



**SIMON FRASER UNIVERSITY**  
THINKING OF THE WORLD

# SFU Connect Calendar How-To Guide

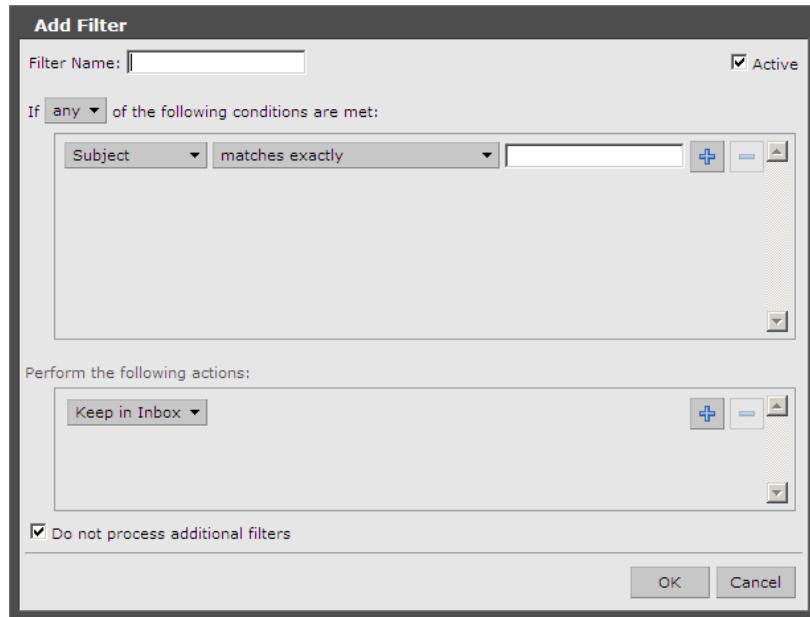
## Setting up Filters for Calendar Notifications

Last updated: December 2008

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## Setting up Mail Filters



By **setting up mail filters**, you can have all of your calendar notifications (meeting invitations, meeting modifications, responses and share notifications) placed into one or more folders that are separate from your inbox.

**For calendar owners whose meetings are managed by delegates:** If your calendar is completely managed by a delegate, it is highly recommended that you filter your calendar notifications into a separate folder from your inbox. You can then share the mailbox folder with your delegates in order for them to follow up on meeting invitations on your behalf.

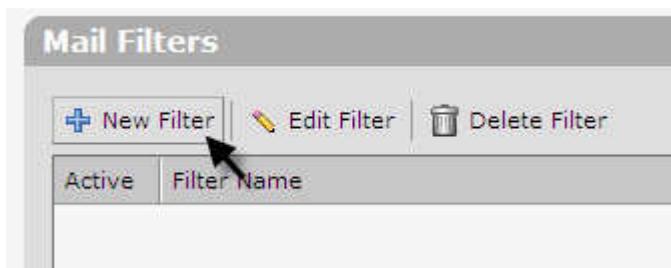
1. Navigate to the Preferences tab in SFU Connect.



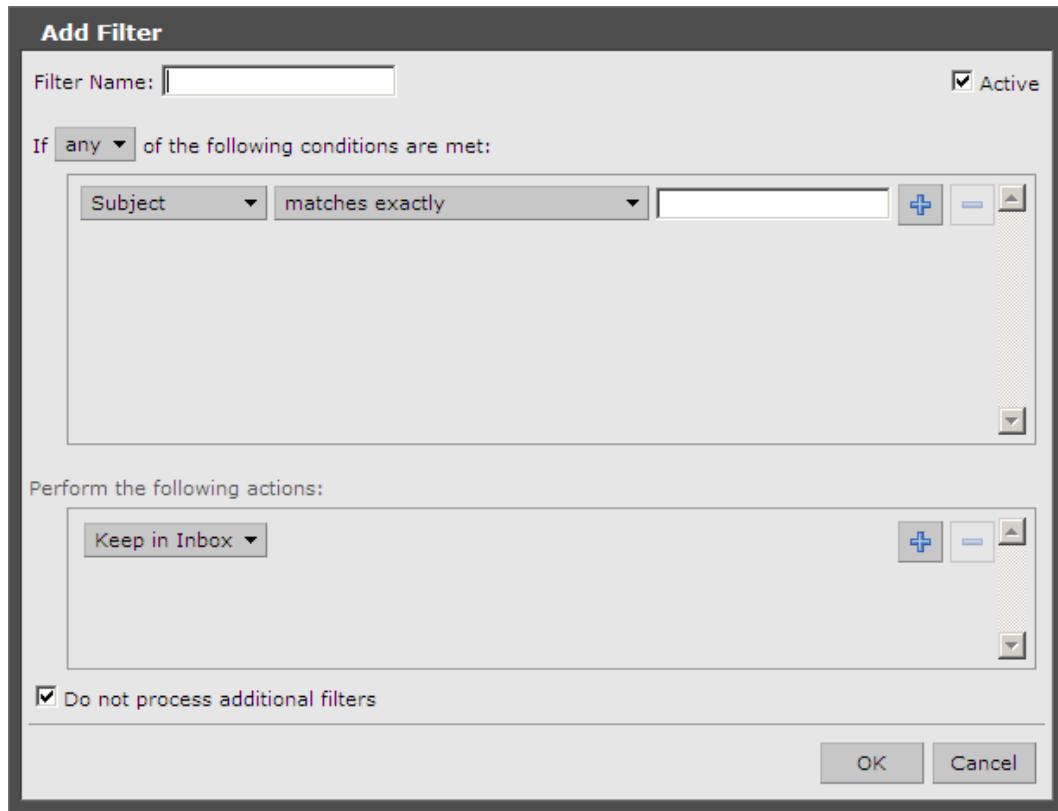
2. Under Preferences, click on the Mail Filters tab.



