

**University of Management and Technology**  
**Step by Step Guide for UMT E-mail usage**

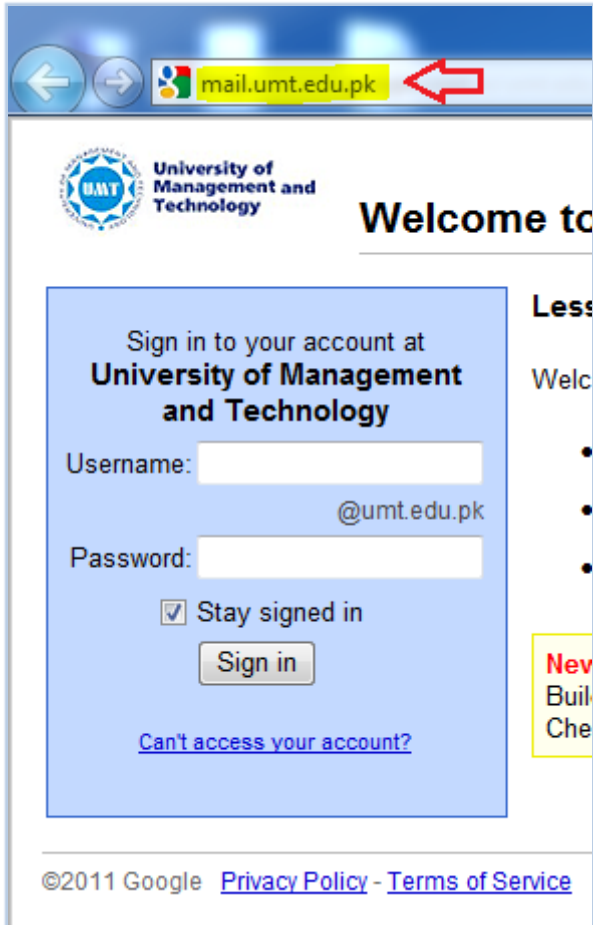
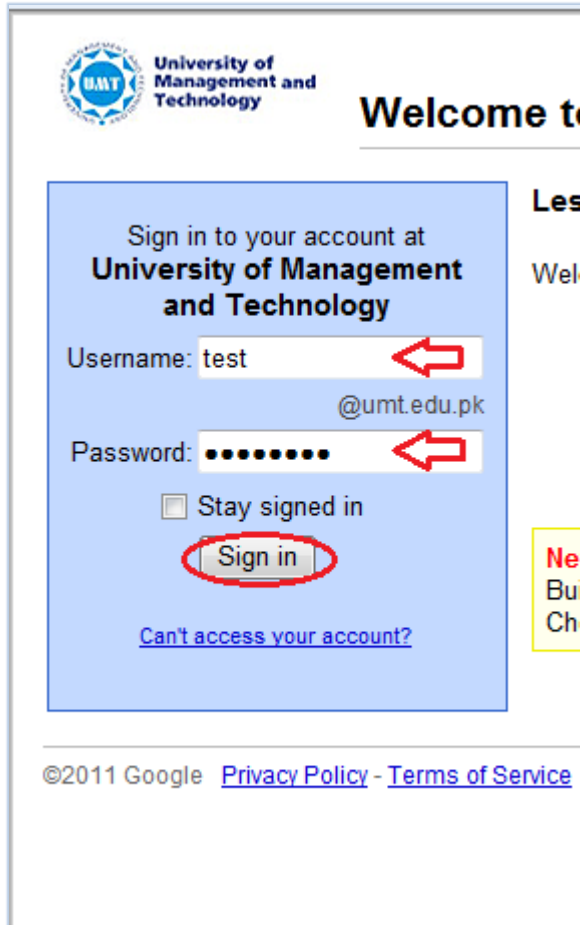
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## University of Management and Technology Step by Step Guide for UMT E-mail usage

### 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
 <p>The screenshot shows a web browser's address bar with the URL <b>mail.umt.edu.pk</b> highlighted in yellow. A red arrow points to the URL. Below the address bar is the UMT login page. The page title is "Welcome to" and the logo of the University of Management and Technology is visible. The login form has the following elements:</p> <ul style="list-style-type: none"><li>Text: "Sign in to your account at University of Management and Technology"</li><li>Username field: "Username: [input field] @umt.edu.pk"</li><li>Password field: "Password: [input field]"</li><li>Checkbox: "Stay signed in" (checked)</li><li>Button: "Sign in"</li><li>Link: "Can't access your account?"</li></ul> <p>At the bottom of the page, there is a copyright notice: "©2011 Google Privacy Policy - Terms of Service".</p>	 <p>The screenshot shows the UMT login page with the following elements:</p> <ul style="list-style-type: none"><li>Text: "Sign in to your account at University of Management and Technology"</li><li>Username field: "Username: test" with a red arrow pointing to it. Below the field is the text "@umt.edu.pk".</li><li>Password field: "Password: [dots]" with a red arrow pointing to it.</li><li>Checkbox: "Stay signed in" (unchecked)</li><li>Button: "Sign in" (circled in red)</li><li>Link: "Can't access your account?"</li></ul> <p>At the bottom of the page, there is a copyright notice: "©2011 Google Privacy Policy - Terms of Service".</p>

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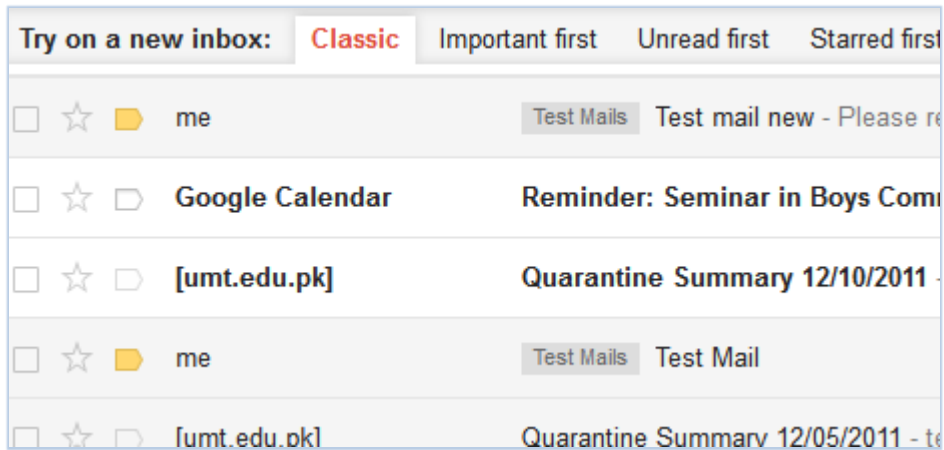
## Step by Step Guide for UMT E-mail usage

