

The Email tool allows you to send email easily. You can also organize received mail using folders and email addresses using the Address Book.

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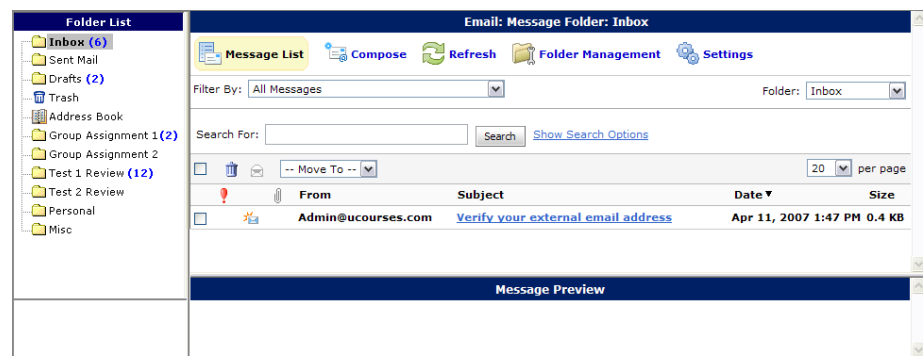
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## Accessing your email

Access your email account by clicking the **Email** link on the navigation bar.

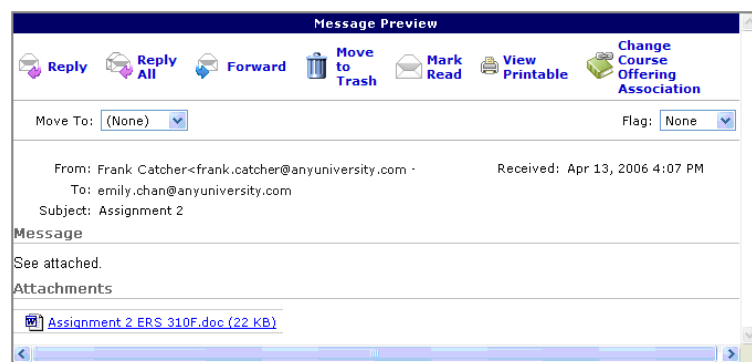
The first page you see is the Message List.




**Note** If your organization uses Send-Only Email, the first page you see is the Compose page.

## Checking emails




The Message List displays a list of items in your inbox, including unread emails. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.



Use the options in the top tool menu to reply to, forward, delete, or manage the message.

**Note** Messages opened using the preview pane are not marked as read. To mark a message as read, click  **Mark Read** on the tool menu.

## Composing emails

- 1 From the Message List page, click  **Compose** on the top tool menu.
- 2 Type the recipient's email address in the **To** field.  
Click the  **Address Book** icon at the top of the page to locate an address from your Address Book.
- 3 Type a brief description of your email in the **Subject** line.
- 4 Type your message in the large text box.  
Click the  **Spell Checker** icon to check for misspellings.
- 5 Click **Send**.

## Adding attachments to emails

From the Compose New Message page:




- 1 Compose your message as usual.
- 2 In the **Attachments** section, click **Browse** and select the file you want to attach.
- 3 Click **Add**.

Repeat steps to attach additional files.

**Note** If you add an attachment and want to delete it before sending, click the **Remove** link beside the attachment.

## Replying to and forwarding emails

From the Message List page:

- 1 Select the message you want to reply to or forward by clicking on the message's subject link. The Message Preview page displays.
- 2 Click the  **Reply**,  **Reply All**, or  **Forward** icon.
- 3 Enter the recipient names in the **To**, **CC**, and **Bcc** fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
- 4 Add any additional content, including attachments, to the message.
- 5 Click **Send**.

## Email message folders

Folders help you manage your messages by organizing them into groups.

Your folders are listed in the **Folder** drop-down list and in the Folder List pane to the left of the Message List if the pane is set to display.

You have the following folders by default:

- Inbox
- Drafts
- Sent
- Trash

You can add folders to this list as needed.

### Accessing email message folders

From the Message List page, click the folder's name in the Folder List pane or select the folder from the **Folder** drop-down list.



