UGAMail Calendar

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## What is UGAMail Calendar?

UGAMail Calendar is the scheduling component of a suite of web-based tools hosted via Microsoft Office 365.

## Who is eligible to use UGAMail Calendar?

UGAMail Calendar is available to eligible UGA students, faculty and staff.

## How do I access UGAMail Calendar?

UGAMail Calendar can be accessed via a web browser at:

- MyUGA Portal [http://my.uga.edu](http://my.uga.edu)
- UGAMail Homepage [http://ugamail.uga.edu/](http://ugamail.uga.edu/)

UGAMail Calendar can be accessed via properly configured email client or mobile app. You may be prompted to log in with ArchPass, UGA’s two-step login solution, powered by Duo, if you are off-campus.

## Who do I contact for assistance?

EITS Help Desk

- 706-542-3106 (phone)
- helpdesk@uga.edu (e-mail)
- [https://confluence.eits.uga.edu/display/HDSH/Chat+Service](https://confluence.eits.uga.edu/display/HDSH/Chat+Service) (chat)
- [http://eitshelpdesk.uga.edu/](http://eitshelpdesk.uga.edu/) (web)
- [http://www.eits.uga.edu/request](http://www.eits.uga.edu/request) (web request form)