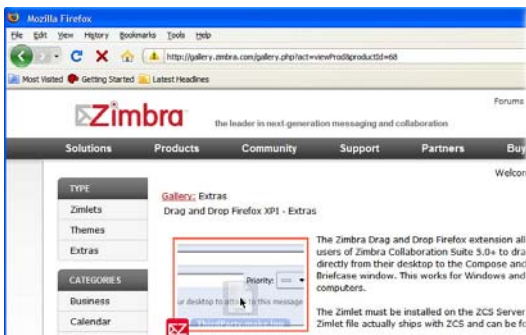
To Edit, Move, Print or Delete Tasks

1. From the **Tasks** pane, select a task list containing the task you want to edit, move, print, or delete, then select the task.
2. On the **Tasks** menu, click either **Edit** or **Delete**, or click the Move (folder with arrow) or Print icon.
3. To edit a task, make your changes in the Edit dialog box, then click **Save**.
4. To move a task, in the Move Task dialog box, select the destination folder (or create a new task list to move your tasks into), then click **OK**.
5. To print a task, in your system's print dialog box, select a printer and click **Print**.
6. To delete a task, at the prompt, click **Yes** to confirm deletion.



Adding Functionality

To Use Drag-and-Drop Functionality



1. Verify that you are using Mozilla FireFox as your Web browser, and navigate to the Zimbra Gallery:
<http://gallery.zimbra.com/gallery.php?act=viewProd&productId=68>
2. Follow instructions on the Zimbra Gallery Web site to download the FireFox extension **ZimbraDnD.xpi** for this zimlet.
NOTE: Contact your system administrator for help installing this zimlet.
3. Click **OK**.

Need more help? On the Webmail title bar, click **Help** for assistance with basic Zimbra functionality (non-Beehive) online Help.