



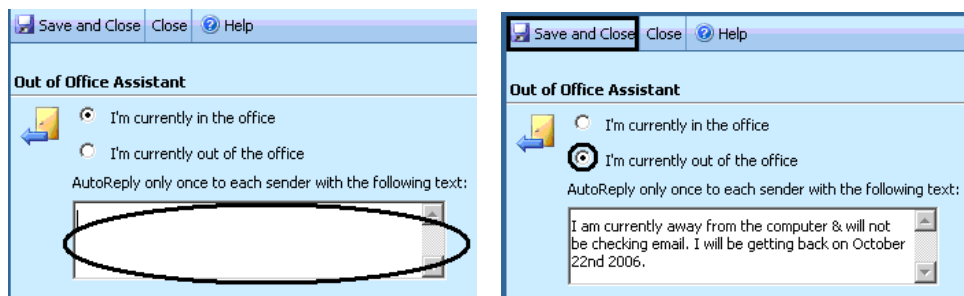
Miscellaneous Options in Umail

Getting to the Options Page

- Log on to Umail using your username and password. If you are unsure of how to do this, please see the document “How to use Umail”:
<http://its.union.edu/documentation/acad/Umail-Use.pdf>
- Once you are logged in, you will see a column of icons on the left side of your screen. Click on the icon “Options”.

How to: Set an “Out of Office” Auto Reply Message

At the top of the “Options” page you will see the “Out of Office Assistant”.



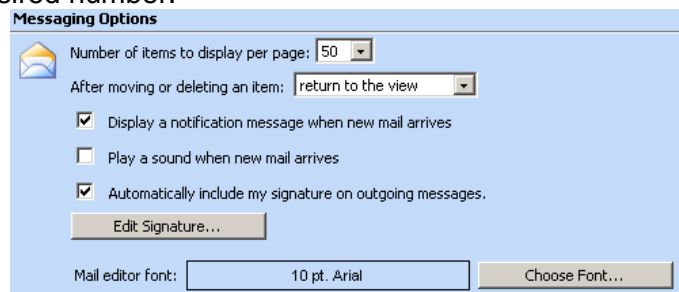
1. In the white textbox enter the text of a message you want to be sent to anyone who tries to contact you when you are out of the office.
2. Select the “I’m currently out of the office” option and press **Save and Close** to enable the auto reply message. You will continue to receive email while you are “out of the office”.

How to: Change Messaging Options

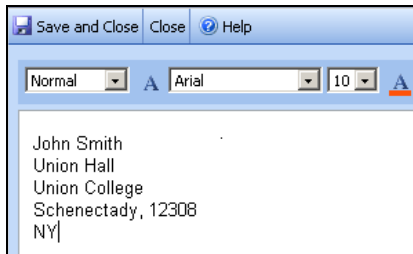
Scroll down the “Options” page until you reach “Messaging Options”.

- You can set the amount of items that you want to be displayed by selecting the dropdown menu and selecting the desired number.

- You can also change what happens when you delete or move an item, whether to return to the original view, open the next item or open the previous item. This is can be selected by the next dropdown menu.



- You can set a signature (a text that is pre-entered, to any new outgoing email) by selecting edit signature button. A new window will appear.

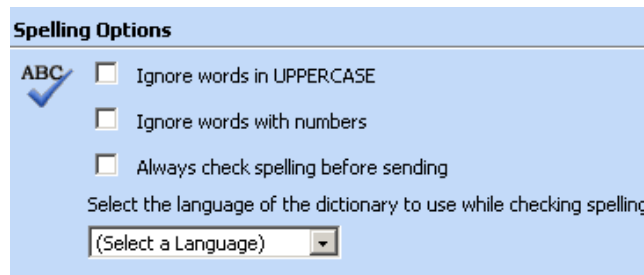


In the white text box type in the text of the signature that you want to appear in every outgoing email. Click **Save and Close**.

Note: The signature can be edited just like normal text when in the compose email page.

How to: Turn on Spellchecking

If you are using IE 6 or greater you can enable spell checking of your email messages. Scroll down the “Options” page to “Spelling Options”.



Simply check the options you would like to enable. If you want to change the dictionary language, click on the dropdown menu and select the language you want to use.

Remember to click **Save and Close** at the top of the page to save your changes.

