



Getting Started with MyUH Email

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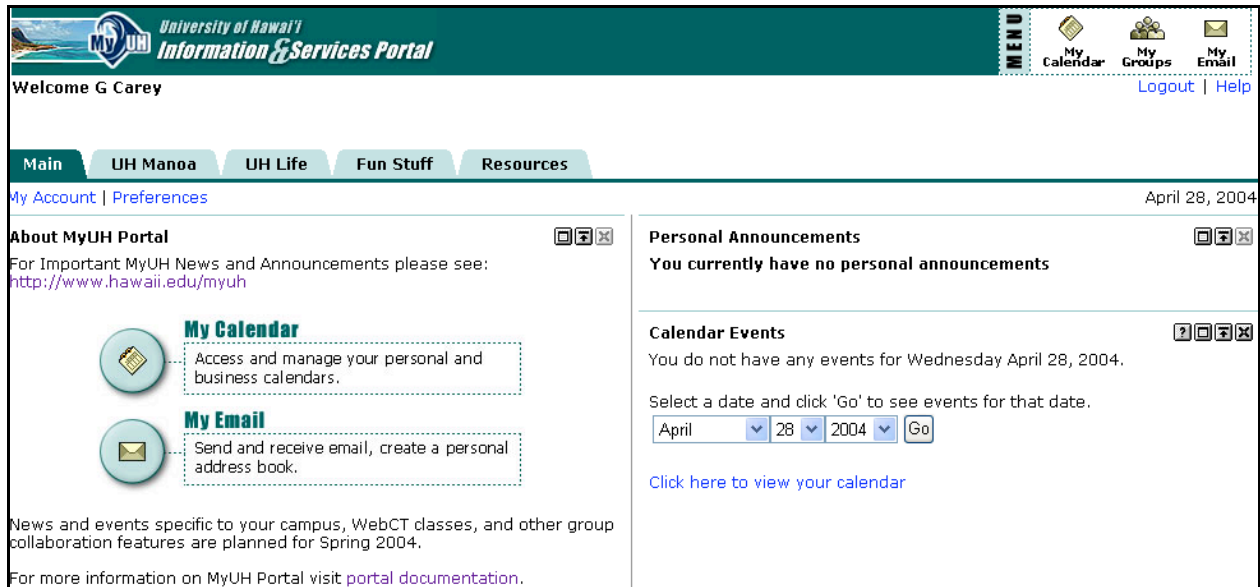
Introduction

MyUH Email is the Web-based email application of the MyUH portal. It allows you to check and compose email anywhere using your University of Hawaii (UH) account and a computer that has access to the World Wide Web. All of your mail on the UH mail server is accessible using MyUH Email. No email program configuration is required. However, there are some settings you may want to modify using the MyUH Email Options window.

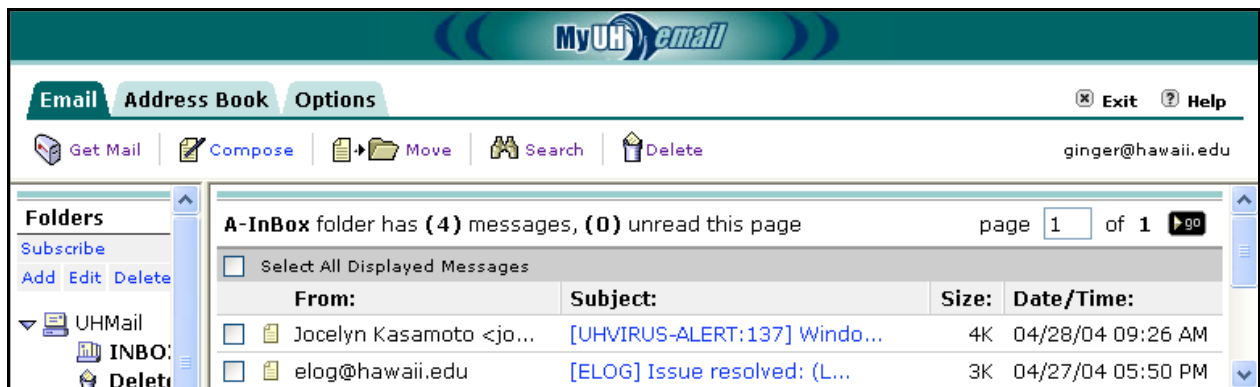
Overview

To use MyUH Email, simply direct your Web browser to <http://myuhportal.hawaii.edu> and log in with your UH username and password. The login is secure.