## Moving messages to an existing folder

From the Message List page:

- 1 Select the messages you want to move.
- 2 Choose the folder you want to move the selected messages to from the **Move To** drop-down list.


## Creating new email message folders

From the Message List page:

- 1 Click  **Folder Management** on the top tool menu.
- 2 Click  **New Folder** on the top tool menu.
- 3 Ensure that the **Folder Type** is set to **Message Folder**.
- 4 Enter a **Folder Name**.
- 5 To make the new folder a sub-folder inside an existing folder, choose the existing folder from the **Parent Folder** drop-down list.
- 6 Click **Save**.


## Editing email message folders

From the Folder Management page:

- 1 Click the  **Edit** icon beside the folder you want to edit.
- 2 Update the folder information as required.
- 3 Click **Save**.

## Deleting email message folders

From the Folder Management page:

Click the  **Delete** icon to the right of the folder you want to delete.


### Notes

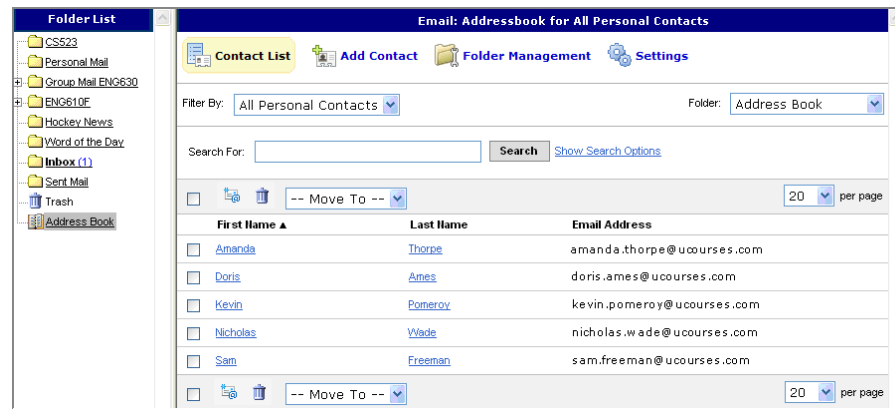
- Deleted folders cannot be restored. Messages from deleted folders are moved to the Trash folder.
- You can only delete custom folders.

## Your Address Book

The Address Book lets you to keep an online list of your contacts and organize contacts into groups.


To access the Address Book do one of the following:

- Click **Address Book** on the **Folder List** pane.
- From the Message List page, select “Address Book” in the **Folder** drop-down list.
- Click the  **Address Book** icon at the top of the Compose New Message, Reply, Reply All, and Forward pages.



### Adding address book contacts

From the Address Book page:

- 1 Click the  **Add Contact** icon at the top of the page.
- 2 Choose a folder to store the new contact’s information in from the **Folder** drop-down list. By default new contacts are stored in the main Address Book folder.

To create a new folder, click the **New Folder** link beside the **Folder** drop-down list.

- 3 Enter the new contact’s information in the appropriate fields. (Fields marked with an asterisk are required.)
- 4 Click **Save**.


### Editing address book contacts

From the Address Book page:

- 1 Click the **First Name** or **Last Name** link of the contact you wish to edit from the list of contacts.
- 2 Update the contact's information as required.
- 3 Click **Save**.

### Deleting address book contacts

From the Address Book page:

- 1 Select the contacts you want to delete.
- 2 Click the  **Delete** icon at the top of the list.

**Note** You can only delete personal contacts.



### Moving contacts to an existing group

From the Address Book page:

- 1 Select the contacts you want to move.
- 2 Select a group from the **Move To** drop-down list.

### Creating new contacts groups

From the Address Book page:

- 1 Click  **Folder Management** on the top tool menu.
- 2 Click  **New Folder** on the top tool menu.
- 3 In the **Folder Type** section, select **Contacts Folder**.
- 4 Enter a **Folder Name**.
- 5 To make the new folder a sub-folder inside an existing folder, choose the existing folder from the **Parent Folder** drop-down list.
- 6 Click **Save**.