### Introduction to Inbox

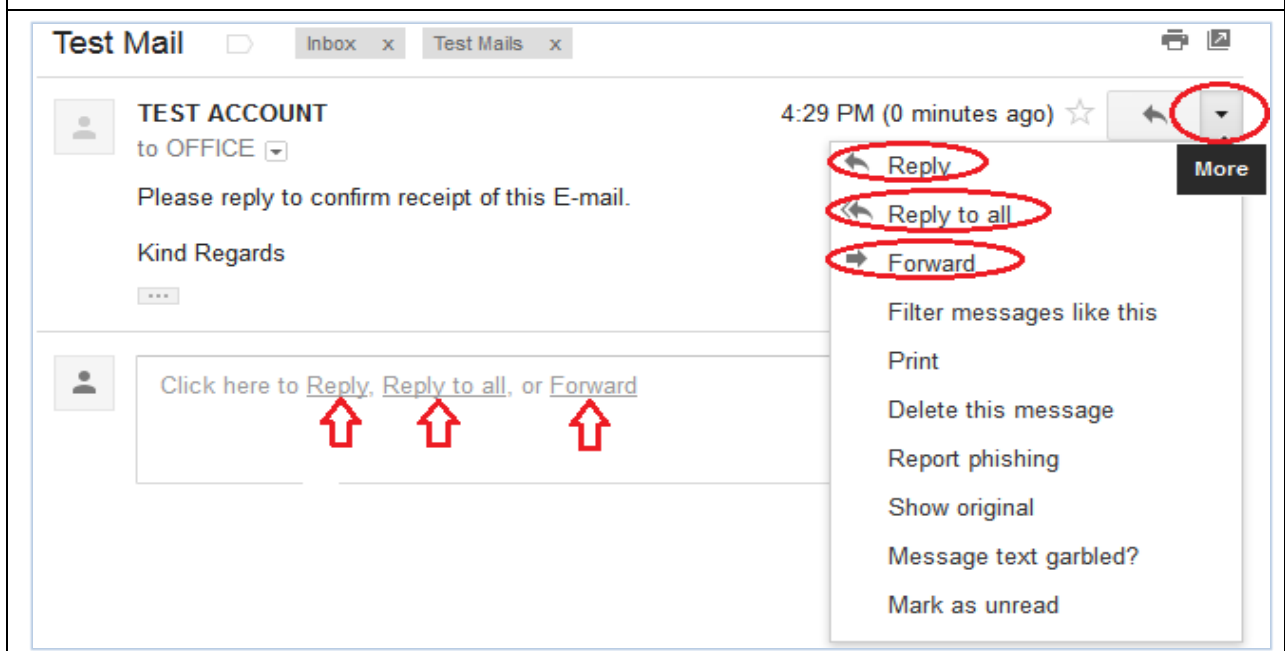
#### a) Reply, Reply All and Forward an E-mail

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 in your UMT E-mail account and click to open the E-Mail you would like to reply



**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.

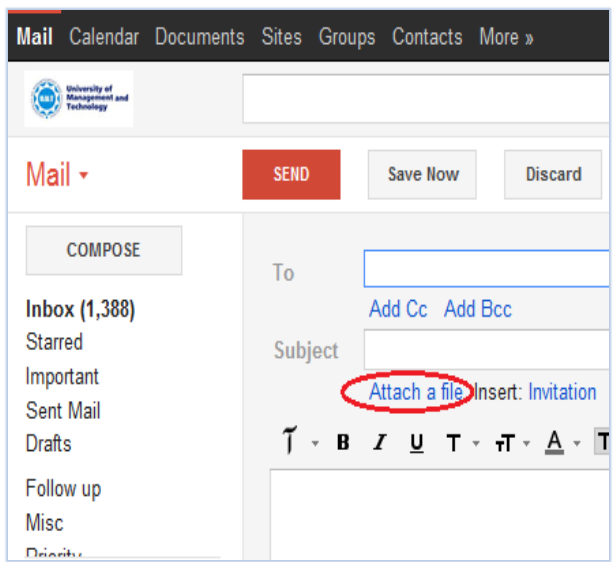
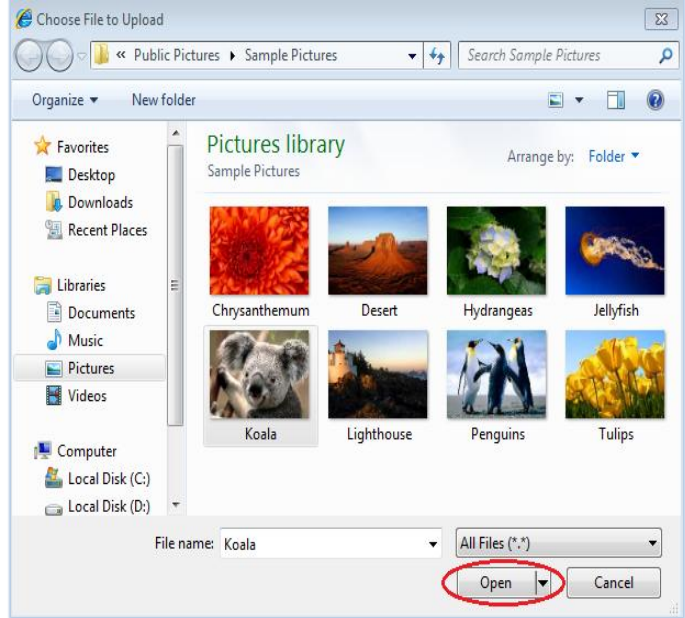


## University of Management and Technology Step by Step Guide for UMT E-mail usage

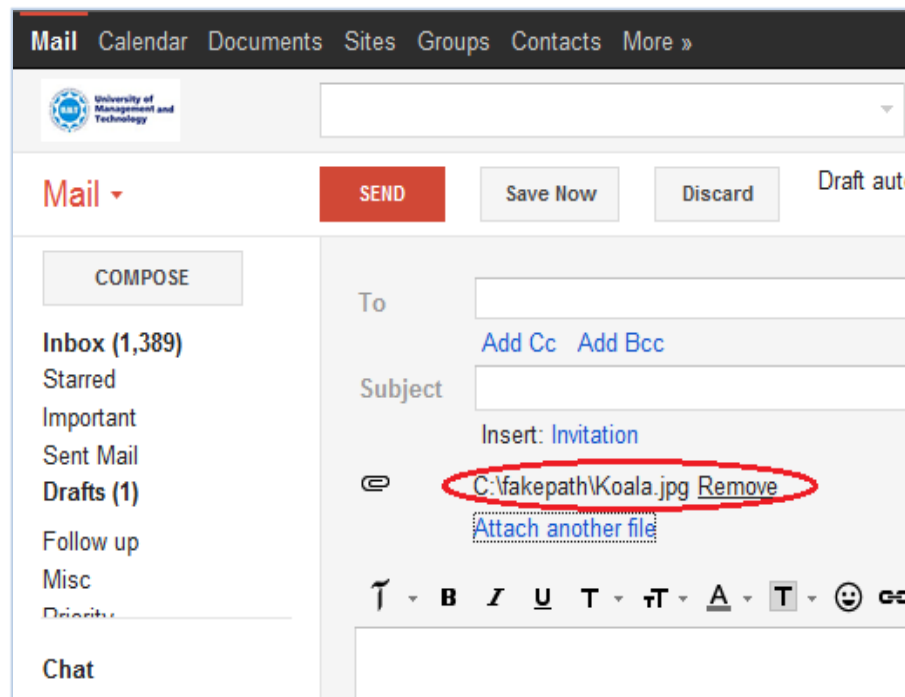
### b) Attach files to your E-mail

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.

<p><b>Step 1.</b> CLICK on attach a file below subject line</p> 	<p><b>Step 2.</b> Search and select file from search menu.</p> 
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**Step 3.** Confirm filename and status as attached.



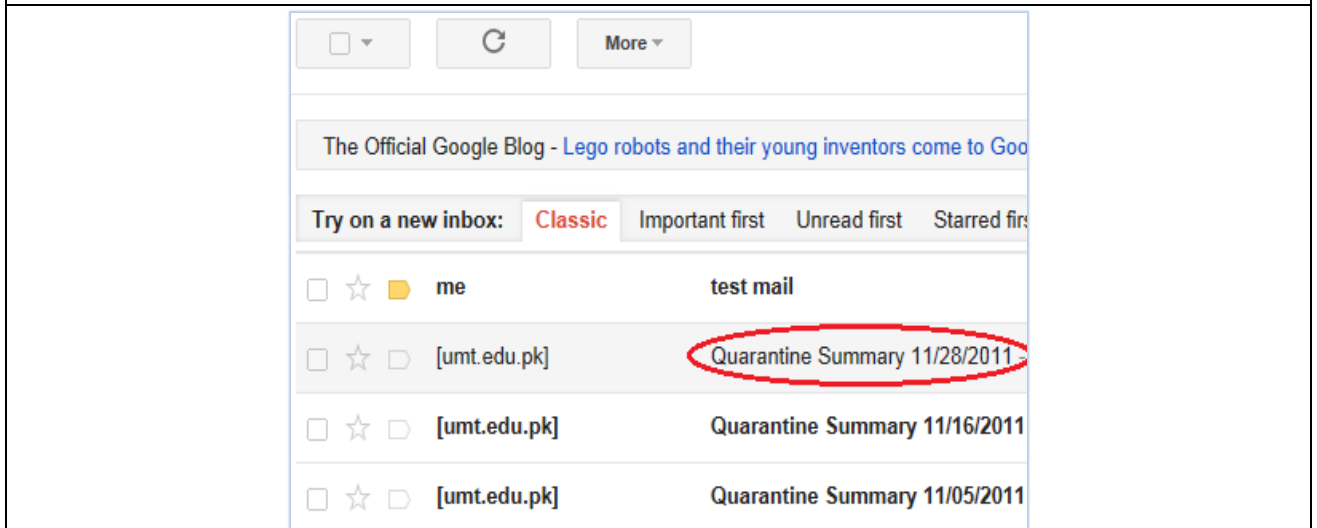
## University of Management and Technology Step by Step Guide for UMT E-mail usage