The MyUH Main screen will appear.



To open MyUH Email Center, click on either the  icon in the upper right corner of the navigation bar or on the link  in the middle of the About MyUH Portal frame. A separate window opens for MyUH Email Center.



At the top of the window are three tabs: **Email**, **Address Book** and **Options**.

Email Tab

MyUH Email is connected to your mail account on the UH mail server. The Email Center window is displayed by default when MyUH Email opens. Also, you can click on the Email tab to open the Email Center window when the Address Book window or Email Options window is open.




The Email Center window has three frames and a toolbar. The left frame is a list of your folders. The

top right frame is a display list of your email messages in the opened folder. The bottom right frame is where the opened message is displayed and is known as the Message window.

Folders

New messages are delivered to your **Inbox** folder with the exception of filtered messages and blocked addresses. By default, three additional folders (**Drafts**, **Sent**, and **Deleted**) are provided. The **Drafts** folder contains copies of messages composed but not sent; the **Sent** folder contains copies of sent mail if you chose to save them; and the **Deleted** folder contains copies of deleted mail if you chose to save them. Also, all of your existing mail folders should appear in the folder view and you can create additional folders as needed. If a folder does not appear in the folder view, you will need to subscribe to the missing folder by clicking on Subscribe in the folder frame. The Junk-Mail folder is an example of a folder that may not display automatically in the folder view and you will need to subscribe to it. You may also need to subscribe to a folder when you create a new folder through another client and do not see it when you access your mail account through MyUH Email. To open a folder, click on it.

Display List






The display list of messages contains the sender, subject, size, date/time sent, a selection box, and icons that indicate if the message has been read and if there is an attachment. The icon  indicates that the message is unread and the icon  indicates that the message has been read. If a message contains an attachment, it is flagged in the display list with a red paper clip icon (). To open a message, click on the subject of the message in the display list. A red arrow will be placed in the list to indicate the message has been selected and the message will be displayed in the Message window.

Message Window

The Message window is where you preview the message and Reply, Reply all, Forward, Print, or Delete the message.

Toolbar

The four icons in the Email navigational bar are used to perform the following functions:

-  Get Mail retrieve any new mail messages
-  Compose open the compose message window
-  Move move selected messages to another folder
-  Search search your email folders for specific messages
-  Delete delete selected messages. You may mark multiple messages and delete them all at once.

To refresh your Inbox and display new messages, click the Get Mail icon.

To compose an email message, open the Compose message window by clicking on the Compose icon. In the Compose window, you can address, write, spell check, add attachments, save, and send your message.

To move a message, select the message in the display list by clicking on the subject of the message, click the Move icon, highlight the destination folder, and click OK. You can select multiple messages to move by marking the selection box next to the messages you want to move.

To search for specific messages, open the Search For Messages screen. You can specify which folders to search, and you can search the Sender, Subject, Recipient, and Body fields of your messages for specific words or phrases.

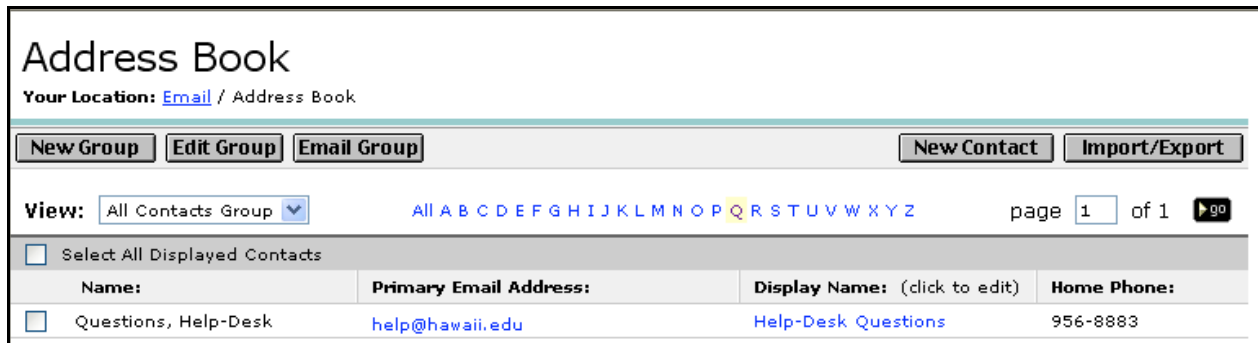
To delete a message, select the message in the display list by clicking on the subject of the message and click the Delete icon. You can select multiple messages to delete by marking the selection box next to the messages you want to delete. If you have your Display Setting Email Options set to send deleted messages to the Deleted folder, deleted messages are moved to the Deleted folder and are not