3. Next, click on 'New Filter' button.

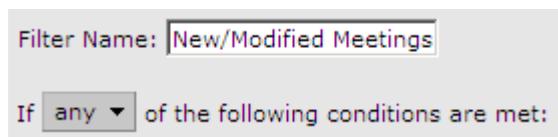


4. The Add Filter menu should appear.



### Filter for New/Modified Meeting Notifications

5. Enter a descriptive name for the filter, e.g., 'New/Modified Meetings'. Leave it set to 'If *any* of the following conditions are met'.

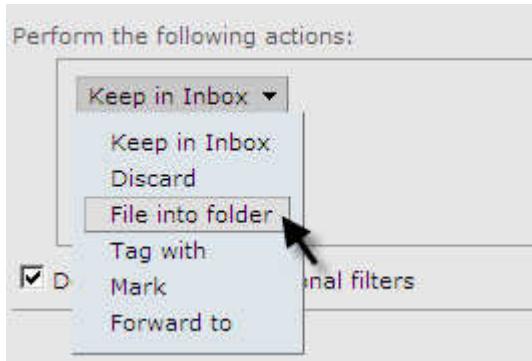


6. For the condition, choose 'Body' and 'Contains', and enter the following text into the field (*Tip*: you can copy and paste this next line):

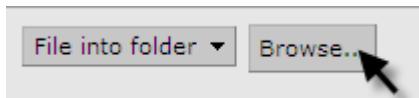
**Content-Type: text/calendar; charset=utf-8; method=REQUEST; name=meeting.ics**



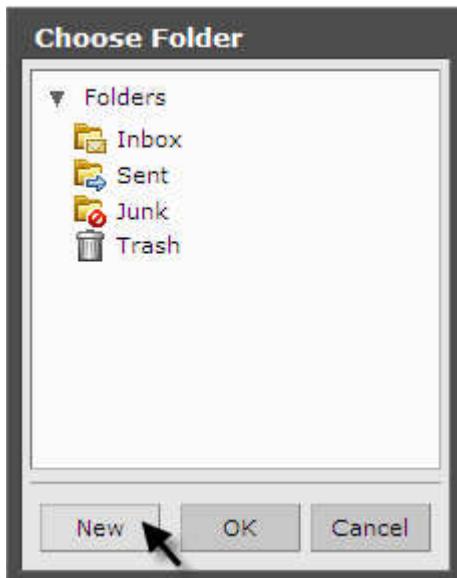
7. Under the 'Perform the following actions:' section, choose 'File into folder'.