### 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.



**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.

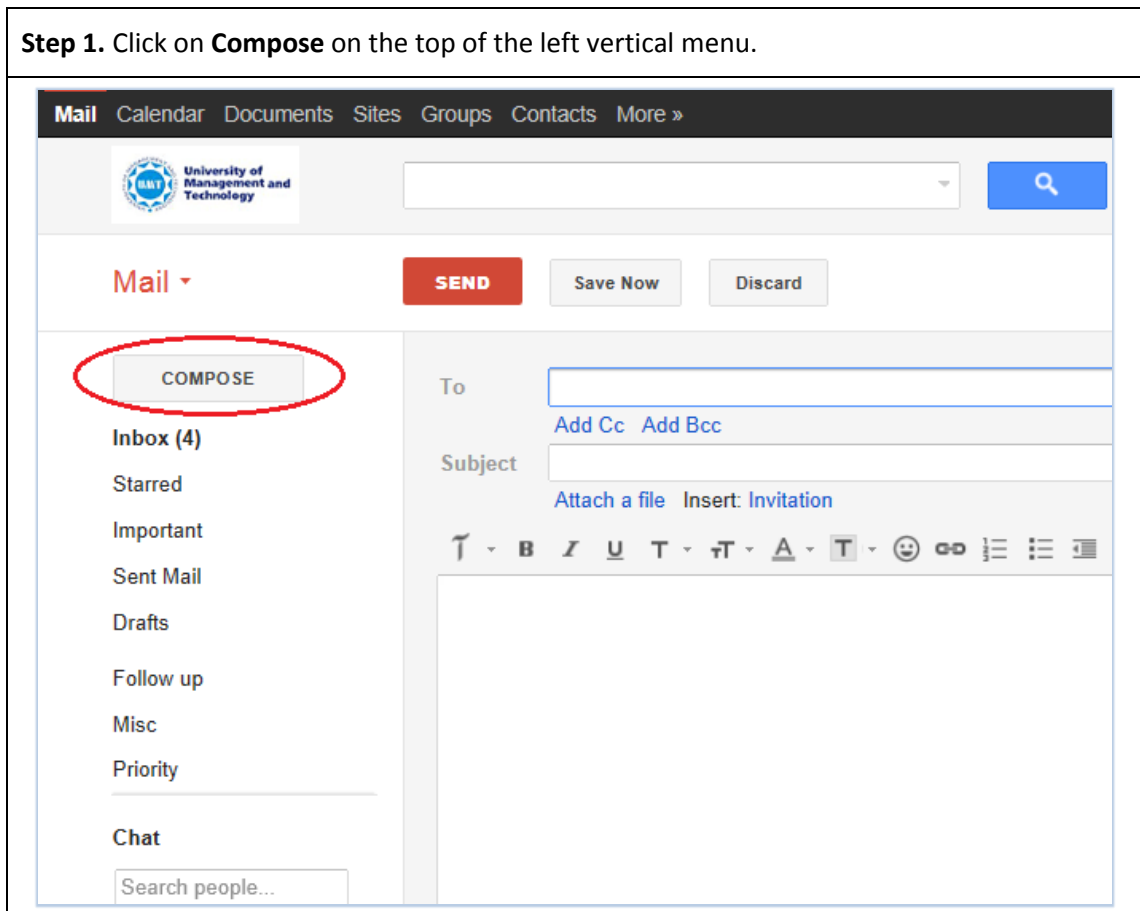


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## Step by Step Guide for UMT E-mail usage

### Compose an E-mail

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



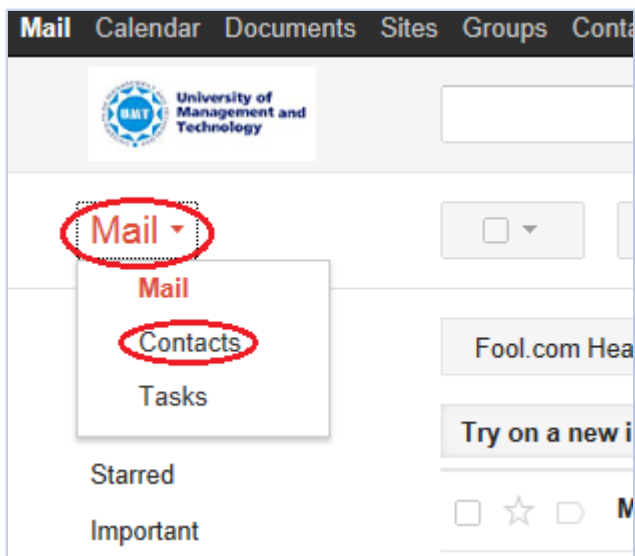
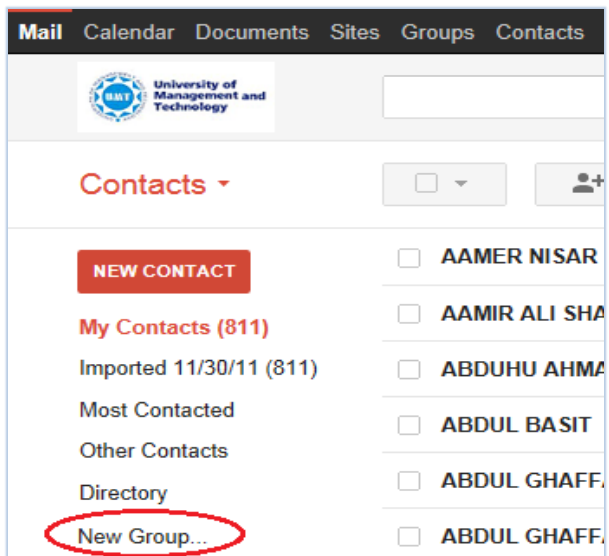
# University of Management and Technology

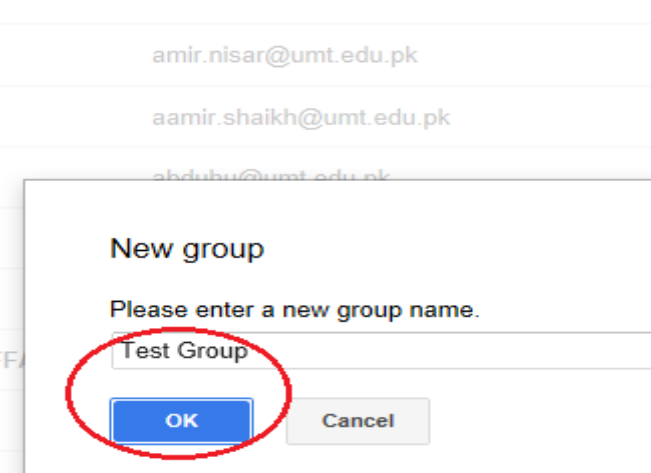
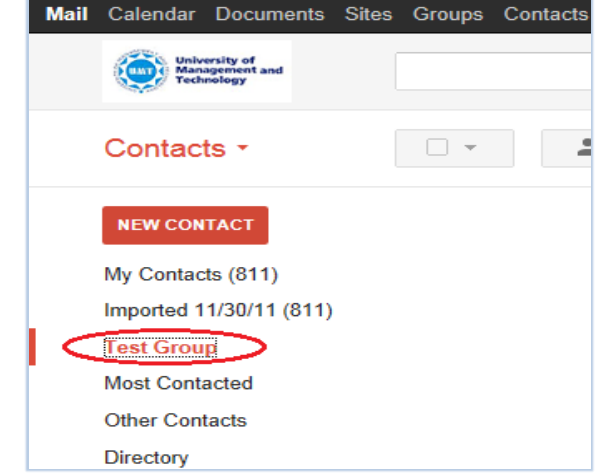
## Step by Step Guide for UMT E-mail usage

