OAH'S ELECTRONIC CALENDARING SYSTEM

Effective January 1, 2014!

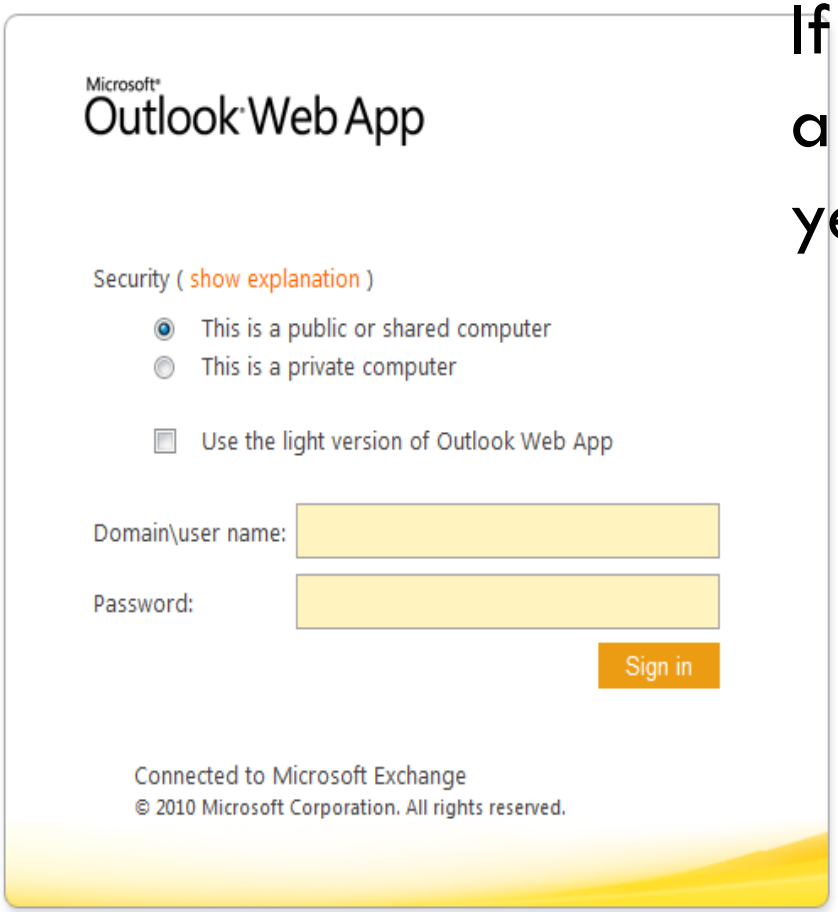
4 Easy Steps for E-Calendaring

1. Go to:

webmail2.state.mn.us

Do **<u>not</u>** enter “www” or “http://” or “https://” before the web address.

2. Enter User Name and Password

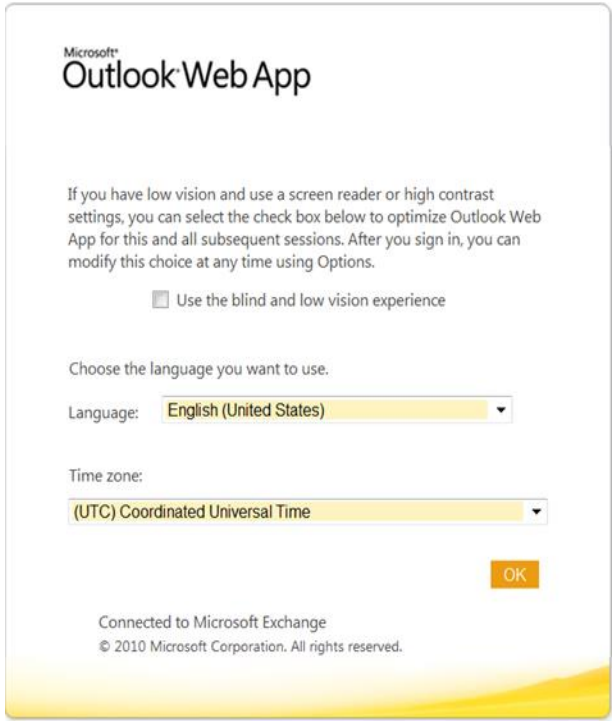


If you have not signed up for a user name and password yet:

