

## **Incorrect Labor Day holiday in ICEmail**

It has come to our attention that there was an error in the Labor Day holiday event that was automatically added to your ICEmail calendar during the migration process from Meeting Maker. This error has Labor Day incorrectly listed on July 7, 2009.

The correct date for this holiday is September 7, 2009. Please update the holiday event on your calendar by opening the event and correcting the date. Be sure to save the change when completed.

We apologize for any confusion this may have caused.  
The ICEmail Team

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## **Questions**

### **Do my holiday events update automatically?**

Unlike Meeting Maker, there is no ability for the administrator to add the Harvard holidays to your calendar. You must add them to each calendar including personal, resources or conference rooms.

### **If holidays can't be added automatically, then how did these appear on our calendars incorrectly?**

During the conversion process of moving from Meeting Maker to ICEmail calendaring, we had the one time opportunity to insert the holidays into your data. We were supplied the Harvard holidays for 2007-2009 based on the official calendar. This insertion process can only occur during a migration.

### **How did this error occur?**

The list of holidays used to import was typed manually. This is simply a case of human error in typing the Labor Day date incorrectly.

### **How will holiday events be added in the future?**

These events will need to be added to your calendar manually by each user. There are a number of techniques that can be used including 'Add Holidays' in Outlook listed in the Calendar Options. Additional customization of these events will be required to fully reflect the Harvard calendar.

### **Where can I find the official Harvard Holiday calendar?**

The official Harvard Holiday calendar is posted on HARVie. (PIN login). Use the search function for the term 'holiday' <http://harvie.harvard.edu/>

### **What will happen if I do not correct the incorrect Labor Day holiday listing?**

Users attempting to schedule time with your calendar will view July 7<sup>th</sup> as busy and unavailable. They will also view the true holiday as available. Updating your calendar will avoid confusion.

### **Does this holiday listing effect all ICEmail users?**

No, the holiday information was inserted into former Meeting Maker users only. Persons who never used Meeting Maker or are new to the ICEmail will have no holidays on their calendar.

### **Who can I contact for assistance?**

The Help Desk will be able to answer any questions. They can be reached at 5-8411 or [dls@harvard.edu](mailto:dls@harvard.edu)