### 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.

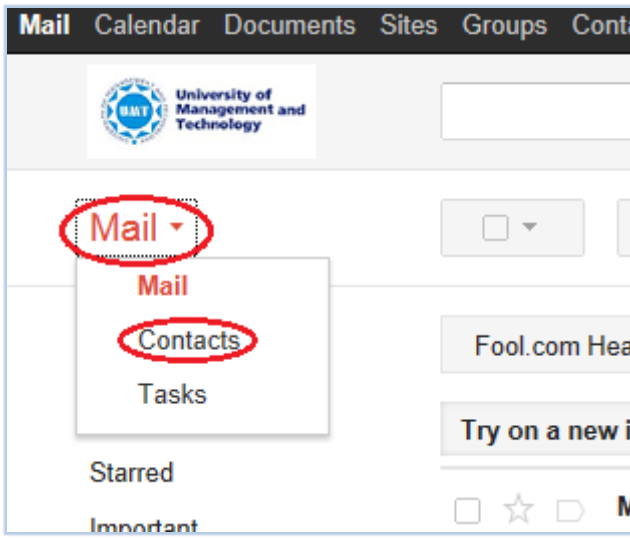
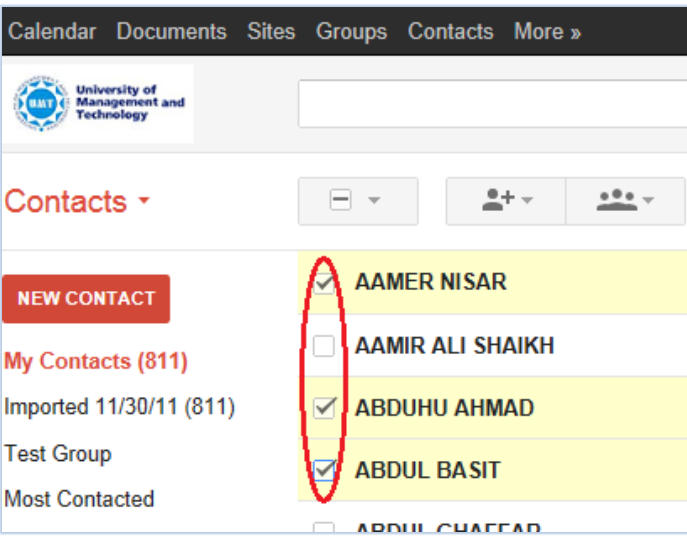
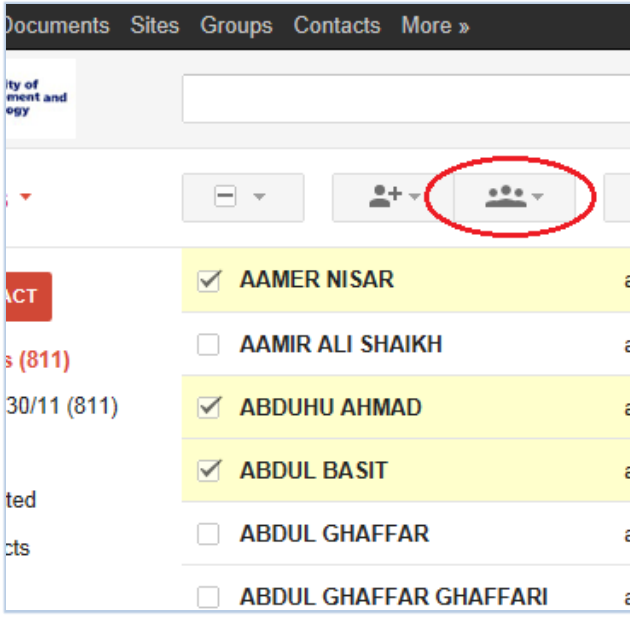
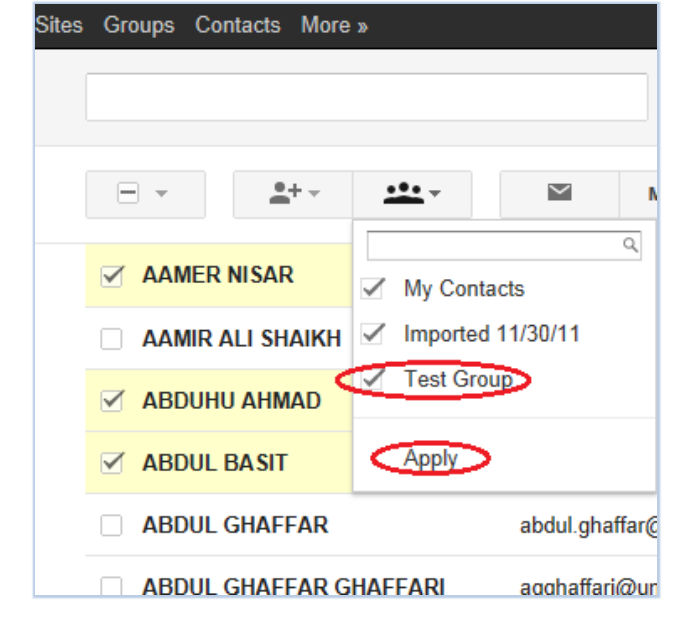
<b>Step 1.</b> Click Contacts (located above the Compose Mail button) on UMT Email page.	<b>Step 2.</b> Click the New Group link on the left side of the Contact Manager.
	

<b>Step 3.</b> Enter the name of the group and click OK	<b>Step 4.</b> The new group will appear on the left side menu.
	

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

## University of Management and Technology Step by Step Guide for UMT E-mail usage

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.

<p><b>Step 1.</b> Click Contacts (located above the Compose Mail button) on UMT Email page.</p> 	<p><b>Step 2.</b> Select the contacts in the Contacts list.</p> 
<p><b>Step 3.</b> Open the Groups drop-down menu.</p> 	<p><b>Step 4.</b> Select the group you'd like to add the contact to, or select Create new to create a new group</p> 

