

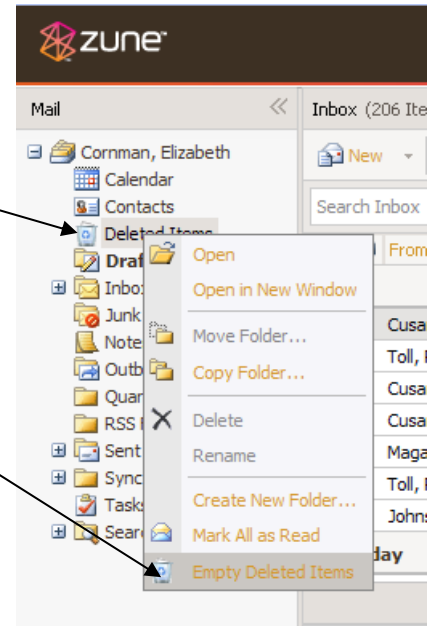
## Tips for the New eMail Server

Our new email server has some new features that make maintaining your Inbox much easier. Remember to delete unnecessary email every day so it doesn't build up.

### Deleting folders

- Right-click on the folder.
- Left-click on **Empty Deleted Items** to delete all email within that folder.

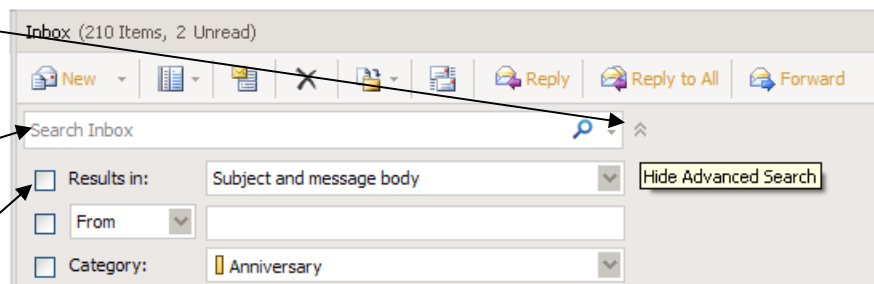
This works for all folders.



### Search

Use the Search feature to quickly locate email.

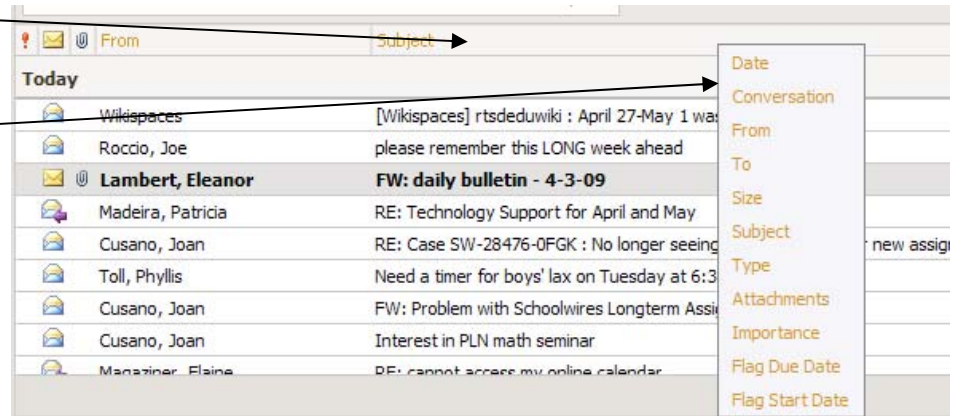
- Left-click the double arrow to open additional search features.
- Type in a search term (last name, topic, etc.)
- Add additional information
  - **Results in:** narrow down which part of the email to search
  - **From or Sent to:** enter a specific recipient or sender of the eMail
  - **Category:** narrow down by category (You must add the category when you read the original email.)
- Left-click the magnifying glass to perform the search.



## Sort Inbox

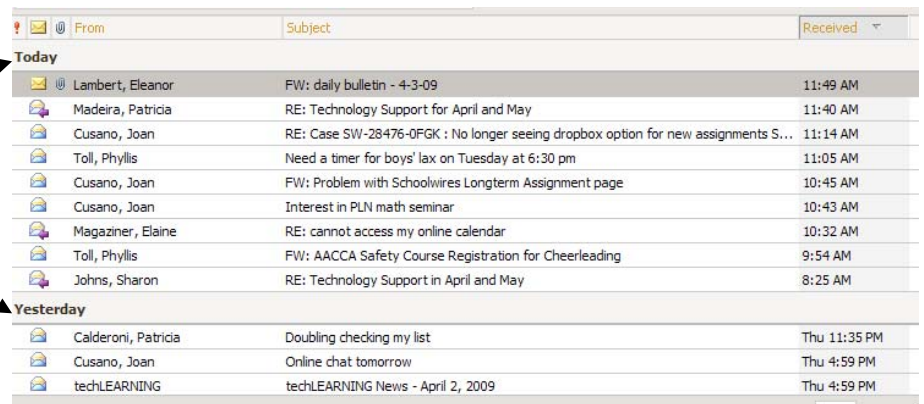
Quickly resort your Inbox to locate email

- Right-click on headings to open menu.
- Click on category to sort email.