- **Email your name, firm name and phone number to OAH at leeann.cary@state.mn.us**

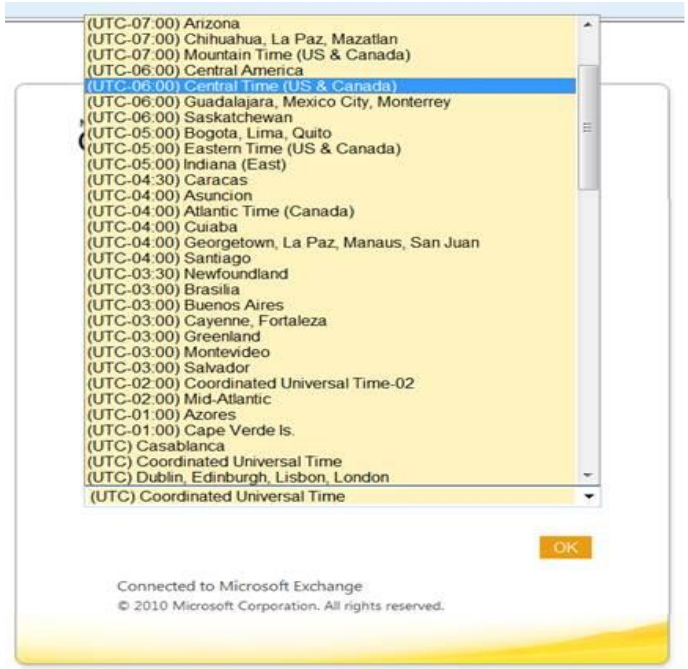
At first sign-on – Check Time Zone

- When this window appears (first time upon sign-on)

