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# Access Web E-mail

- 1. Enter URL in the address bar of your internet browser http://mail.umt.edu.pk
- 2. Enter your Username without @umt.edu.pk and enter Password provided by OTS office.

Step 1. Enter URL in your browser		Step 2. Enter Username and password
University of		University of Management and Technology Welcome to
Welcon	ne to	Sign in to your account at University of Management and Technology
Sign in to your account at University of Management and Technology	Welc	Username: test @umt.edu.pk
Username:	•	Password: •••••••
@umt.edu.pk Password:	•	Sign in Ne Bu
✓ Stay signed in Sign in	Nev Buil	Can't access your account?
Can't access your account?	Che	©2011 Google <u>Privacy Policy</u> - <u>Terms of Service</u>
©2011 Google <u>Privacy Policy</u> - <u>Terms of S</u>	ervice	

### Introduction to Inbox

#### a) Reply, Reply All and Forward an E-mail

- 1. Sign in your UMT E-mail account and click to open the E-Mail you would like to reply.
- 2. Click on **Reply** or **Reply to All** or **Forward** as required from drop down button on the upper right side of the E-mail Text. You can also select required option at the bottom of the E-mail.

Step 1. Sign i	in your UMT E-mail account and click to open the E-Mail you would like to reply			
	Try on a new inbox: Classic	Important first Unread first Starred first		
	🗆 📩 📄 me	Test Mails Test mail new - Please re		
	🗌 🔆 🕞 Google Calendar	Reminder: Seminar in Boys Com		
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**Step 2**.Click on **Reply** or **Reply to All** or **Forward** as required from drop down button on the upper right side of the E-mail Text. You can also select required option at the bottom of the E-mail.

TEST ACCOUNT       4:29 PM (0 minutes ago) ☆         to OFFICE        Reply         Please reply to confirm receipt of this E-mail.       Reply to all         Kind Regards       Forward	Test Mail Inbox x Test Mails x	ē 0
Click here to Reply, Reply to all, or Forward   Cick here to Reply, Reply to all, or Forward   Click here to Reply, Reply to all, or Forward   Click here to Reply, Reply to all, or Forward   Show original   Mark as unread	<ul> <li>■ TEST ACCOUNT to OFFICE  </li> <li>Please reply to confirm receipt of this E-mail.</li> <li>Kind Regards</li> <li></li> <li>Click here to Reply, Reply to all, or Forward</li> <li>Click here to Reply, Reply to all, or Forward</li> </ul>	4:29 PM (0 minutes ago) ☆ Reply More Reply to all Forward Filter messages like this Print Delete this message Report phishing Show original Message text garbled? Mark as unread

#### b) Attach files to your E-mail

- 1. To attach a file while composing E-mail click on Attach a file below the subject line.
- 2. In the browse window search for the required file to be attached, select it and press ok.

**Note:** File attachment limit is 25MB recommended because it will take huge time and bandwidth to upload.



Step 3. Confirm filename and status as attached.					
Mail Calendar Documents	s Sites Groups Contacts More »				
Mail -	SEND Save Now Discard Draft aut				
COMPOSE	То				
Inbox (1,389) Starred Important	Add Cc Add Bcc Subject Insert: Invitation				
Sent Mail <b>Drafts (1)</b> Follow up	C:\fakepath\Koala.jpg <u>Remove</u>				
Misc	Ĩ-BZUT-ਜ- <u>A</u> -T-© c=				
Chat					

#### c) Managing Spam E-mails

Due to the growing spam issues, we have implemented a solution to improve security and better performance.

- 1. Daily E-Mail of your Quarantine Summary will be sent to you in which you will find a list of emails, blocked by the spam filter.
- 2. Any E-mail can be unblocked if you are sure that it is not a spam by clicking deliver against the respective email.

**Step 1.** Daily E-Mail of your Quarantine Summary will be sent to you in which you will find a list of emails, blocked by the spam filter.

•	См	lore *	
The Officia	al Google Blog - Lego r	robots and their young inventors	come to Goo
Try on a ne	ew inbox: Classic	Important first Unread first	Starred firs
口 ☆ 🖻	me	test mail	
	[umt.edu.pk]	Quarantine Summary	1/28/2011
	[umt.edu.pk]	Quarantine Summary	11/16/2011
	[umt.edu.pk]	Quarantine Summary	11/05/2011

**Step 2.** Any E-mail can be unblocked if you are sure that it is not a spam by clicking deliver against the respective email.