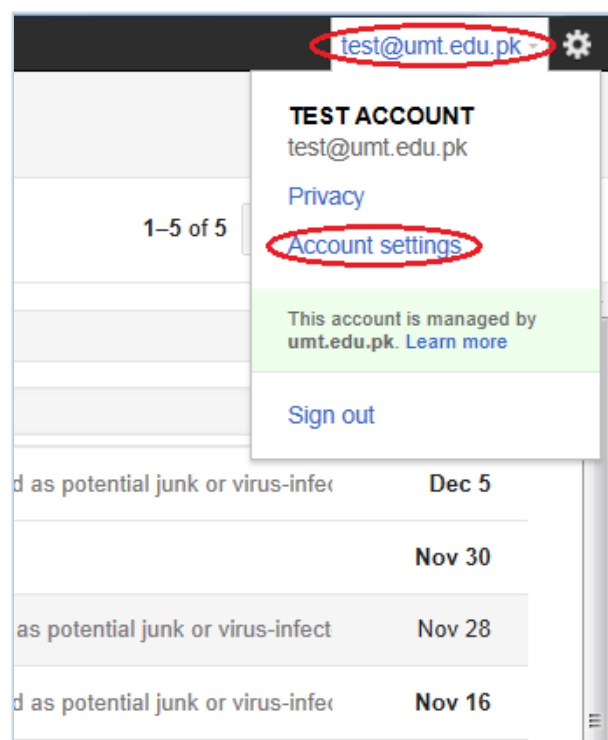


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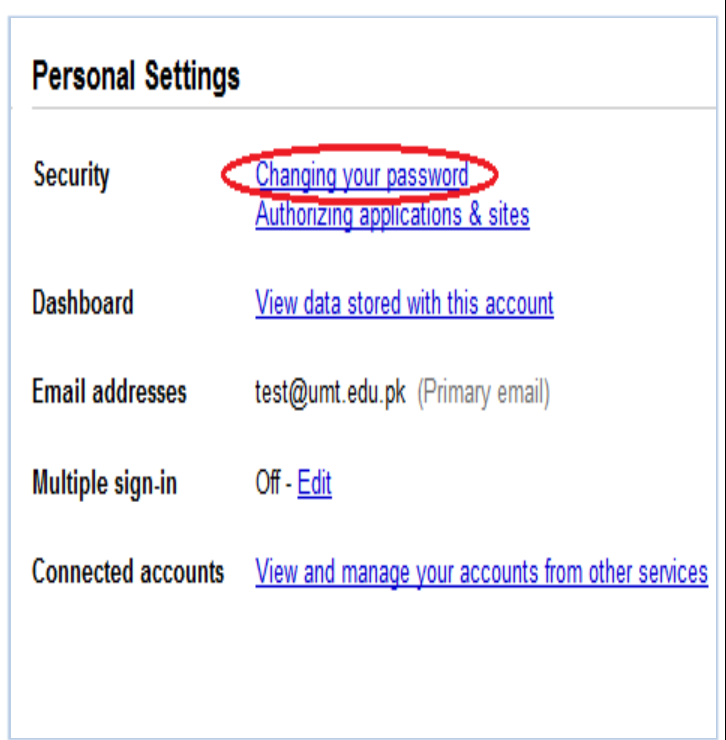
## Change UMT E-Mail Password

1. Sign into your UMT Email account at <http://mail.umd.edu.pk>
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**.

**Step 1.** Click on your account name on the top right corner of the screen and select **Account Settings**.



**Step 2.** Under the **Personal Settings** select **Changing your password**.



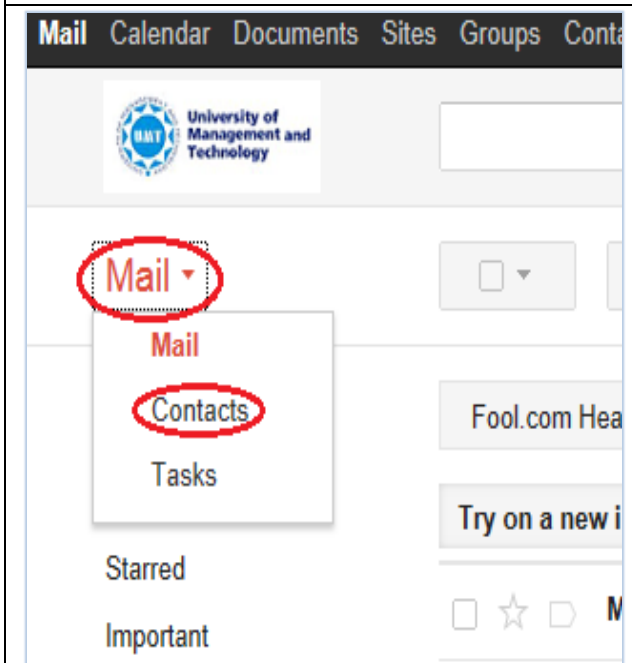
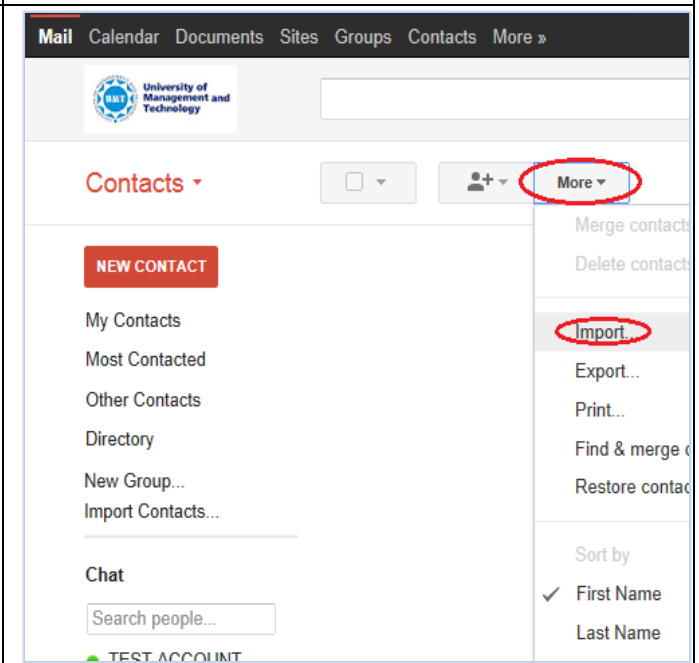
**Step 3.** In the new window, enter your **Current password**, **New password** and **Confirm new password**.



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## 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 above the Compose Mail button) on UMT Email page	<b>Step 2.</b> From the More actions drop down menu, select Import
	

**Step 3.** Click the Choose File button.

Import contacts

We support importing CSV files from Outlook, Outlook Express, Hotmail, Eudora and some other apps. We also support importing apps like Apple Address Book. [Learn more](#)

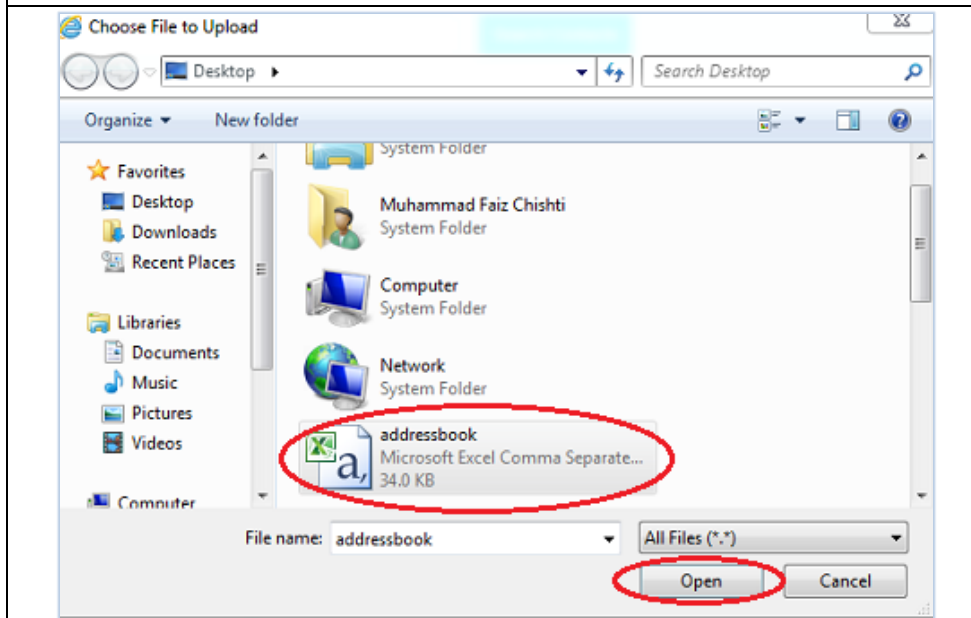
Please select a CSV or vCard file to upload:

