myNMSUedu Calendar Tool
Manage appointments, rooms and events

Easy access and management
By using your myNMSUedu login and password, you have access to the calendar tool and the many features available. Everyone with an active myNMSUedu account has an individual calendar; use the calendar to manage appointments, meetings and tasks. An email reminder can also be sent so you do not miss an important meeting or event.

Create and manage multiple calendars
Coordinate with individuals in your department or office when creating calendars others will have access to. Decide on a common name for buildings and rooms. For example: GT_280, SKN_W147 or OTERO_kitchen, BERNALIL_vconf

Enter useful information in the description field. If it’s a lab, enter the number of computers and software available. For classrooms and conference rooms, enter the number of individuals it can accommodate and the equipment available (projector, screen, speaker phone, etc.).

Establish access and view permissions for each calendar
You decide who can subscribe to a calendar you have created. Set permissions for each calendar which allows specific access to anyone with a myNMSUedu account. When a user subscribes to a calendar, they will be able to create, edit, or delete events depending on the permissions you set. Keep an entire calendar hidden by restricting view access to everyone.

When a calendar is created, a “view only” link is automatically generated. Add this link to a department page or website so anyone can view the calendar. Individuals without a myNMSUedu account will only be allowed to view the calendar and the details of each event.

For More Information
CAHE Technology Help Desk
(505) 646-3305
cafe_help@nmsu.edu
http://cahe.nmsu.edu/help