[umt.edu.pk] faiz@umt.edu.pk		Nov 28 (2 days ago) 📩 🔸 📼
test@umt.edu.pk		
These messages were quarantir a message to your inbox, click th	ned as potential junk or he Deliver link. To view t	rirus-infected messages, and have not been sent to your inbox. To deliver he message in your Message Center, click the Subject link.
Junk Messages	1 Message	Message Center
From	Subject	Date
mikeola@kochetov.com	mox	11/28/2011 2:08 am <u>Deliver</u>
mikeola@kochetov.com	mox	11/28/2011 2:08 am <u>Deliver</u>

# **Compose an E-mail**

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1. Click on **Compose** on the top of the left vertical menu.

Step 1. Click on Compose on the top of the left vertical menu.					
Mail Calendar Documents Sites	Groups Con	ntacts More »			
University of Management and Technology		<u>ج</u>			
Mail -	SEND	Save Now Discard			
COMPOSE Inbox (4)	To (	Add Cc Add Bcc			
Starred Important Sont Mail	Subject <b>7 - В</b>	Attach a file Insert: Invitation $I  \sqcup  T  T  T  \mathbf{A}  T  \textcircled{O}  CD  \frac{1}{2} \equiv  \overleftarrow{=}  \overrightarrow{=}  \overrightarrow$			
Drafts					
Misc					
Priority					
Chat					
Search people					

## **Understanding E-mail Groups**

#### a) Create E-mail groups

- 1. Sign in to UMT E-Mail.
- 2. Click Contacts (located above the Compose Mail button) on UMT Email page.
- 3. Click the New Group link on the left side of the Contact Manager, or select Create new from the Groups drop-down menu.
- 4. Enter the name of the group.
- 5. Click OK.





#### b) Add Members to an E-mail Group

- 1. Sign in to UMT E-Mail.
- 2. Click Contacts (located above the Compose Mail button) on UMT Email page.
- 3. Select the contacts in the Contacts list.
- 4. Open the Groups drop-down menu.
- 5. Select the group you'd like to add the contact to, or select Create new to create a new group.
- 6. If you have multiple addresses saved for a contact, you can choose which address should belong to the contact group by opening the contact and clicking the small arrow next to the group you'd like to modify.



Step 3. Open the Groups drop-down menu.		<b>Step 4.</b> Select the group you'd like to add the contact to, or select Create new to create a new group
Documents Site	s Groups Contacts More »	Sites Groups Contacts More »
•		
АСТ	AAMER NISAR a	AAMER NISAR
s (811)	AAMIR ALI SHAIKH a	□ AAMIR ALI SHAIKH ✓ Imported 11/30/11
30/11 (811)	ABDUHU AHMAD a	ABDUHU AHMAD     Test Group
	ABDUL BASIT a	ABDUL BASIT
ted	ABDUL GHAFFAR a	ABDUL GHAFFAR abdul.ghaffar@
	ABDUL GHAFFAR GHAFFARI     a	ABDUL GHAFFAR GHAFFARI acohaffari@ur

# **Change UMT E-Mail Password**

- 1. Sign into your UMT Email account at <a href="http://mail.umt.edu.pk">http://mail.umt.edu.pk</a>
- 2. Click on your account name on the top right corner of the screen and select **Account Settings** from the menu.
- 3. Under the Personal Settings select Changing your password.
- 4. In the new window, enter your **Current password**, **New password** and **Confirm new password**.

<b>Step 1.</b> Click on your account name on the top right corner of the screen and select <b>Account Settings.</b>	Step 2. Under the Papassword.	ersonal Settings select Changing your
<pre>test@umt.edu.pk &gt; *</pre> TEST ACCOUNT test@umt.edu.pk Privacy	Personal Settings Security	Changing your password
1–5 of 5 Account settings This account is managed by umt.edu.pk. Learn more	Dashboard Email addresses	View data stored with this account test@umt.edu.pk (Primary email)
d as potential junk or virus-infe Dec 5 Nov 30	Multiple sign-in	Off - <u>Edit</u>
as potential junk or virus-infect Nov 28 d as potential junk or virus-infe∢ Nov 16 ≡		view and manage your accounts from other services
Step 3. In the new window, enter your Current pas	sword, New password	d and Confirm new password.
Web Images Videos Ma	os News Shopping Mai	I More -