permanently removed except for messages in the Sent, Drafts, or Deleted folder. To permanently remove deleted messages, you must delete the messages from the Deleted folder.

Address Book Tab

The address book is used to maintain your contact information. Click on the Address Book tab to open the Address Book window.

A list of all contacts in your address book is displayed.



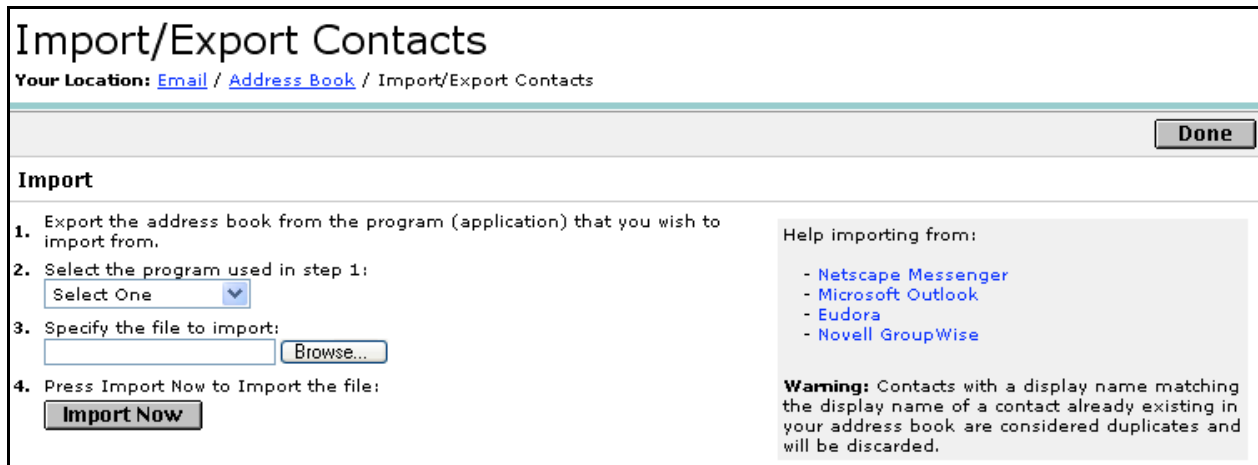
The screenshot shows the 'Address Book' window. At the top, it says 'Your Location: Email / Address Book'. Below this are buttons for 'New Group', 'Edit Group', 'Email Group', 'New Contact', and 'Import/Export'. A 'View:' dropdown is set to 'All Contacts Group', and there are alphabetical filters 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. It shows 'page 1 of 1'. Below is a checkbox for 'Select All Displayed Contacts'. The main area is a table with columns: Name, Primary Email Address, Display Name, and Home Phone.

Name:	Primary Email Address:	Display Name: (click to edit)	Home Phone:
<input type="checkbox"/> Questions, Help-Desk	help@hawaii.edu	Help-Desk Questions	956-8883

The list contains name, primary email address, display name and home phone. Click on the contact's display name to view or edit that person's information. Click on the email address to compose and send a message to that person.

To add a new contact, click on New Contact in the upper right corner of the Address Book window. You can also add a contact to the address book from a message by clicking on the sender's email address in the To field of the Message window. The Address Book opens and the sender's email address is automatically filled in.

You can import address books from Microsoft Outlook, Novell GroupWise, Eudora and Netscape Messenger. Click the Import/Export button in the upper right corner to open the Import/Export screen.