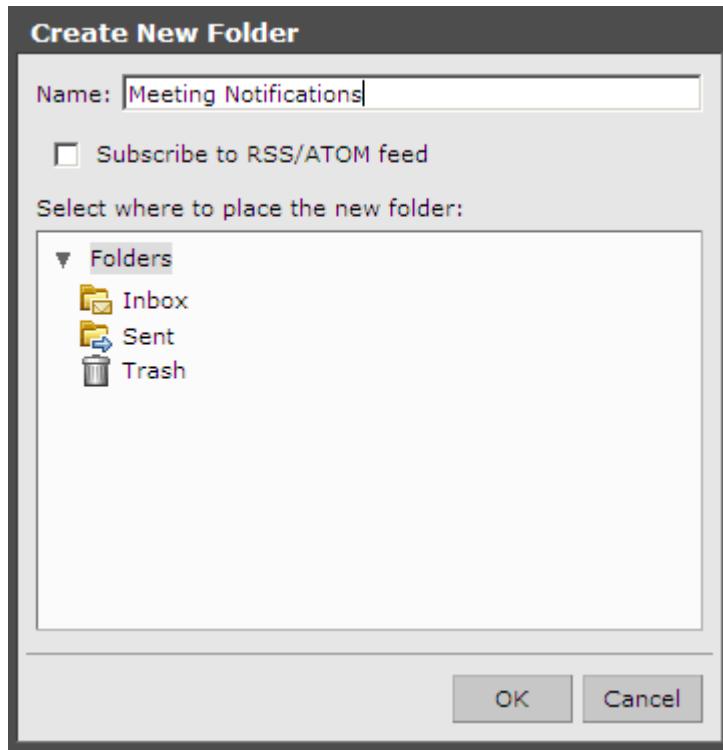
8. Click the 'Browse...' button to view your mailbox folders.



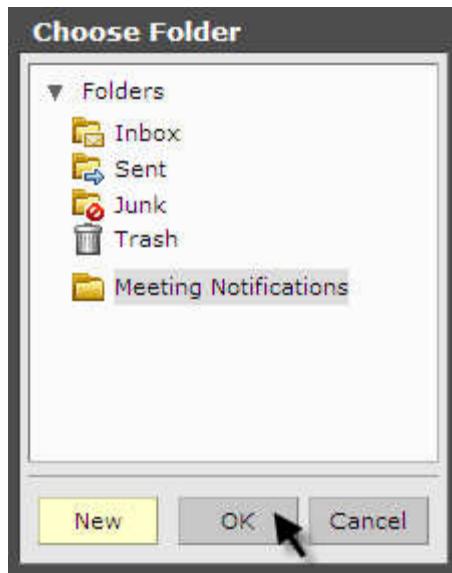
9. The Choose a Folder menu should appear. Click on 'New'.



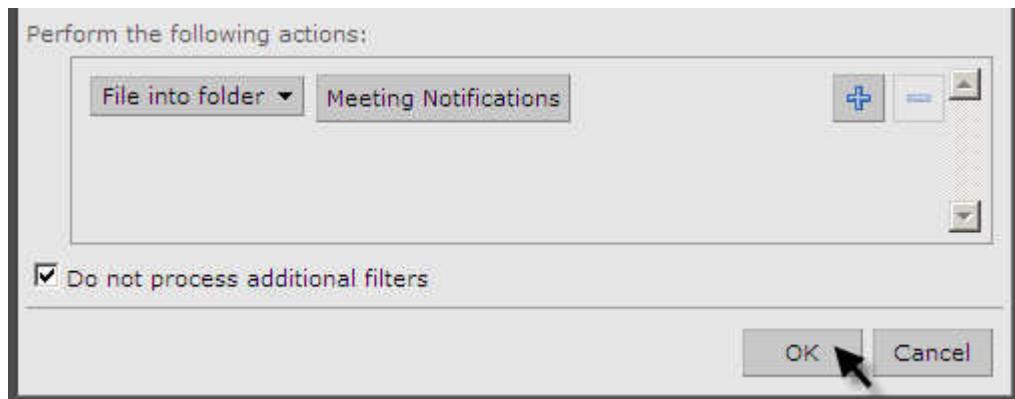
10. The Create a New Folder menu should appear. Type in a name for the new folder, e.g., 'Meeting Notifications'. Click 'OK' to create the new folder.



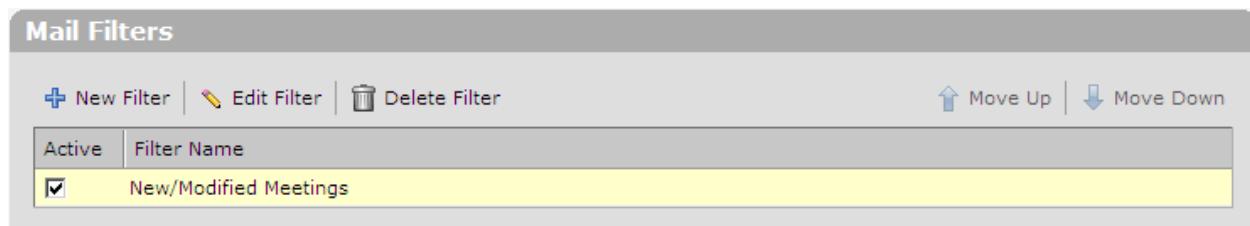
11. The new folder should appear highlighted in the Choose a Folder menu. Click 'OK' to choose 'Meeting Notifications' as the destination folder.