Web Images Videos Maps News Shopping Mail More -
Change password
Note: you can't reuse your old password once you change it! Current password:
New password:     Password str       Confirm new password:
Save Cancel

## **Import Contacts to your E-mail**

- 1. Sign in to Gmail.
- 2. Click Contacts (located above the Compose Mail button) on UMT Email page.
- 3. From the More actions dropdown menu, select Import....
- 4. Click the Choose File button.
- 5. Select the file you'd like to upload and click the Import button

<b>Step 1.</b> Click Contacts (located abc Compose Mail button) on UMT Em	ive the nail page	<b>Step 2.</b> From the More actions drop down r Import	menu, select
Mail Calendar Documents Site:	s Groups Conta	Mail Calendar Documents Sites Groups Contacts More	; »
University of Management and		University of Management and Technology	
Technology		Contacts -	More -
(Mail •	•	NEW CONTACT	Delete contacts
Mail		My Contacts Most Contacted	Export.
Contacts	Fool.com Hea	Other Contacts Directory	Print
Tasks	Try on a new i	New Group Import Contacts	Restore contac
Starred		Chat	Sort by
Important		Search people	Last Name



Step 4. Select the file you'd like to upload i.e. address book from the de	sktop.
Choose File to Upload	23
Search Desktop	Q
Organize 🔻 New folder	0
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>▶ Downloads</li> <li>③ Recent Places</li> <li>■ Libraries</li> <li>● Documents</li> <li>● Music</li> <li>■ Pictures</li> <li>■ Videos</li> <li>▲ Computer</li> <li>■ Computer</li> <li>■ Computer</li> <li>■ Addressbook</li> <li>Microsoft Excel Comma Separate</li> <li>34.0 KB</li> </ul>	E E
File name: addressbook - All Files (*.*) Open Cance	• •

Step 5. Click the Import button.
Import contacts
We support importing CSV files from Outlook, Outlook Express Hotmail, Eudora and some other apps. We also support importi apps like Apple Address Book. Learn more
Please select a CSV or vCard file to upload: C:\Users\6169\Desktop\a Browse
Import Cancel

## **Organize mails using labels**

#### a) Create, Organize and Delete Labels

- 1. Click **More** at the bottom of your labels list on the left side vertical menu. If you don't see "**More**", grab the gray dividing line with your cursor and drag it down to show more labels.
- 2. Click Create new label.
- 3. Type the name of your new label and click **Create**.
- 4. If there's a message in your inbox you want to create a label for, select the message and click the **Label** button in the toolbar above your message list. Then, choose **Create new**.
- 5. Click the gear icon , select Settings, then Labels
- 6. In the 'Show in label list' column, click the 'show' or 'hide' link next to each label to choose whether it's listed. You can also set labels to appear only when they contain unread messages; otherwise, they'll be hidden.
- 7. If you see a label you don't need any more, you can always click **remove** in the 'Remove label' column. (You'll have to confirm that you'd like to remove the label by clicking **Delete**.

<b>Step 1.</b> Click <b>More</b> at the bottom of your labels list on the left side vertical menu.	Step 2. Click Create new label
Mail Calendar Documents Sites Gro	Mail       Calendar       Documents       Sites       Gr         Image: Management and Technology       and         Mail       Image: Management and Technology       and
COMPOSE     ES       Inbox (3)	COMPOSE     E       Inbox (3)     Starred       Important     Sent Mail       Drafts     Less ▲
Drafts More - Chat Search people TEST ACCOUNT	Chats All Mail Spam Usin Trash Manage labels Create new label Chat

Type the name of your new label and click <b>Create.</b>	
New Label	*
Please enter a new label name:	
Nest label under:	
Create Cancel	

Step 4	If there's a message <b>Label</b> button in th	ge in your Ie toolbar	inbox you above yo	i want to c ur messag	reate a lab e list 🎙 Th	el for, <b>select</b> the m en, choose <b>Create</b>	nessage and click i e <b>new</b> .	the
Mail	Calendar Documer	nts Sites	Groups	Contacts	More »		<b>▼ Q</b>	
	Mail -				0	Î	Label as:	
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	Inbox (3) Starred		Try on a	new inbox:	Classic	Important first	Create new Manage label	> s
	Important			me		Test Mail		