**Browse...**

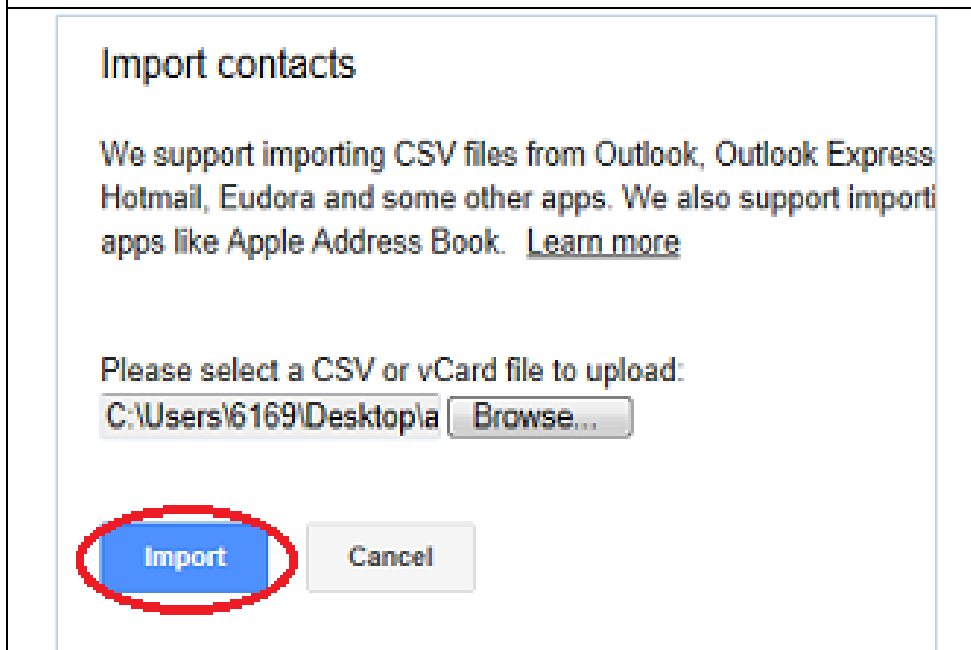
**Import** **Cancel**

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**Step 4.** Select the file you'd like to upload i.e. address book from the desktop.





**Step 5.** Click the Import button.

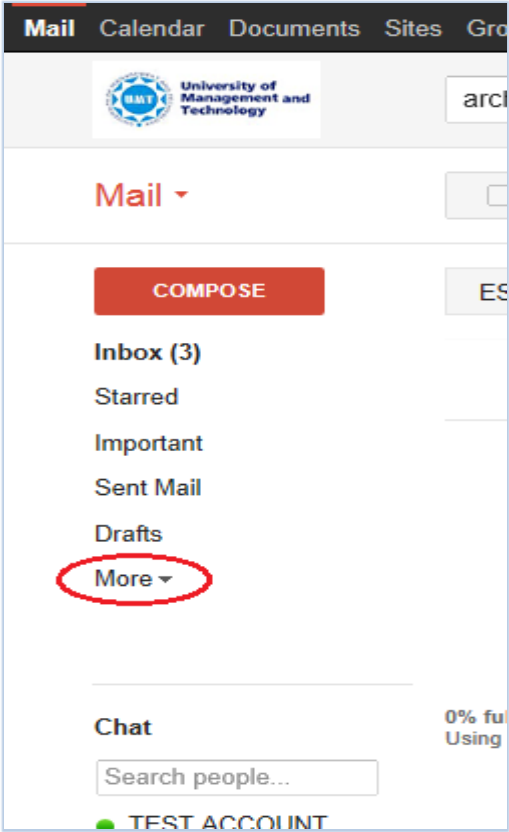
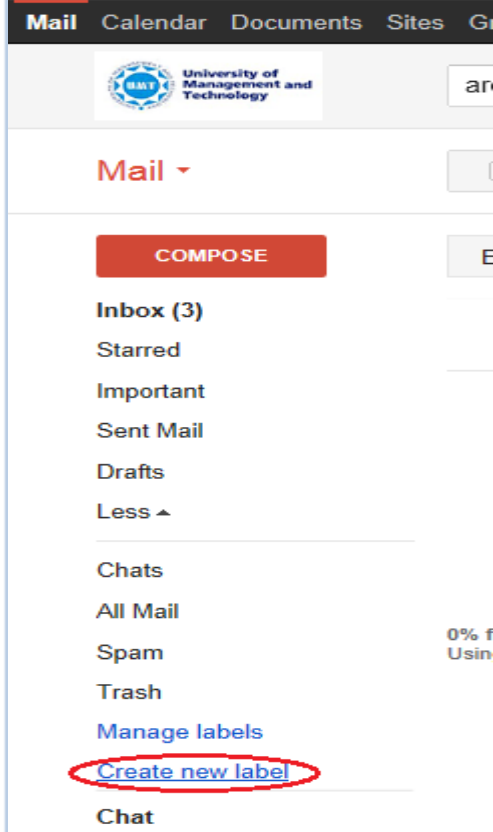


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## Organize mails using labels

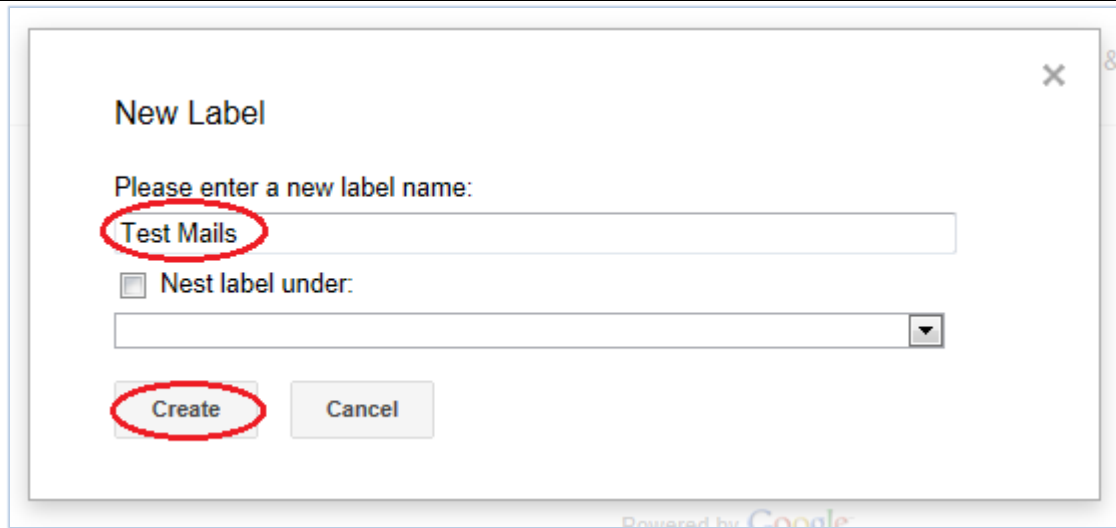
### a) Create, Organize and Delete Labels

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**).

Step 1. Click <b>More</b> at the bottom of your labels list on the left side vertical menu.	Step 2. Click <b>Create new label</b>
	

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**Step 3.** Type the name of your new label and click **Create**.



New Label

Please enter a new label name:

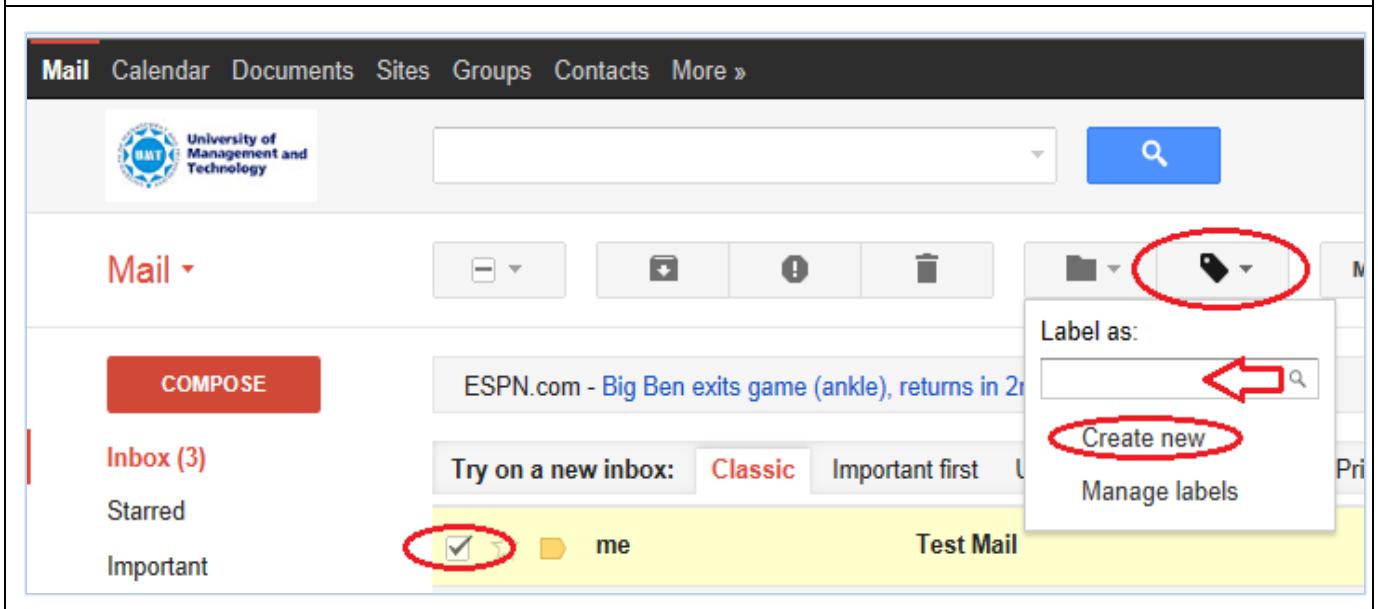
Test Mails

Nest label under:

