Portal – Email introduction

This document provides basic information to get started with portal Email. “Built-in” help is available, click Help in portal Email and the Help Center window appears.

Start Email
To start email, click on an email Subject line in the My E-mail Inbox channel.
In the open Email channel, click Get Mail to check for new email messages.

Compose an email message
Click Compose located near the top of the email application channel (or near the bottom of the collapsed My E-Mail Inbox preview).

The standard fields appear for addressing your email message:

To email address of the message recipient(s). This is a required field. Separate multiple addresses with commas.

Cc send copy (copies) of email message to address(es).

Bcc blind carbon copy the message to address(es) To and Cc recipients will not see that these addresses received a copy of the message.

Subject Subject of the message.

Enter Message text field, type the message text. Portal email does not support advanced text formatting (font styles, indenting, etc.)

More in the compose window:

Checkboxes
Save a copy to the ‘Sent’ folder
Add Signature see Options tab to set your signature.
Request Read Receipt get notification your message was read by recipient.

Attach Attach a file to your email message.
Save a Draft Save a copy of your message to your Drafts folder
Check your spelling.

Click to Send your email message.

If you want to exit without saving or sending the message, click [Cancel].

**Reading your email**

To read an email message, click on the Subject line the collapsed My E-mail Inbox preview channel window or, you can start the email application by clicking *E-mail* near the bottom right corner of the same location. You will see a list of your emails sorted by date received (newest messages first, top of list).

**Reply or Reply All**

Depending on how you want to reply, click one of the two reply icons:
- The Compose E-mail window opens.
- Notice that the To line is filled in with the e-mail address of the individual who sent the message and, if *Reply All* has been selected, the addresses of any other recipients. The subject line contains the subject of the message that you are replying to, prefaced by the abbreviation *Re*.
- In the Enter Message text box, type any text necessary to reply to the message.
- Click *Send* or *Cancel*.

**Forward**

From the message display list, select the email that you want to forward. In the preview pane above the message, you see a series of icons. Click *Forward*.

- The Compose E-mail window appears.
- Notice that the Subject line contains the subject of the message that you are forwarding, prefaced by the abbreviation *Fwd*.
- The message that you are forwarding is displayed in the Enter Message section of the window.
- In the *To*, *Cc*, and *Bcc* fields, enter e-mail addresses for the recipients of the message.
- In the Message section, type any text necessary. (By default, your text will go above the message that is being forwarded.)
- Click *Send* or *Cancel*. 

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**Delete**

From the display list (or INBOX), select the message you want to delete. A red arrow (▶) indicates that the message has been selected. The message itself appears in the preview pane located below the display list. Use the checkboxes to select multiple messages. From the E-mail tool bar, click *Delete.* Depending on the folder that you have selected, and the way you have set your delete message option in your mail preferences, the message is deleted in one of two ways:

- If you selected the Sent, Drafts, or Deleted folder, the message is permanently deleted.
- If you selected an Inbox folder (either from the primary mailbox or another folder that you have created, and you have set your message delete preference to send deleted messages to the trash, the message is sent to the Deleted folder. This allows you to recover the message if necessary.

**Print**

- From the display list, select the message that you want to print
- You see a red arrow (▶) indicating that the message has been selected. (if you use the checkbox next to the message allows you to select the message without previewing it.
- Click Print.
- You will then see a dialog box to send the message to your printer.
  Set any necessary print options and click *OK.*

**Address Book**

Use the Address Book to maintain information about your frequent online contacts.

*Note: The address book is stored on the email server. If you currently have an address book stored locally on your computer (e.g., Mulberry or Outlook) you can IMPORT your addresses to this application.*

There are three ways to access your address book:

- At the portal channel, click *Address Book.*
- Start the E-mail application, and click the Address Book tab.
- In Compose E-mail, to the right of the To field, click *Address.*

The Address Book displays a list of all contact information, including a name, primary email address, display name, and home phone.

- Click the primary email address attribute (displayed as a link) and the Compose Message window appears so you can create and send a message to that contact.
• Click the *display name* attribute (link) and you can **edit** information for the contact.

Use the drop-down View menu to filter the displayed list of contacts by logically related groups that you create. There is also an *All* button and a series of letters from A to Z. These buttons allow you to display all contacts or, to toggle contact display alphabetically.

The icons in the tool bar allow you to get mail, compose a message, and delete contacts. You also have buttons for functions that allow you to add and edit contacts and groups of contacts in your own address book.

- Add contacts to your address book.
- Create groups to organize contacts.
- Send an email message to the members of the group.
- Edit groups in your address book.
- Import and export data to and from your address book into other email applications like Outlook and GroupWise.

**Folders**

By default, the portal email displays your UNM INBOX first, followed by five (system default) folders you can use to organize your email messages. The default folders include: Drafts, Sent, Deleted, Search Results, and Trash (if you have this setting turned on in your options). You can create as many folders and sub-folders as you wish. The links to manage your folders are located on the left of the display at the top. You can **Add**, **Edit** and **Delete** your folders.

**Create a folder**

• To create a new folder, click **Add** above the folder view. The Add Folders window opens. Select a destination folder from the icons displayed below the data entry box. If you select the primary mailbox icon, the new folder will be created at the same level as the Inbox. If you want to make a subfolder in an existing folder, highlight the destination folder from the folder view.
  • In the **Enter New Folder Name** field, type a name for your new folder.
  • Click **OK** and the new folder is created within the destination folder you selected.
  • When you are finished creating, deleting, or editing folders, click **Done**.

**Delete a folder**

• Click **Delete** located above the folder view
• Select the folder you want to delete from the folder view and click **OK**. Your folder is deleted.

*Note: If you have not selected a folder, the system prompts you to select a folder. You can delete only the folders that you have created. The system folders (Inbox, Drafts, Sent, Deleted, and Search Results) cannot be removed.*
Edit a folder
- Click Edit located above the folder view.
- Select the folder that you want to rename from the folder view. The name of the selected folder appears in the Edit Folder name field. Type a new name for the folder and click OK. The folder is renamed.

When you have finished deleting or editing folders, click Done.

Subscribing to your (system/online) folders
- Click Subscribe located above the folder view.
- The Subscribe and Unsubscribe window appears, here you can subscribe or unsubscribe to folders contained on the IMAP server. You see all the folders that are available to you. Those to which you are unsubscribed will be denoted by this small symbol:

  📚 = Unsubscribed

- Click a folder to subscribe to it (or to unsubscribe to it if you don't want it to appear in your E-mail Center).
- To save the change, click Done.