The screenshot shows the 'Import/Export Contacts' window. At the top, it says 'Your Location: Email / Address Book / Import/Export Contacts'. There is a 'Done' button in the top right. The main section is titled 'Import' and contains four numbered steps:

1. Export the address book from the program (application) that you wish to import from.
2. Select the program used in step 1:
 [v]
3. Specify the file to import:
 [Browse...]
4. Press Import Now to Import the file:

On the right side, there is a 'Help importing from:' section with a list of options:

- Netscape Messenger
- Microsoft Outlook
- Eudora
- Novell GroupWise

Below this list is a 'Warning:' box: 'Contacts with a display name matching the display name of a contact already existing in your address book are considered duplicates and will be discarded.'

View the instructions on importing from or exporting to a particular email application by clicking on the appropriate link on the right side of the screen.

The format of the address book used by mail.hawaii.edu Web Mail prevents it from being imported to MyUH Email or exported to a comma-separated file.

Options Tab

To personalize MyUH Email, you can set email and address book options from the Email Options window. Click on the Options tab to open the Email Options window.

Email Options

Your Location: [Email](#) / Email Options

Address Book Preferences Choose how many contacts you want displayed per page.	Filters Sort your incoming email automatically into folders and also filter out unwanted email.
Auto Forward Forward your email to another email account for offline message management.	Message Preferences Set your outgoing message preferences such as saving a copy of sent messages and requesting return receipts.
Auto Reply Send a custom message automatically when you are away.	Retrieve Other Email Retrieve email from all your other accounts (IMAP & optionally POP, depending on your school's configuration) into one place.
Block Addresses Block addresses from which you do not wish to receive email.	Signature Create a personal signature to attach to your outgoing messages.
Display Settings Set your display settings such as location for deleted messages and number of messages per page.	

Review the options and set them according to your preferences.

Display Settings allows you to set how you want deleted messages handled. The default is to have deleted messages deleted from the system immediately. You can change the option and have deleted messages sent to the Deleted folder. Deleted messages will only be removed from the system when you delete them from the Deleted folder.

Message Preferences allows you to save a copy of sent messages. By default, copies of sent messages are not saved. You probably want to change this to "Send a copy of all messages to sent folder."

Signature allows you to create a signature file with contact information. You can also set the option to automatically append your signature information to all messages that you send.

Auto Forward and **Auto Reply** have been disabled because they need to be set using Web Mail (<https://mail.hawaii.edu/>).

Help

To launch the online Help system, click the Help icon located in the upper right corner.

Exit

To close MyUH Email application, click the Exit icon located in the upper right corner.

Miscellaneous Notes

MyUH Email is not replacing Web Mail (mail.hawaii.edu.) You can choose which one you want to use and you can switch between the two.

By default, the system will automatically log you out of MyUH Portal after 15 minutes of inactivity. This value can be increased up to 120 minutes. To modify the timeout value, click on **My Account** on the Main page. Under **Change Timeout**, change the timeout value. Remember to save the change. For the change to take effect, you must logout and then login again.

Auto reply (aka vacation response) and auto forward must be enabled and disabled using Web Mail (<https://mail.hawaii.edu/>).

By default, copies of sent messages are not saved. You probably want to change this to “Send a copy of all messages to sent folder.”

By default, deleted messages are deleted from the system immediately. You can change the option and have deleted messages sent to the Deleted folder. Deleted messages will only be removed from the system when you delete them from the Deleted folder.

If you do not see all of your folders in the Email Center folder view, you will need to subscribe to the folders that do not appear. Some folders such as Junk-Mail may not appear. Subscribing to a folder may also be necessary when you create a folder through another client and do not see it when you access your mail account through MyUH Email.

The format of the address book used by mail.hawaii.edu Web Mail prevents it from being imported to MyUH Email or exported to a comma-separated file.

There are useful features in Web Mail that are not in MyUH Email and visa-versa. MyUH Email requires you to select the mailbox icon and click on the Get Mail icon to refresh the Inbox folder with new messages. Web Mail refreshes automatically. A feature that I use in Web Mail that is not in MyUH Email is sorting. Features that are in MyUH Email that are not in Web Mail are filtering, spell check, and address blocking.

More Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to **help@hawaii.edu**, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at **www.hawaii.edu/help**
The ITS walk-in Help Desk is located in
Keller 105 and Keller 213 on the UH M_noa Campus.

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