Create Cancel

Powered by Google

**Step 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**.



Mail Calendar Documents Sites Groups Contacts More »

University of Management and Technology

Mail ▾

COMPOSE

Inbox (3)

Starred

Important

ESPEN.com - Big Ben exits game (ankle), returns in 2

Try on a new inbox: Classic Important first

me Test Mail

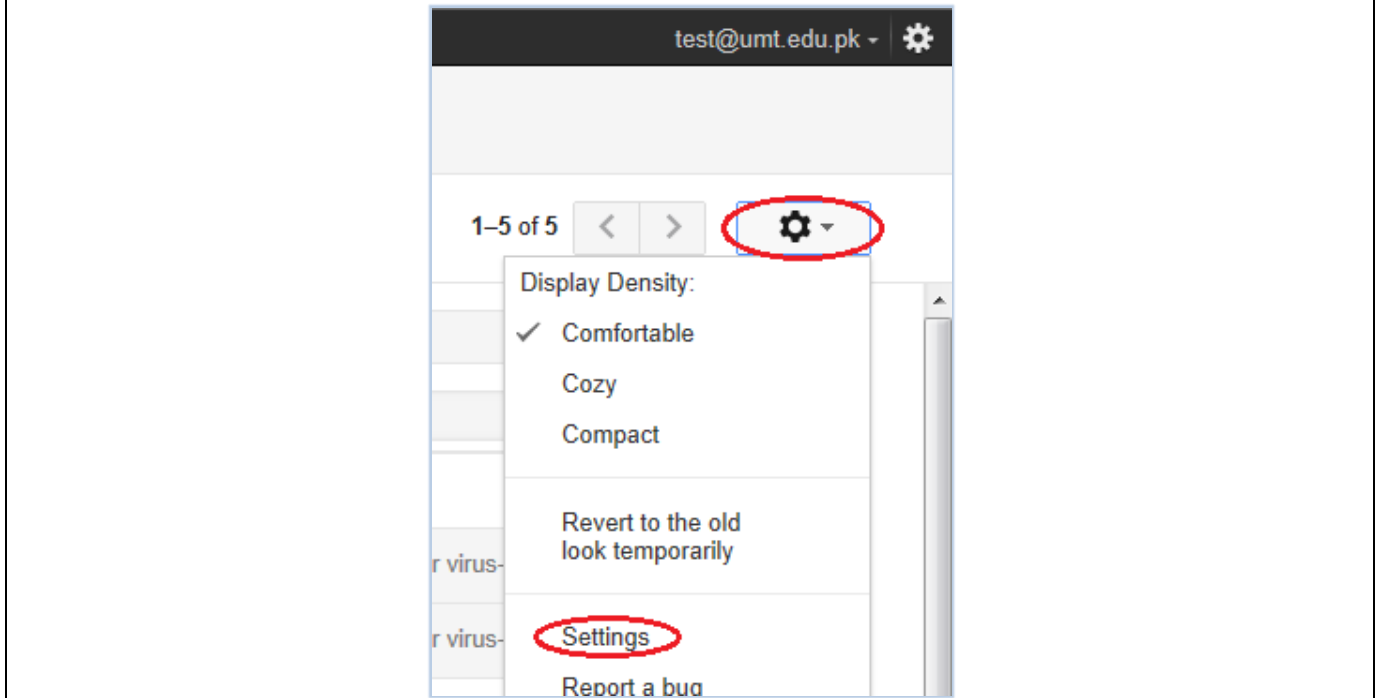
Label as:

Create new

Manage labels

## University of Management and Technology Step by Step Guide for UMT E-mail usage

**Step 5.** Click the gear icon , select **Settings**.



**Step 6.** Click **Labels**. 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. To remove a label click **remove** in the 'Remove label' column.

### Settings

[General](#) [Labels](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Inbox](#)

All Mail	<a href="#">show</a>	<a href="#">hide</a>	
Spam	<a href="#">show</a>	<a href="#">hide</a>	<a href="#">show if unread</a>
Trash	<a href="#">show</a>	<a href="#">hide</a>	

Labels	<a href="#">Show in label list</a>	<a href="#">Show in message list</a>	Actions				
<a href="#">Create new label</a>							
Test Mails 0 conversations	<a href="#">show</a>	<a href="#">hide</a>	<a href="#">show if unread</a>	<a href="#">show</a>	<a href="#">hide</a>	<a href="#">remove</a>	<a href="#">edit</a>

**Note:** Removing a label will not remove the messages with that label.

## University of Management and Technology Step by Step Guide for UMT E-mail usage

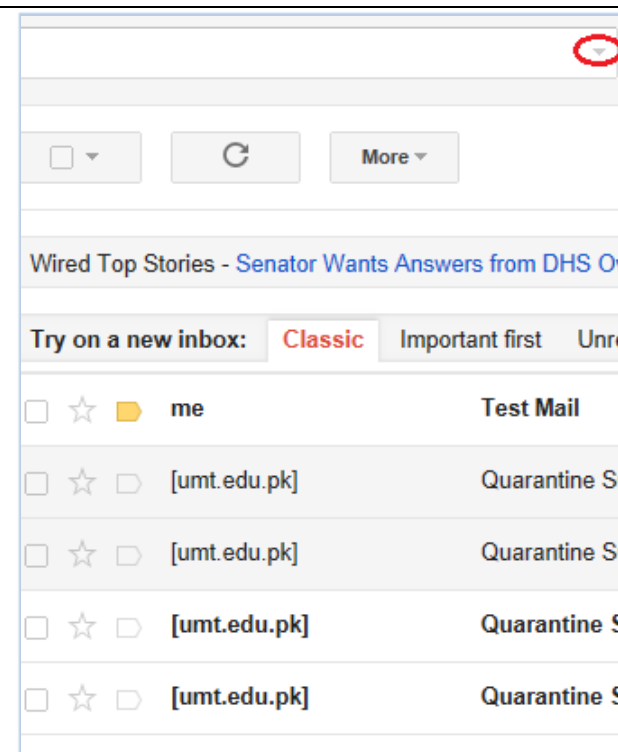
### b) Create a Filter

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.