12. On the Add Filter menu, click 'OK' to save the filter.

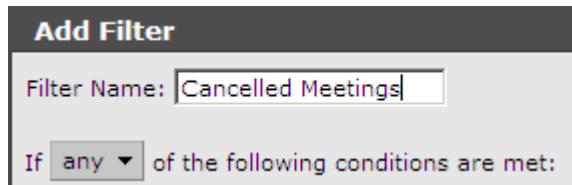


13. Your filter has now been saved and should appear in your list of Mail Filters. All future e-mail notifications of new or modified meeting requests will now be placed in your 'Meeting Notifications' folder.



### Filter for Meeting Cancellation Notifications

14. Enter a descriptive name for the filter, e.g., 'Cancelled Meetings'. Leave it set to 'If *any* of the following conditions are met'.

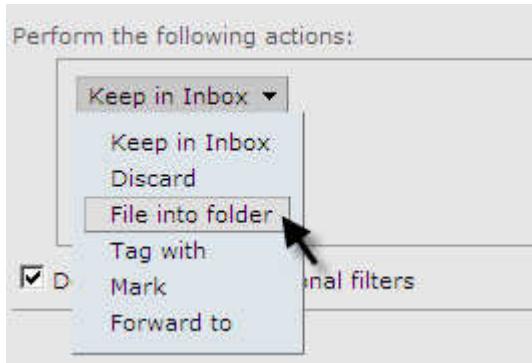


15. For the condition, choose 'Body' and 'Contains', and enter the following text into the field (*Tip*: you can copy and paste this next line):

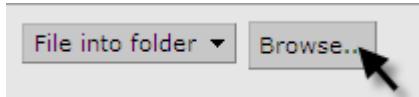
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16. Under the 'Perform the following actions:' section, choose 'File into folder'.

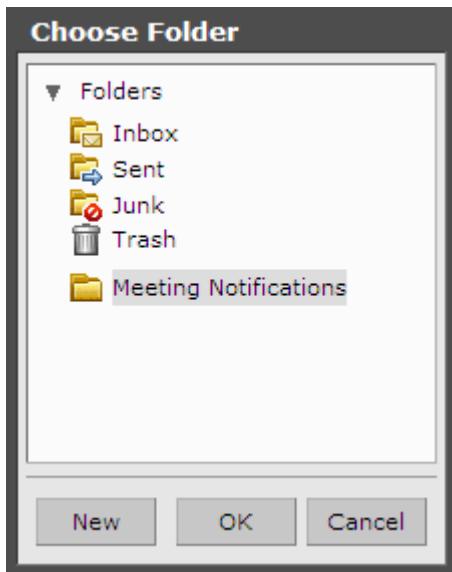


17. Click the 'Browse...' button to view your mailbox folders.



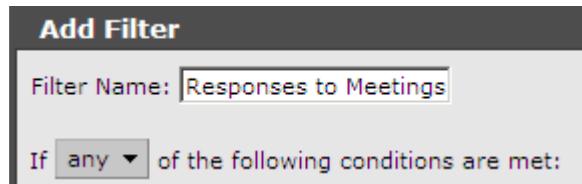
18. The Choose a Folder menu should appear. If you have already created a 'Meeting Notifications' folder, click on it to choose it, click 'OK' and click 'OK' in the Add Filter menu to save it.

Otherwise, if you would like to store meeting cancellations in a separate folder, click on 'New' to create a new folder (e.g., 'Meeting Cancellations') and follow steps 10 through 13 of this guide.



## Filter for Responses to Meetings

19. Enter a descriptive name for the filter, e.g., 'Responses to Meetings'. Leave it set to 'If *any* of the following conditions are met'.