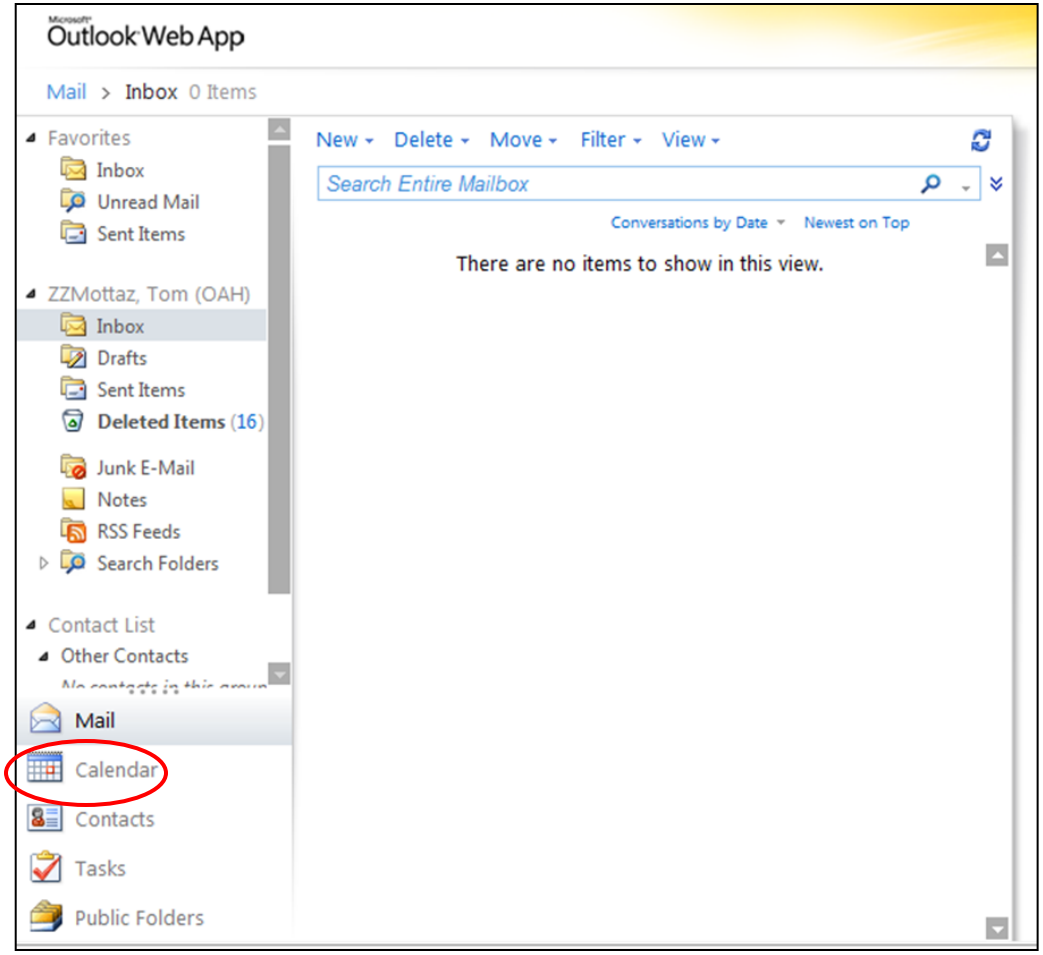


- Click the dropdown box and select "UTC Central Time"

[= Universal Time Zone, Central Time Zone, US & Canada]

