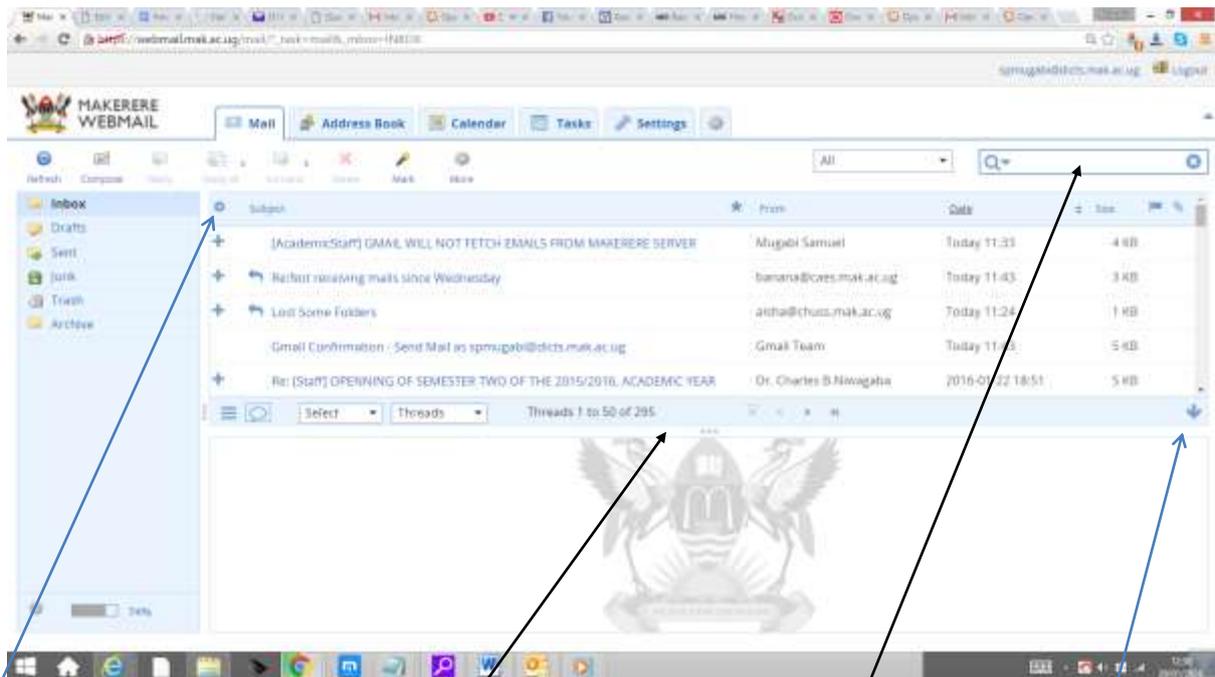


NAVIGATING THE MAKERERE WEBMAIL INTERFACE



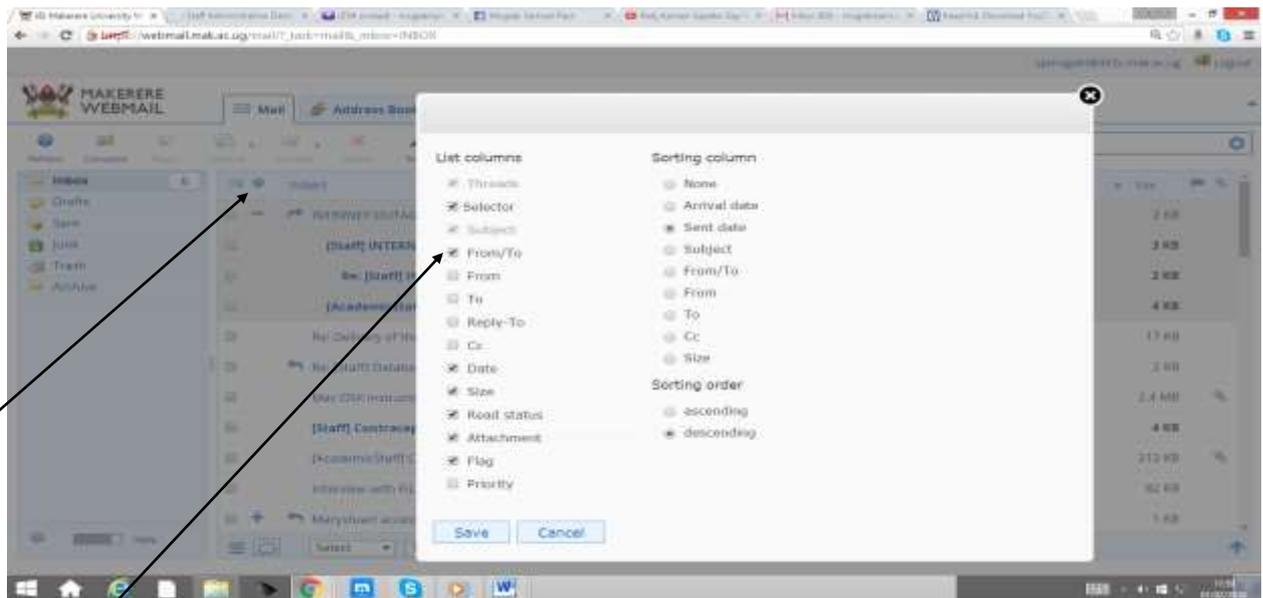
Allows you to change view settings for emails.