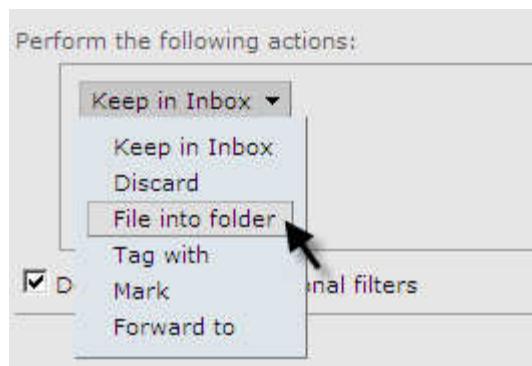


20. For the condition, choose 'Body' and 'Contains', and enter the following text into the field (*Tip*: you can copy and paste this next line):

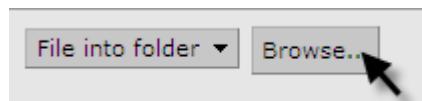
**Content-Type: text/calendar; charset=utf-8; method=REPLY; name=meeting.ics**



21. Under the 'Perform the following actions:' section, choose 'File into folder'.

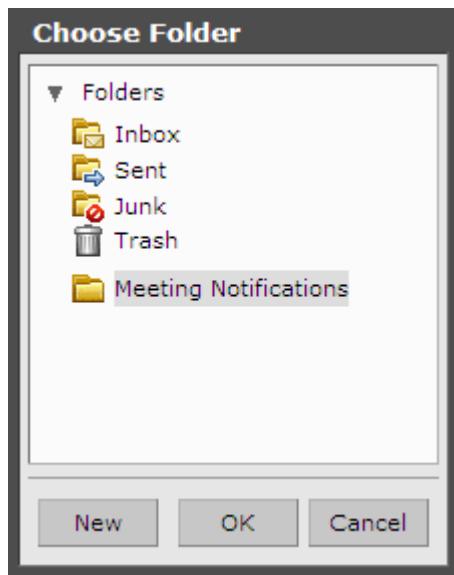


22. Click the 'Browse...' button to view your mailbox folders.



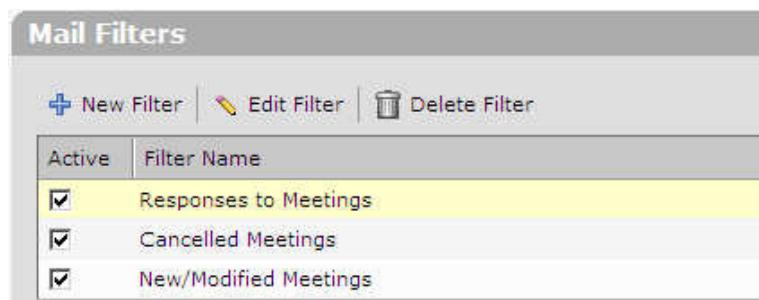
23. The Choose a Folder menu should appear. If you have already created a 'Meeting Notifications' folder, click on it to choose it, click 'OK' and click 'OK' in the Add Filter menu to save it.

Otherwise, if you would like to store meeting cancellations in a separate folder, click on 'New' to create a new folder (e.g., 'Meeting Responses') and follow steps 10 through 13 of this guide.

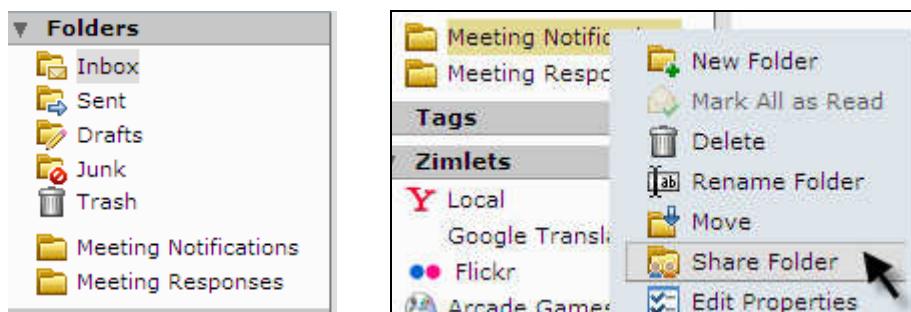


## Sharing Folder(s) with Delegates

24. There should be three different filters in your Mail Filters listing once you have followed this guide.



25. When you return to the Mail tab in SFU Connect, you can now share the folders you've created to your delegates. To do this, right click on the folder and choose Share Folder.



26. The setup of a folder share is very similar to sharing a calendar. To view step by step instructions on how to do this, see the **Sharing Calendars How-To Guide**.