Step 5. Click the gear ico	n 🌣 , select Settings.	
	test@umt.edu.pk - 🗱	
	1–5 of 5 < >	
	Display Density: Comfortable Cozy	
	Revert to the old look temporarily	
	r virus- Settings Report a bug	

You can also set lab remove a label click	bels to appear only when they contain <b>remove</b> in the 'Remove label' column	n unread messages; otherwise, they nn.	'll be hidden. To
Settings			
General Labels Accoun	ts Filters Forwarding and POP/IMAP C	Chat Web Clips Inbox	
All Mail	show hide		
Spam	show hide show if unread		
Trash	show hide		
Labels	Show in label list	Show in message list	Actions
Create new label			
Test Mails 0 conversations	show hide show if unread	show hide	remove edit
	Note: Rem	oving a label will not remove the messages with that labe	L

#### b) Create a Filter

- 1. Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.
- 2. Enter your search criteria. If you want to check that your search worked correctly, click the search button.
- 3. Click **Create filter with this search** at the bottom of the search window.
- 4. Choose the action(s) you want the filter to take.
- 5. Click the **Create filter** button.
- **Note:** To keep organized, many people like to have incoming messages be automatically labeled and removed from their inbox until they can look at it later at a more convenient time. If you want to do this, make sure to select **Skip the Inbox (Archive it)** and **Apply the label:** when you create your filter.

When you create a filter to forward messages, only new messages will be affected. Any existing messages that the filter applies to will not be forwarded.

<b>Step 1.</b> Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.	<b>Step 2.</b> Enter your search criteria. If you want to check that your search worked correctly, click the search button. Click <b>Create filter with this search</b> at the bottom of the search window.
Image: Constraint of the second s	Search ×   All Mail ↓   From   faiz@umt.edu.pk   To   Subject   B   Mas the words   Ooesn't have   Date within   1 day ↓ of   Examples: Friday, today, Mar 26, 3/26/04   Create filter with this search ≫

Step 3. Choose the action(s) you want the filter to take.	
	1
from:(faiz@umt.edu.pk)	
« back to search options ×	
When a message arrives that matches this search:	
Skip the Inbox (Archive it)	
Mark as read	/
Star it	a
Apply the label: Choose label \$	a
Forward it add forwarding address	8
Delete it	
Never send it to Spam	2
Always mark it as important	
Never mark it as important	
Create filter Image: Also apply filter to 4 matching Create filter Conversations.	

- c) Edit or Delete Existing Filters
- 1. Click the gear icon **P** and select **Settings**.
- 2. Click the **Filters** tab. Find the filter you'd like to change and click **edit** or **delete** to remove the filter. If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Edit filter actions**.
- 3. Update any actions and click the **Update filter** button.





## Adding a Personal Signature

- 1. Sign in to UMT E-mail.
- 2. Click on the **\$**, icon on the upper left side and select **Settings**.
- 3. Scroll down in the **General** tab, Enter your new signature text in the box at the bottom of the page next to the **Signature** option. As you type, the radio button will shift from **No Signature** to the text box.
- 4. Click **Save Changes** at the bottom of the screen.
- **Note:** Signatures are separated from the rest of your message by two dashes. You can delete it manually before sending the message if you don't want it. Just highlight the text and delete it before sending.

Step 1. Click on the , icon on the upper left side and select Setting	าe <b>s</b> .
test@umt.edu.pk •	*
1–9 of 9 < >	<b>&gt;</b>
Display Density:	
✓ Comfortable	
Cozy	
Compact	
Revert to the old look temporarily	
Settings	=
Report a bug	
Help	
0000	

**Step 2.** Scroll down in the **General** tab, Enter your new signature text in the box at the bottom of the page next to the **Signature** option. As you type, the radio button will shift automatically .Click **Save Changes** at the bottom of the screen.

<b>.</b>									
General Labels	Accounts	Filters	Forw	arding	and POP	/IMAP	Chat	Web Clips	Inbox
Signature: (appended at the end of all	l outgoing messag	es) 🔘	No sigi	nature		_		_	
			в	<u> </u>	Π·Π		• <b>T</b> •	GÐ 🔤 🗄	