Adjust to resize the lower or upper pane/

Type in email address to check emails from a specific person

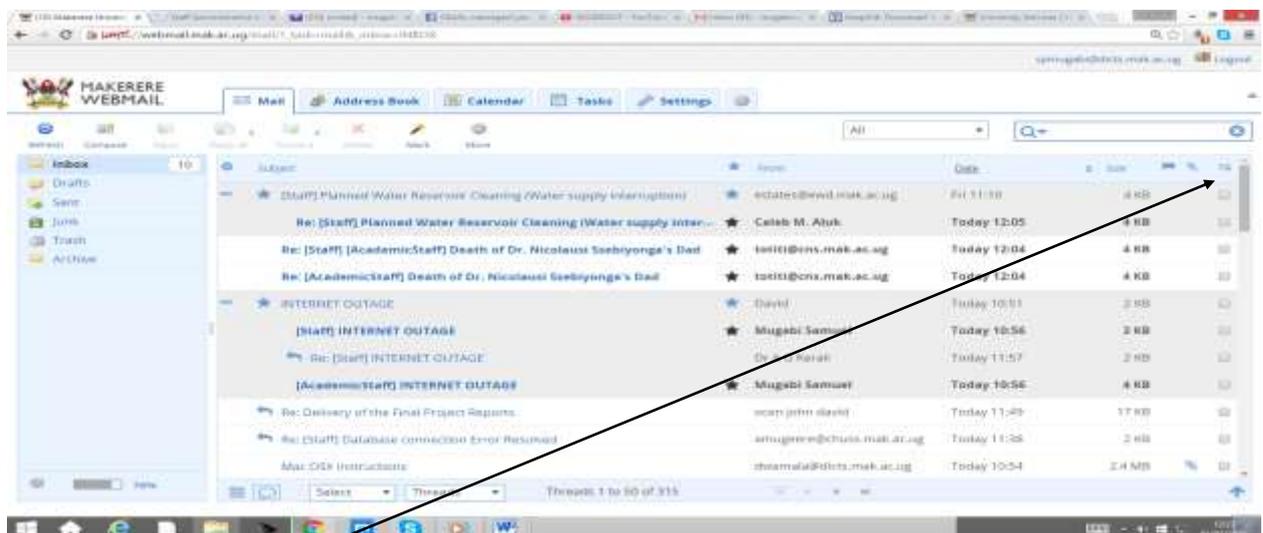
User will have full view of upper section/pane on clicking the arrow

