

NAVIGATING THE MAKERERE WEBMAIL INTERFACE



CHANGING VIEW OF EMAILS

1) Click on the "wheel" like feature shown by arrow "1" above to change your email view, a dialog box will pop-up with the options shown above in white. Click/check "**selector**" shown by arrow "2" above to allow you select your emails and then save changes.

Once you have the **selector** enabled, it by default appears on the far right, move to the left by simply holding and dragging.

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To select emails, press the "envelop" symbol shown below and make a choice from the dropdown list.









Options under the "Settings" Tab

Under the **Settings** tab,there's "Preferences","Folders", "Identities","Responses", "Filters", "Vacation","Password"

1) There are several options under "**Preferences**" and users can navigate through these.However for a signiture to appear on all sent mail,click the "**Composing Messages**" option and make sure the "**Automatically add signiture**" option is set to "**Always**" and save changes.

2) The "**Folders**" option when selected, displays all your folders and also allows to add another folder or to empty and delete a folder.



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| 🤱 Identities | | Distal su Misana | Mugabi Samuel |
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| Password | | | |
| / | | Organization | Directorate for ICT Support (Mak) |

3) The user can set their signature under "Identities".

Highlight or click on your email address to allow you edit your signature settings and remember to save the settings.

4) The "**Responses**" option allows you to create and store regularly used communications or responses. Unfortunately these cannot be directly translated into an email to send. Users would have to manually copy and paste to send message.

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- 5) Users can explore the "**Filter**" and "**Vacations**" settings. The "Filter" option allows users to filter massages based on a key word while "Vacation" will enable users set auto-response messages when on leave or out of office.
- 6) The "Password" option allows users to change the password based on a set of given criteria. Please remember to always save the settings.

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Under "Mail" Tab

Select email (s) and click the "Wheel" like feature for desired action on email (s).

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Users should explore the "**Calender**" and "**Tasks**" options. Under the "Calender" option, users can Import or export their calendars to and from their mail-clients or Gmail.

Import/Export Calender to/from mailclient (Outlook, Mac-Mail, Thunderbird, Eudora) and Gmail.

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Click "wheel" like feature to change theme colour of Interface

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