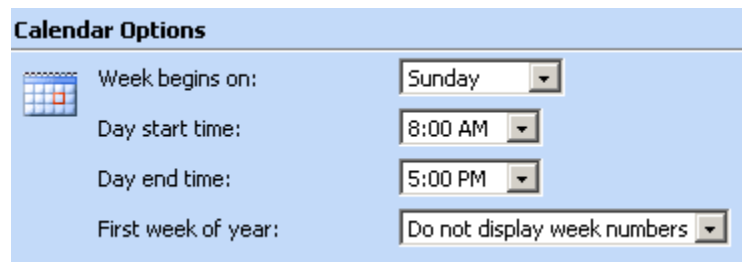
How to: Turn on Junk Email Prevention

For more information on Privacy and Junk Email Prevention, please refer to the document “Configuring Junk E-Mail Settings”:

<http://its.union.edu/documentation/acad/JunkEmailSettings.pdf>

How to: Change Calendar Options

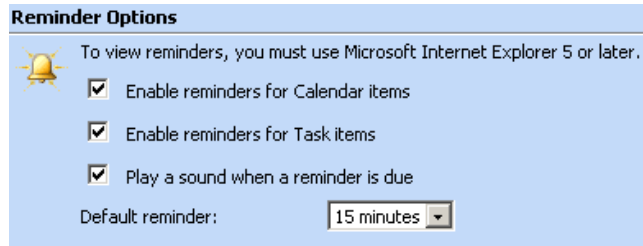
Scroll down the “Options” page until you reach “Calendar Options”.



- You could specify which day is to be the starting day of the week by selecting the “Week begins on:” dropdown menu and selecting the day that you want.
- You could specify what time you want the day to begin and end from the next to respective dropdown menus.
- You could also select when the first week of the year begins, or not to show week numbers at all from the last dropdown menu.

How to: Change Reminder Options

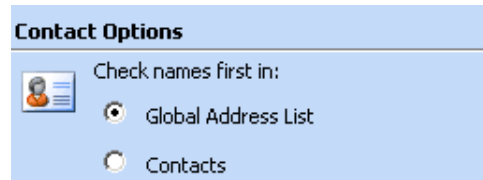
Scroll down the “Options” page until you reach “Reminder Options”.



- You could enable or disable reminders for items in your calendar by checking or clearing the first checkbox.
- By checking the second checkbox you will enable reminders for items in your tasks section.
- You could turn on or off a reminder sound by checking (on) or clearing (off) the third checkbox.
- You can specify how long in advance the reminder should appear by selecting the “Default reminder” drop down menu.

How to: Set Contact Options

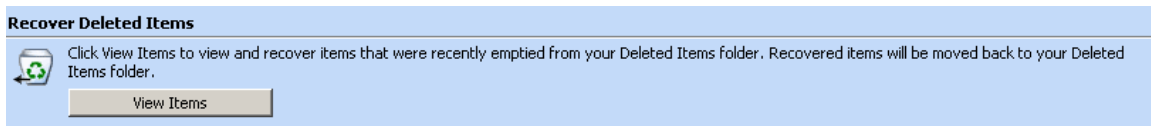
Scroll down the “Options” page until you reach “Contact Options”.



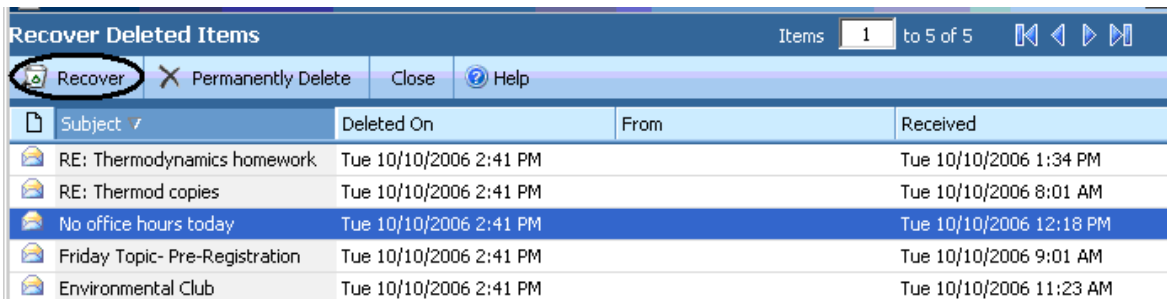
The Global Address List contains the Union College community. “Contacts” contains your personal contact list. You can choose which address list should be checked first. Check the appropriate item. Click [Save and Close](#).

How to: Recover Deleted Items

Scroll to the bottom of the “Options” page. You will see “View Items” button under the “Recover Deleted Items” section. To see what can be recovered, click that button.



This will open up a new window which contains old deleted messages.



Select the email or emails you want to recover and click on the “recover” button on the top left. If you want to permanently delete an email click on the “permanently delete” button.