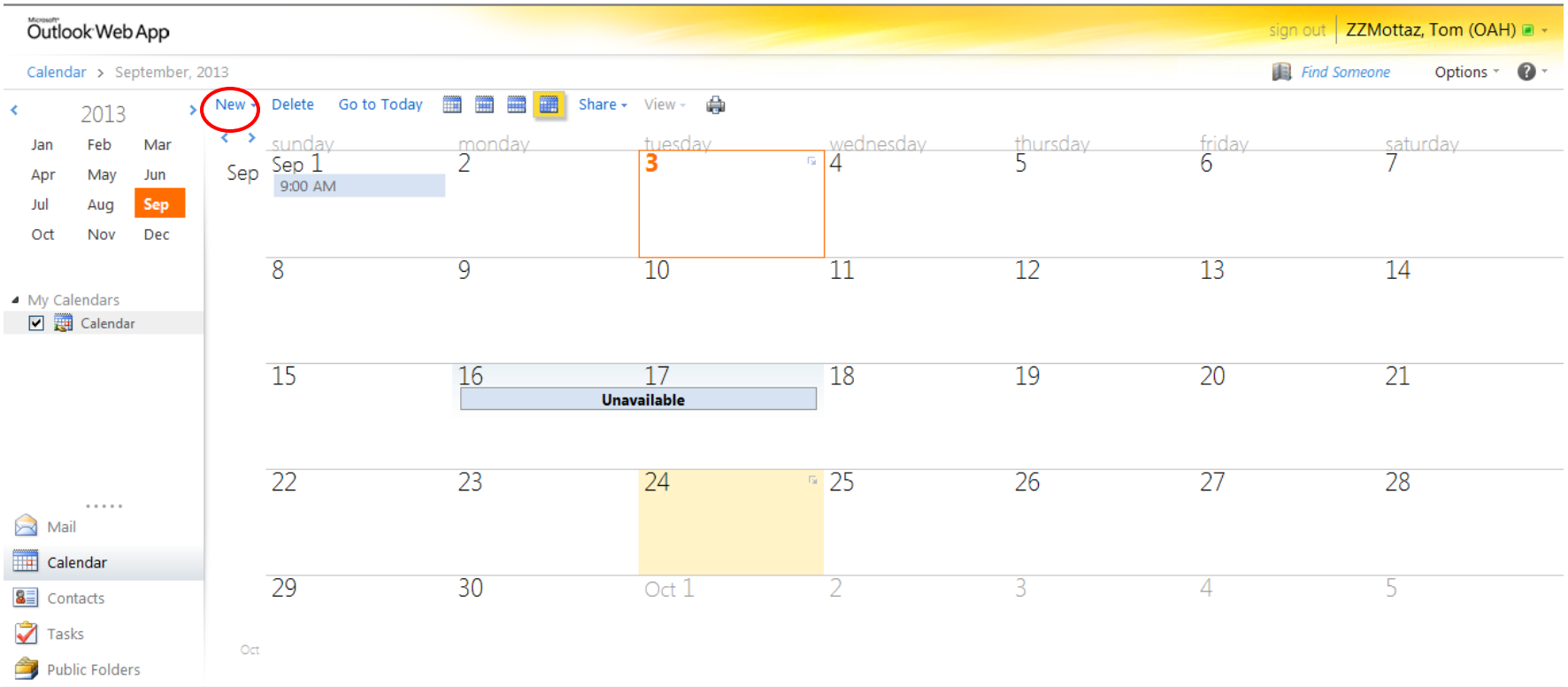


3. Click on ‘Calendar’ icon

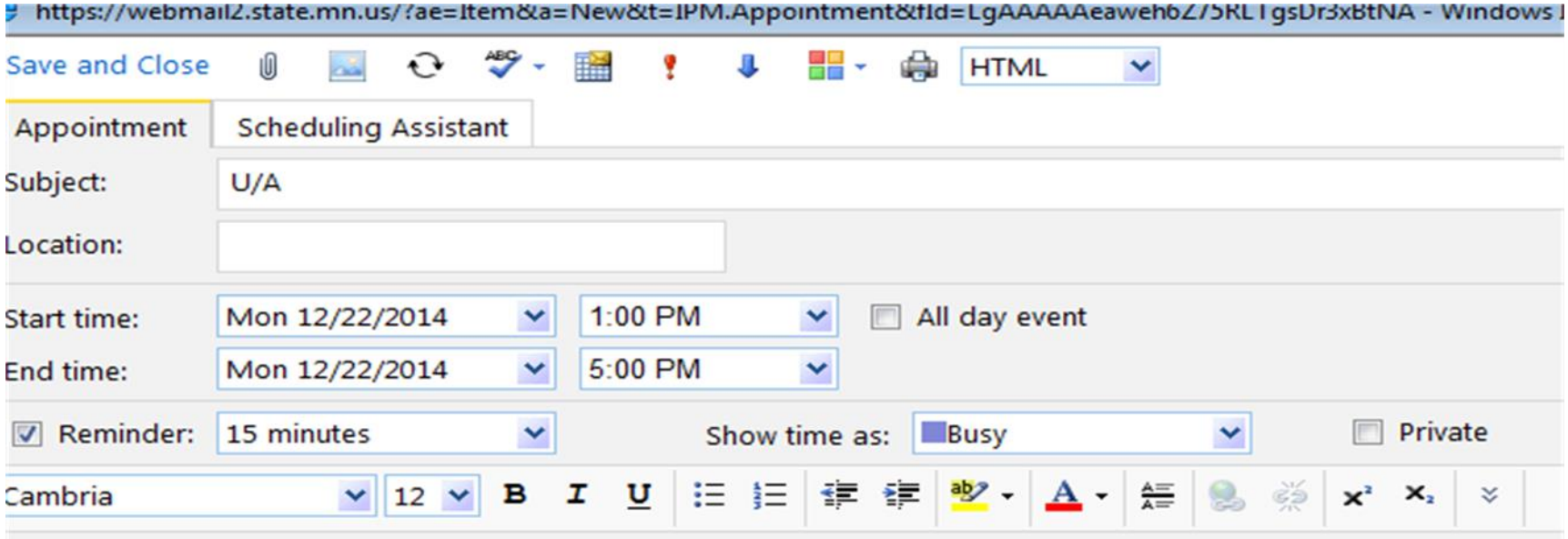


4. Enter "Unavailable" Time

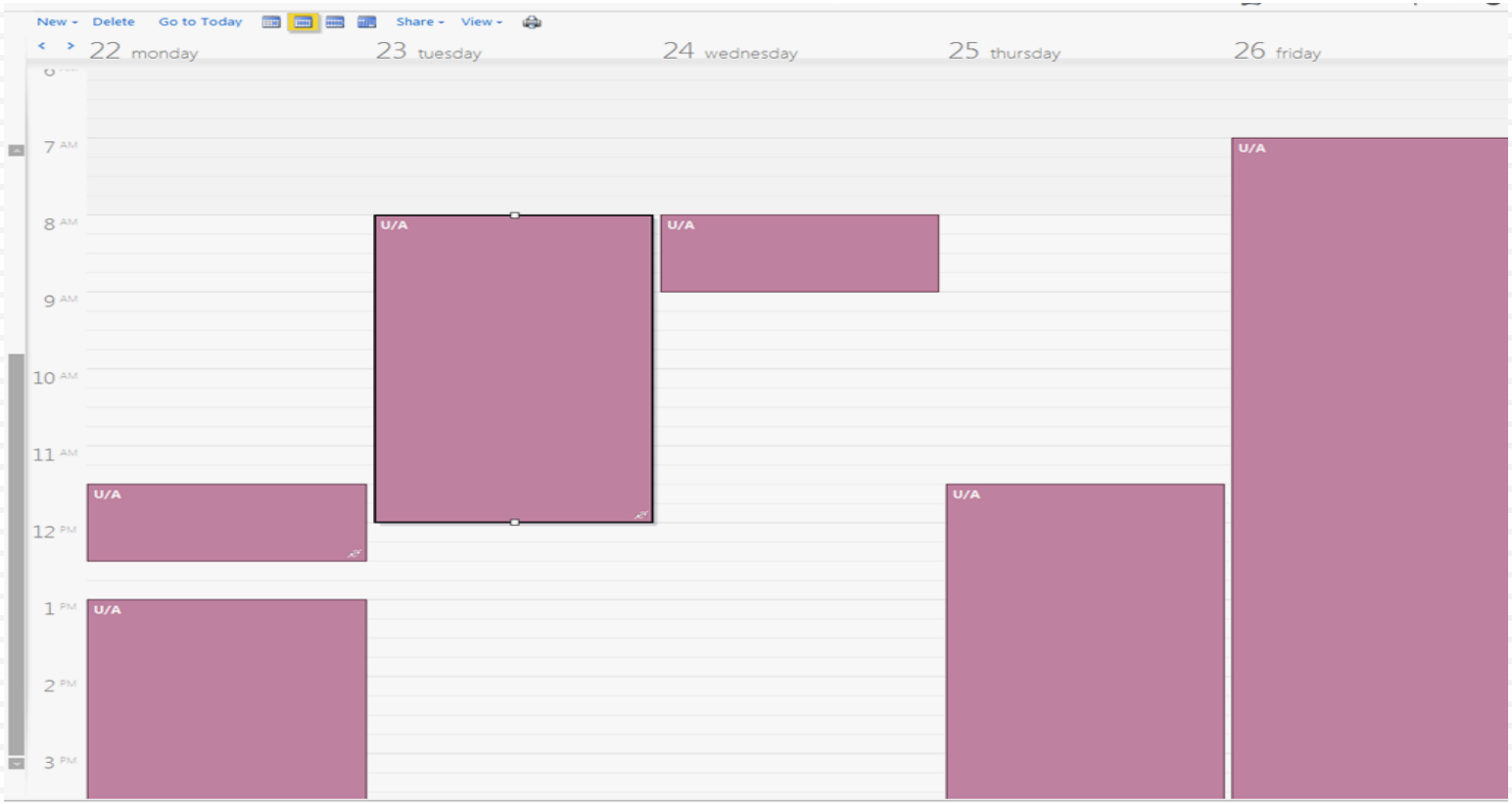
- Select date and time you are unavailable
- Click "New" in upper left to create new appointment



- For the Subject field enter: Unavailable or U/A
- Leave the location field blank
- Set Start Time and End Time for unavailability
- Click on “Save and Close”



What we'll see at OAH …



Important Guidelines…

- **Do not use the email** functionality associated with this account to send messages. It will not work.

- **Do not "decline"** or propose new times for appointments on this calendar. Your only option is to "accept" the appointment. Please follow OAH's historical procedures to request continuance or have a matter rescheduled when necessary.

Other Tech News

- E-filing Pretrial Statements
- Workers Comp Listserv

E-filing Pretrial Statements

Send to:

Oah.pretrialstatements@state.mn.us

WC Listserv

http://mn.gov/oah/workers/announcements

Questions?

Contact: LeeAnn Cary

OAH Scheduling Supervisor

LeeAnn.Cary@state.mn.us

651.361.7832