CHANGING VIEW OF EMAILS



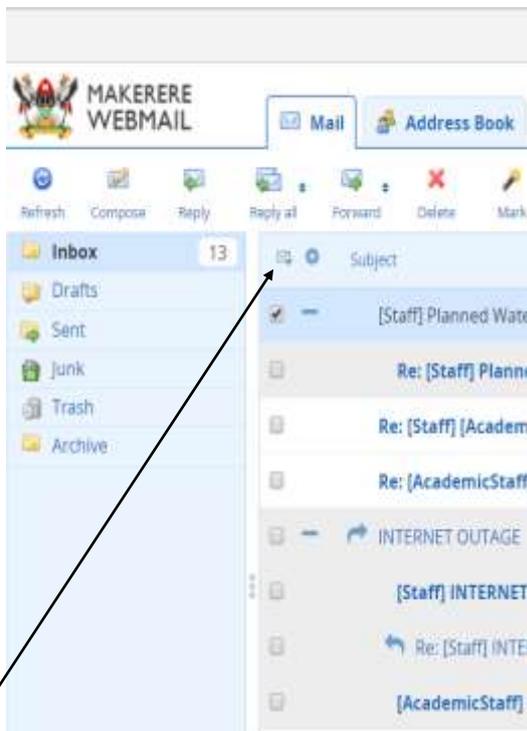
- 1) Click on the “wheel” like feature shown by arrow “1” above to change your email view, a dialog box will pop-up with the options shown above in white. Click/check “**selector**” shown by arrow “2” above to allow you select your emails and then save changes.

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

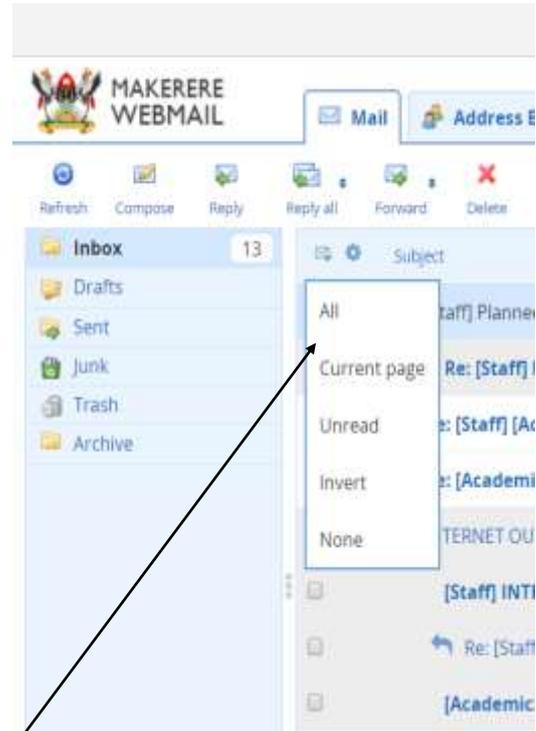


Press and hold to drag selector to the left

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



(1) Click Envelop symbol



(2) Available options

Options under the “Settings” Tab



Settings Tab

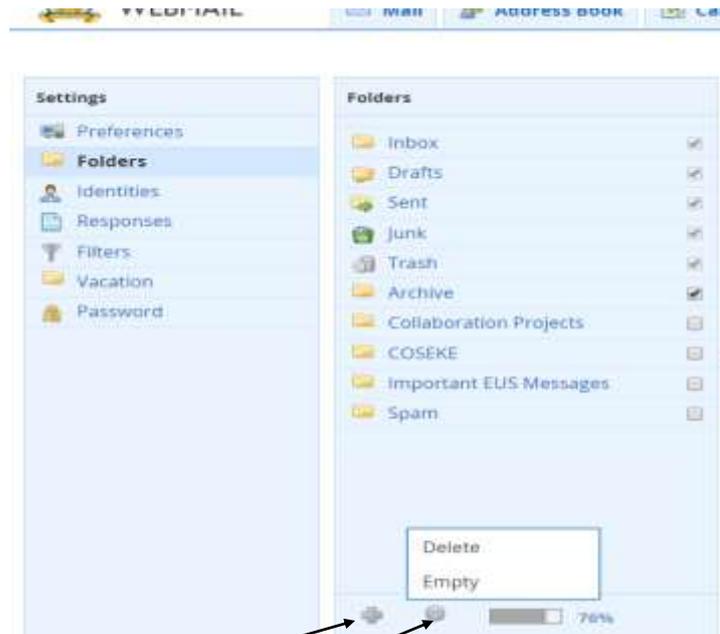


Preferences

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 signature to appear on all sent mail, click the "Composing Messages" option and make sure the "Automatically add signature" option is set to "Always" and save changes.