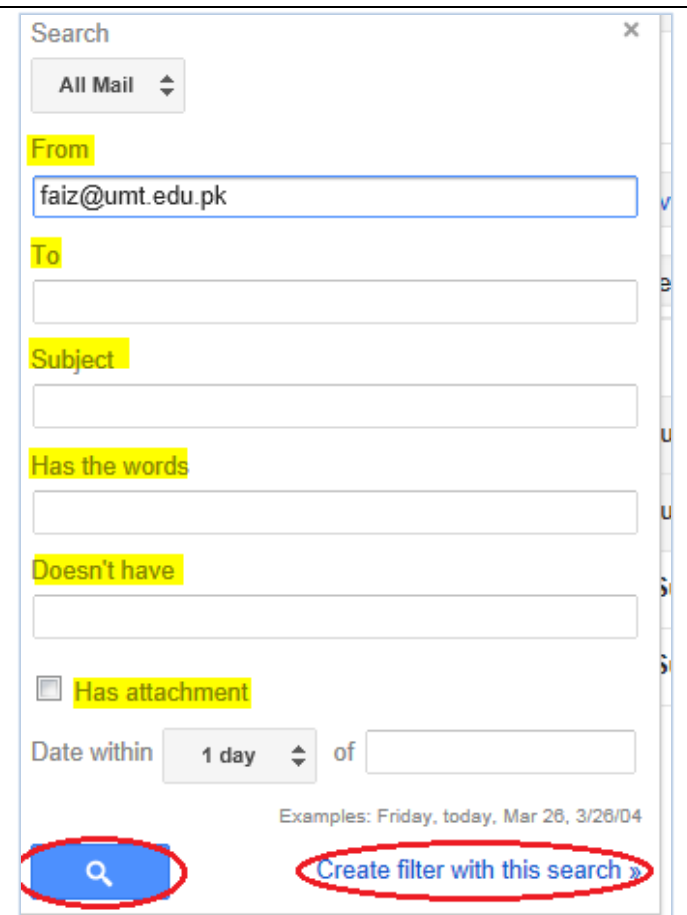
**Note:** To keep organized, many people like to have incoming messages be automatically labeled and removed from their inbox until they can look at it later at a more convenient time. If you want to do this, make sure to select **Skip the Inbox (Archive it)** and **Apply the label:** when you create 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.

**Step 1.** Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.



**Step 2.** Enter your search criteria. If you want to check that your search worked correctly, click the search button. Click **Create filter with this search** at the bottom of the search window.



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**Step 3.** Choose the action(s) you want the filter to take.

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
- Apply the label: Choose label...
- Forward it add forwarding address
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important

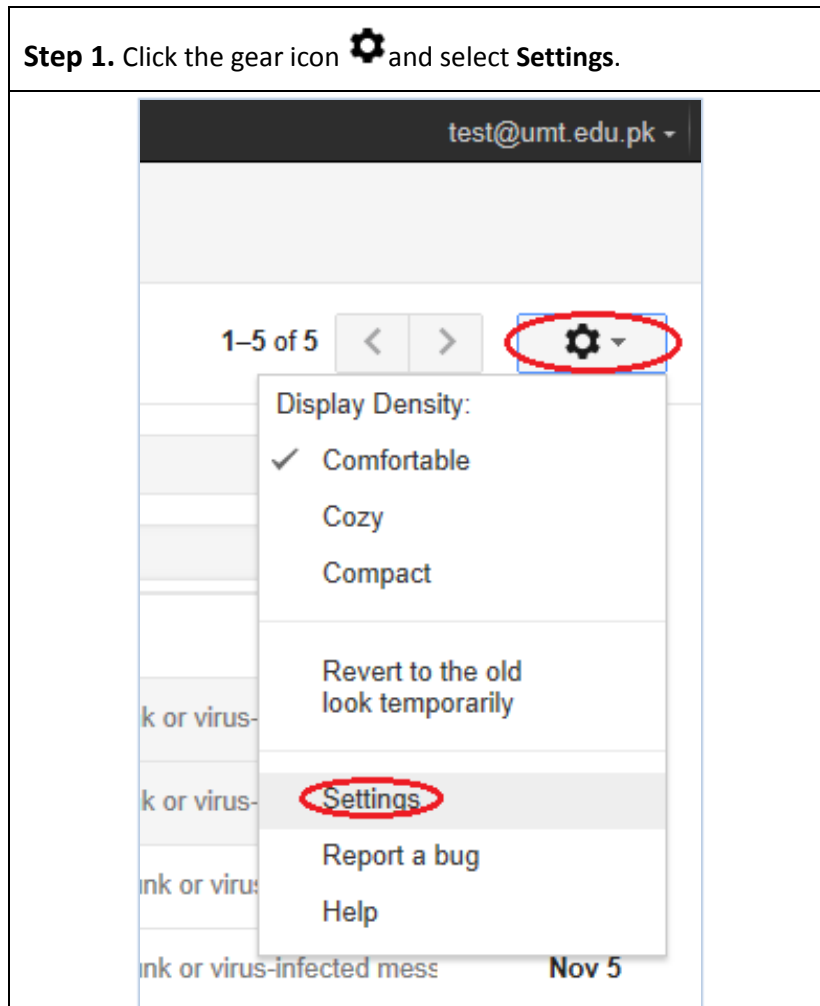
**Create filter**  Also apply filter to 4 matching conversations.



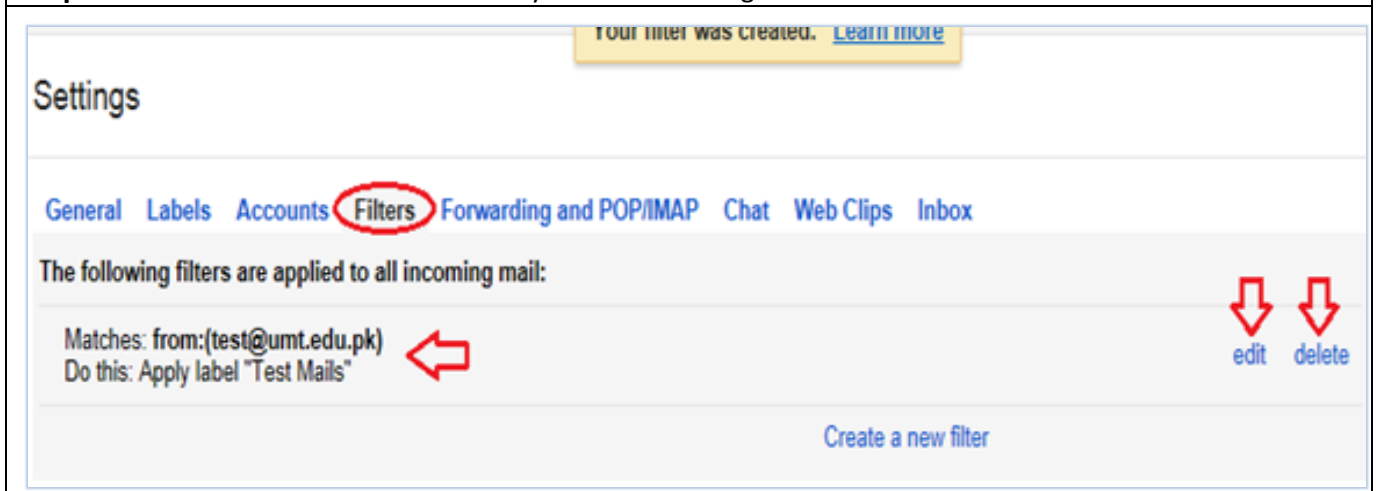
## University of Management and Technology Step by Step Guide for UMT E-mail usage

### c) Edit or Delete Existing Filters

1. Click the gear icon  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.




**Step 2.** Click the **Filters** tab. Find the filter you'd like to change and click **edit** or **delete** to remove the filter.

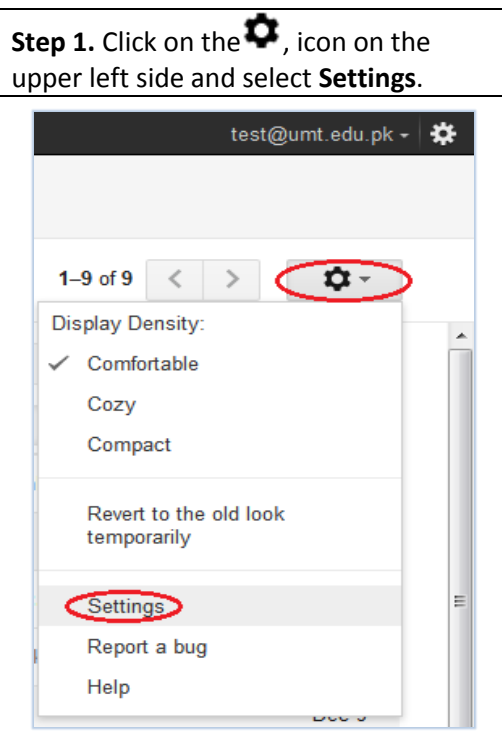


## University of Management and Technology Step by Step Guide for UMT E-mail usage

### 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 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.