### Examples:

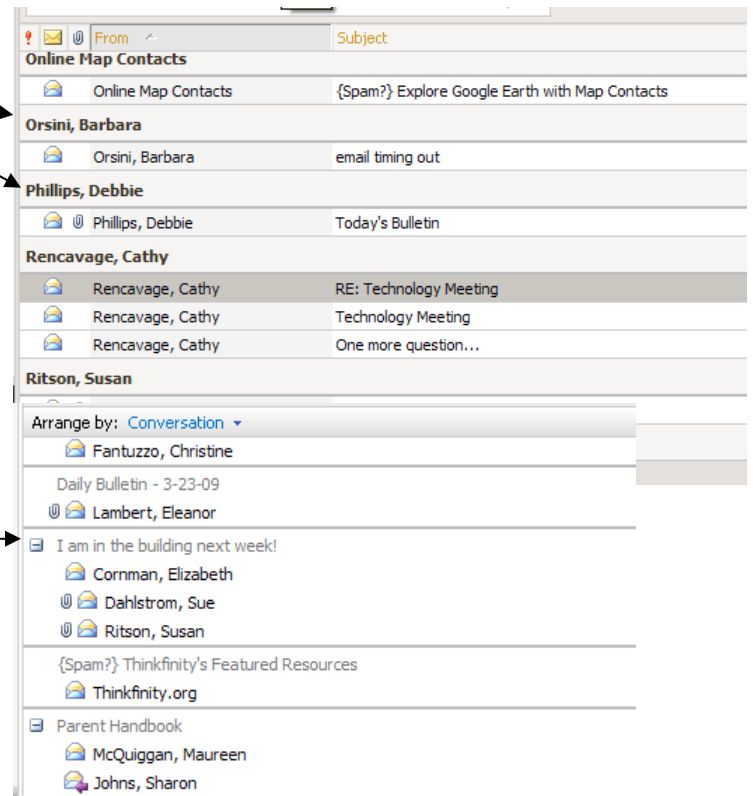
**Date** – clusters email into sections by email received today, yesterday, last week, etc.



**From** – clusters email into sections by the people who sent you the emails.

*Type the first 2-3 letters of that person's last name to jump to his or her list of emails.*

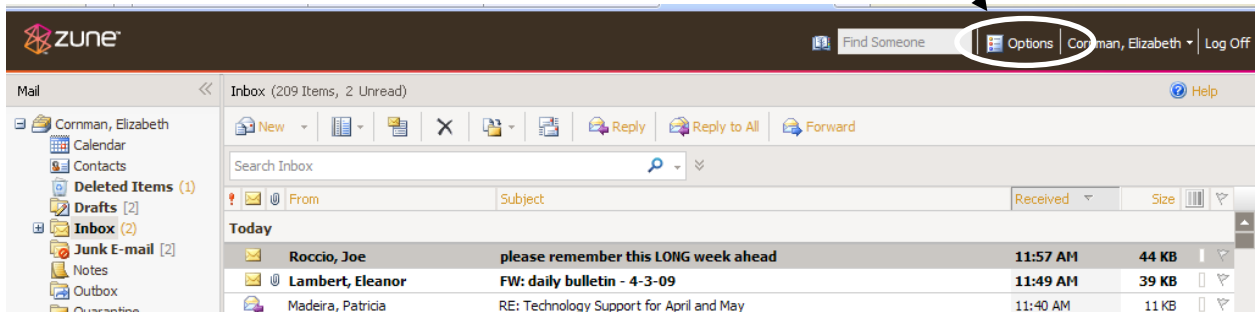
*Use To in the Sent folder.*



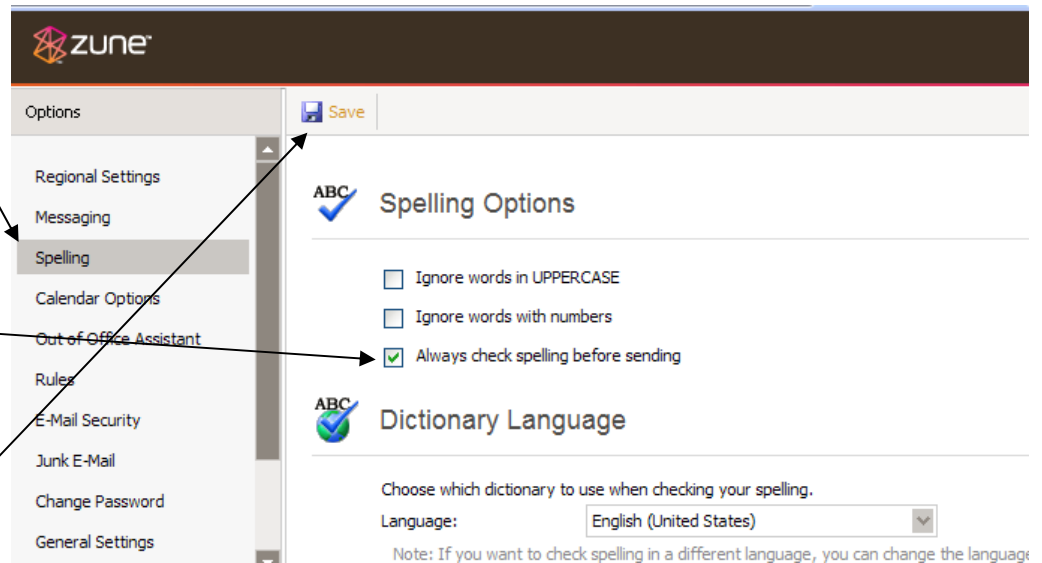
**Conversation** – clusters email into groups by the subject line with the original email and all replies to that email. Click on the + sign by the subject heading to see all the emails in this group.

## Correct Spelling

Turn on the spelling feature to correct spelling before you send your email.



- Left-click the **Spelling** on the left navigation bar.
- Left-click **Always check spelling before sending**.
- Left-click **Save**.



When you click **Send**, the system automatically checks your spelling.

- Right-click on the underlined word to open list of suggested corrections and click on correct spelling.
- Do not click on words that don't need correcting.
- Click **Send** to recheck spelling.
- Click on **Send** again to send the email.