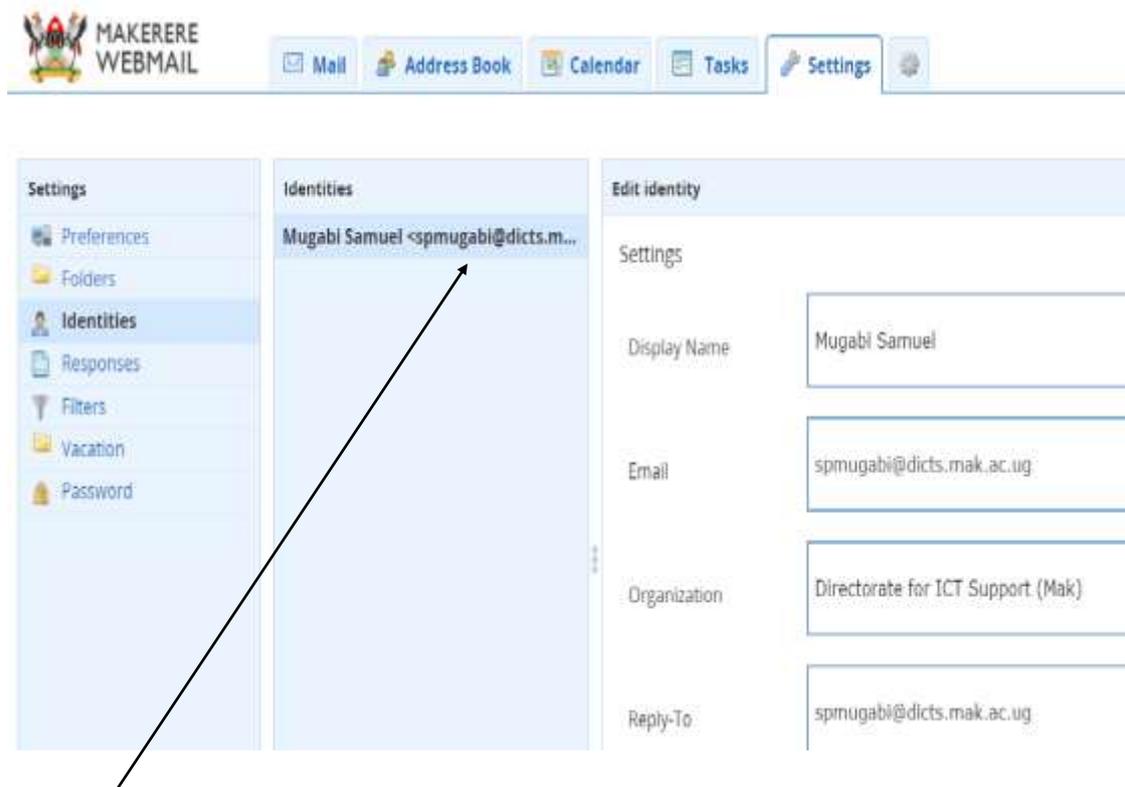
2) The "Folders" option when selected, displays all your folders and also allows to add another folder or to empty and delete a folder.



Click to Add a Folder

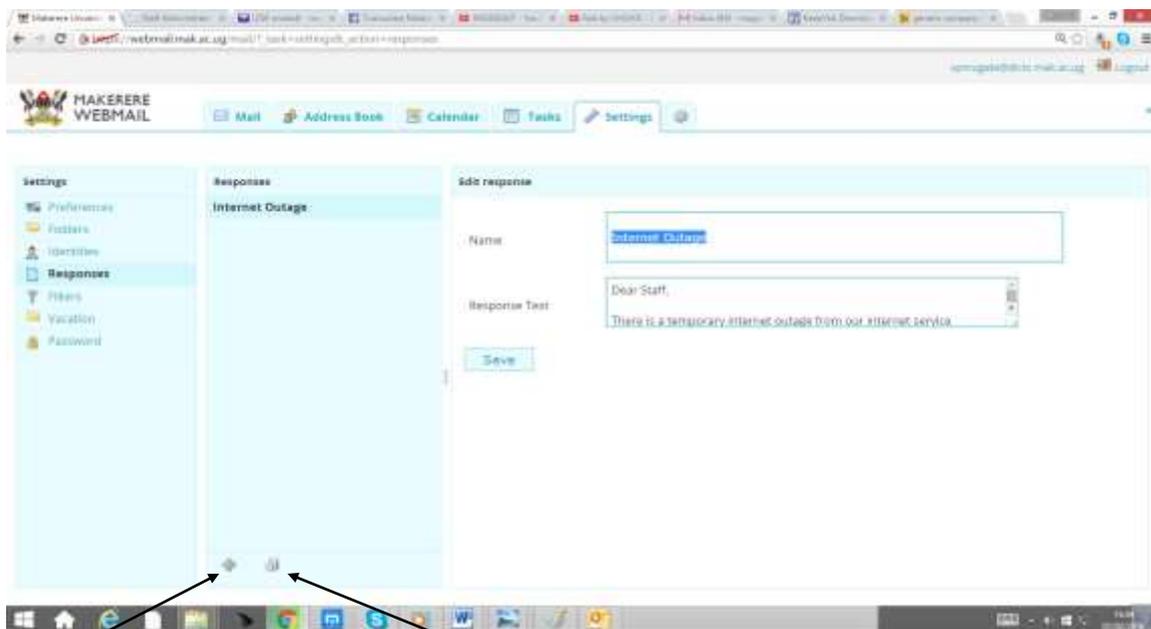
Select a Folder and Click "Empty" to empty the folder or "Delete" to delete the Folder (not advisable)

- 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.

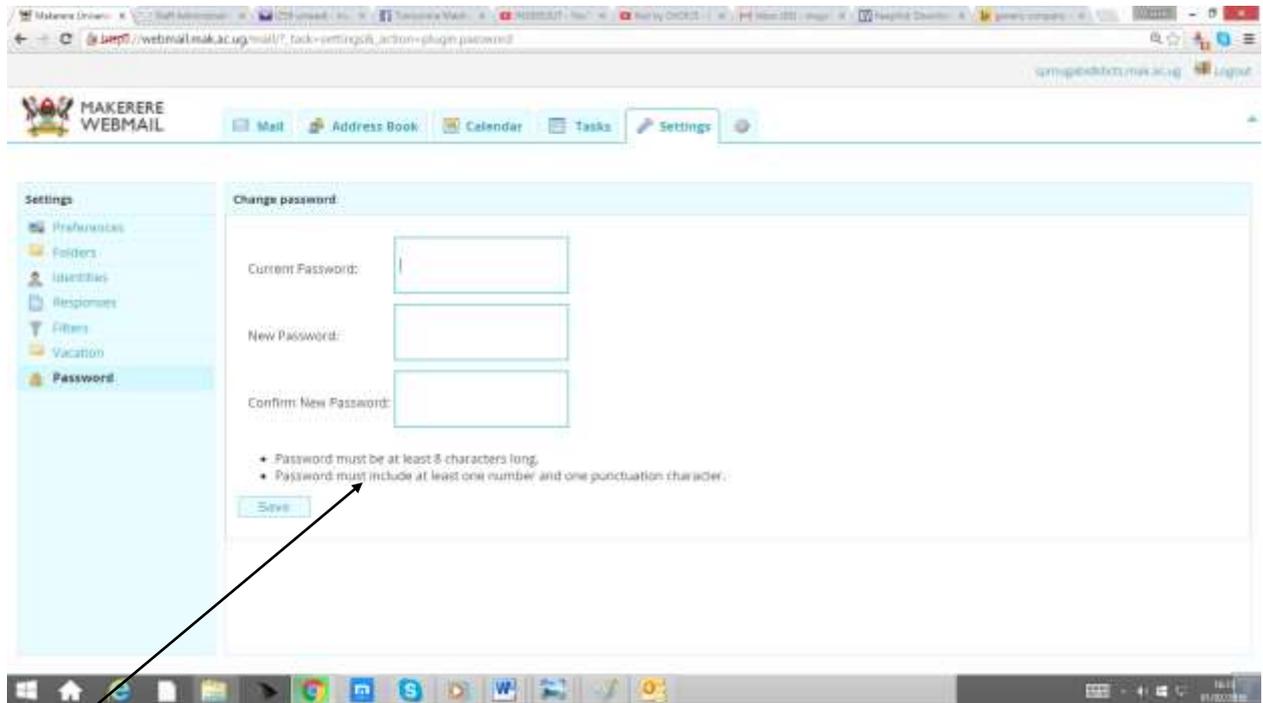
- 4) The “**Responses**” option allows you to create and store regularly used communications or responses. Unfortunately these cannot be directly translated into an email to send. Users would have to manually copy and paste to send message.



Click “+” to add Response

Click to delete a selected/highlighted response.

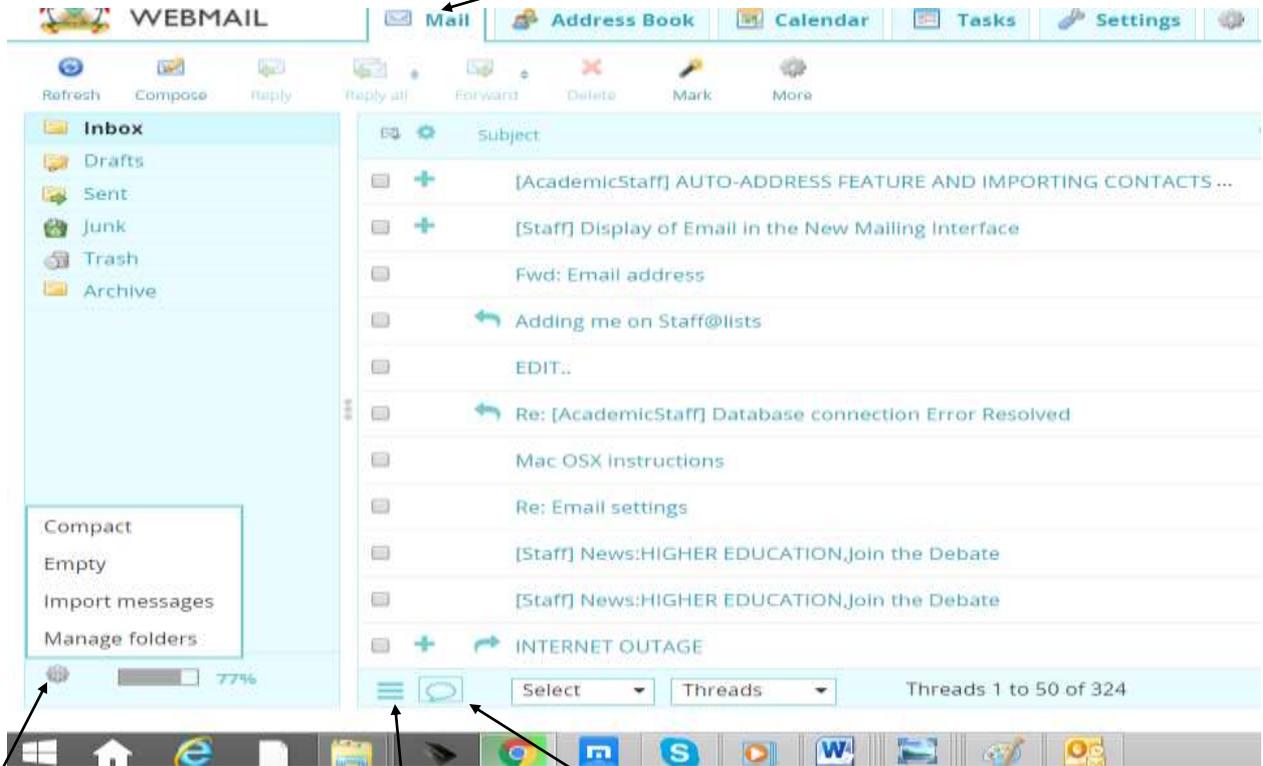
- 5) Users can explore the **“Filter”** and **“Vacations”** settings. The “Filter” option allows users to filter messages based on a key word while “Vacation” will enable users set auto-response messages when on leave or out of office.
- 6) The “Password” option allows users to change the password based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



Change password based on given criteria.

Other Features

Options under "Mail" Tab



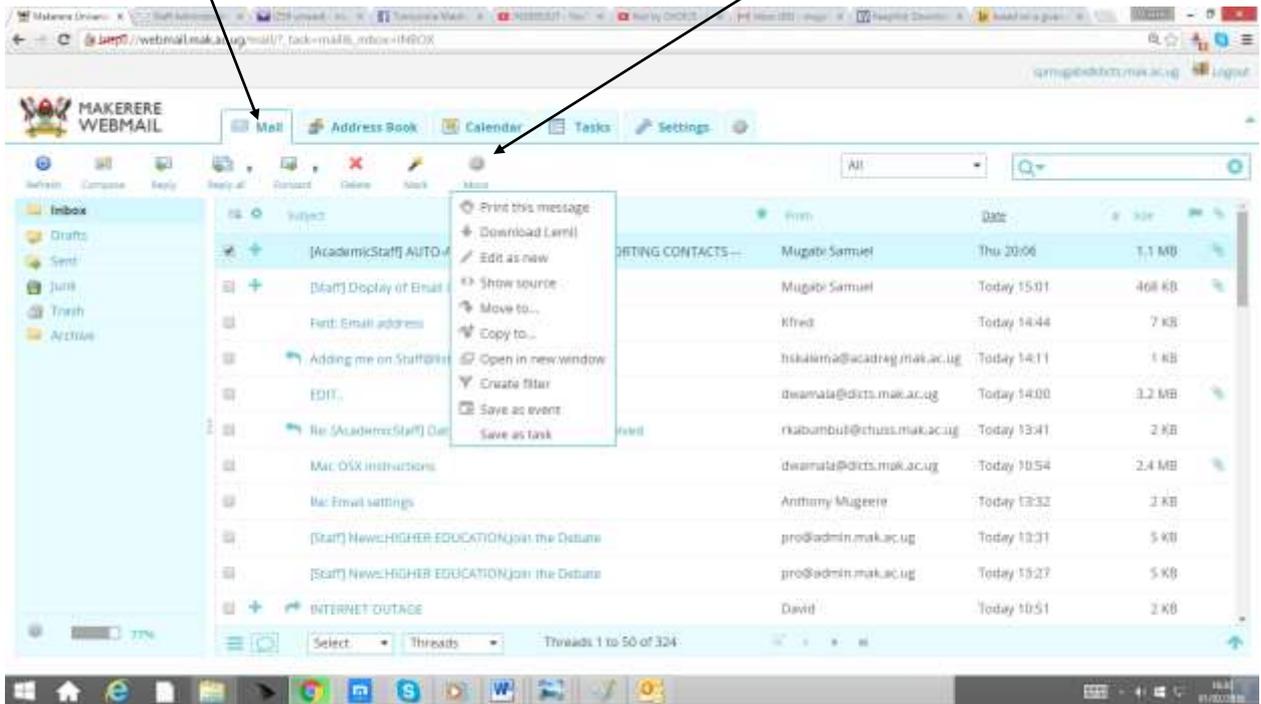
Click "wheel" feature to "Manager Folder" settings and to import message, empty folders

Click to Switch to "List" view

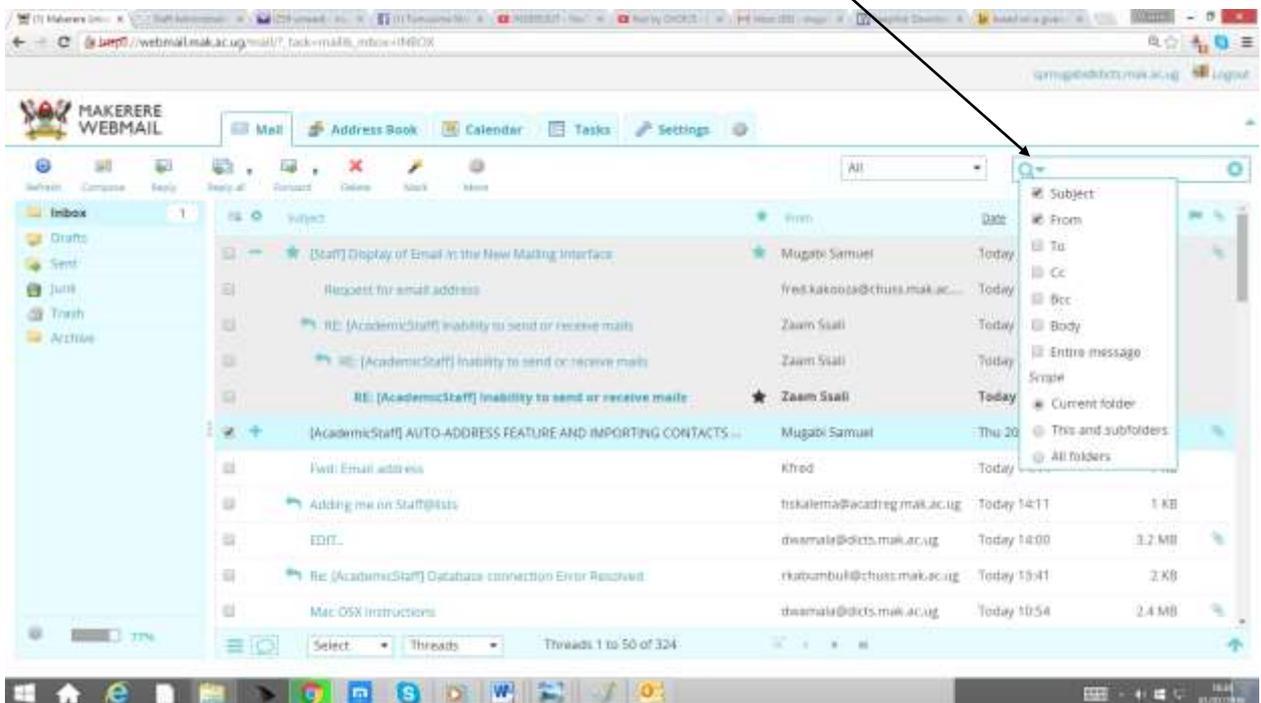
Click to switch to "Thread" view

Under "Mail" Tab

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

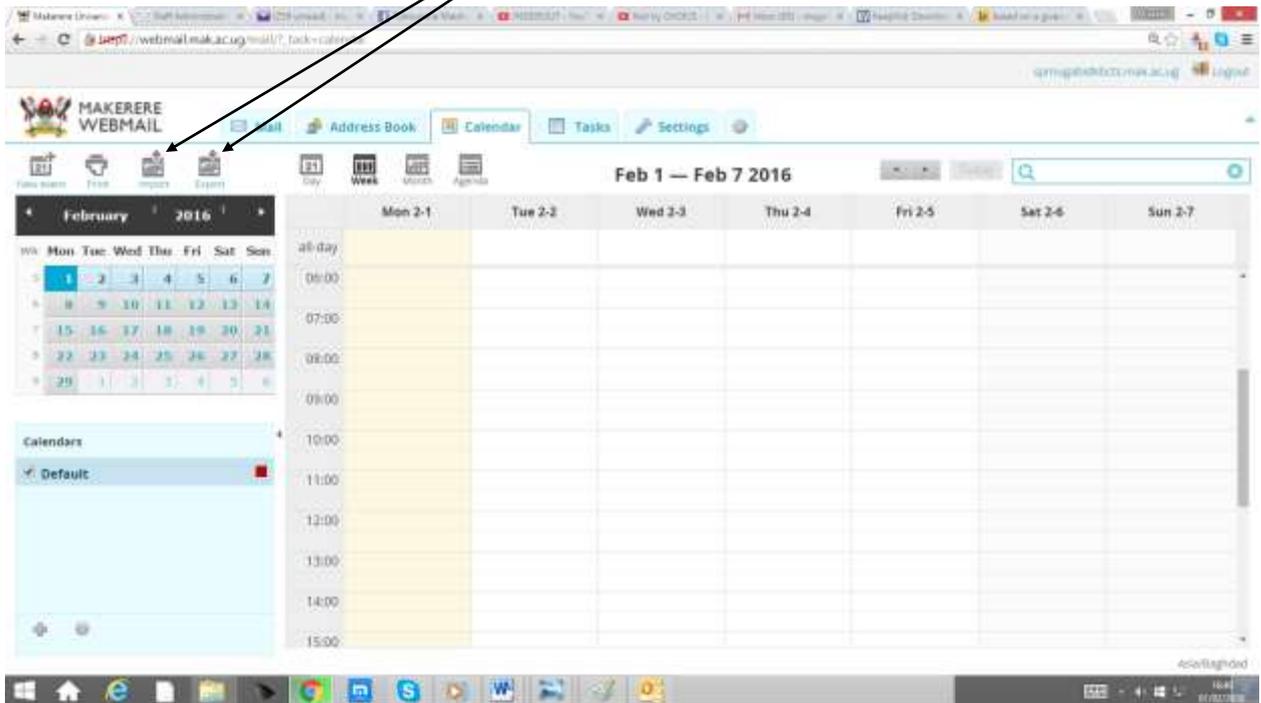


Click arrow pointing down to set desired search criterion



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

Import/Export Calendar to/from mail-client (Outlook, Mac-Mail, Thunderbird, Eudora) and Gmail.



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

