

## **Kettering/GMI Alumni E-Mail Connection**

### **Basic Usage Tips**

The following are a few key options that may prove very helpful as you use your email account.

#### **Help:**

The email system provides robust help aids that you may find to be very valuable in supplementing what is being provided in this document.

- Log into your alumni e-mail
- Click on the upper right tab labeled "Help"

#### **General Options:**

These options can be used to set your email outgoing name and your regional time zone along with various other options.

- Log into your alumni e-mail
- Click on the upper right tab labeled "Options"
- On the left side under the category "General" click on the various categories and determine what options you would like to customize to meet your needs.

#### **Personal:**

- On the left side under the category "General" click on "Personal"
- Review and modify your email name if necessary to reflect the name that will be displayed as your email "From:" on all outgoing emails you send.
- Click on "Apply" and then on "Close"

#### **Mail Options:**

These options are used to more specifically customize the processing of your email.

- Log into your alumni e-mail
- Click on the upper right tab labeled "Options"
- On the left side under the category "Mail" click on the various categories and determine what options you would like to customize to meet your needs.

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#### **Forwarding:**

This is a very useful option if you want your alumni addressed emails to be automatically forwarded to another email address that may serve as your primary address.

- On the left side under the category "Mail" click on "Forwarding"
- Enter the email address you want to forward to, choose "Yes" on the Forward messages option, check the box to indicate if you want a copy of the forwarded email to be kept in your alumni inbox (I would recommend not saving copies unless you plan to occasionally log in to the alumni email system and delete any unwanted emails)
- Click on "Apply" and then on "Close"

#### **Auto-reply:**

This is a very useful option if you will be unavailable to read and respond to you email during a particular timeframe. This is also referred to as your vacation or out of the office message. When this option is activated, an automatic reply message will be sent back to those that send you email.

This option can be turned off when it no longer is needed.

- On the left side under the category "Mail" click on "Auto-reply"
- Enter your reply message information
- Click on "Apply" and then on "Close"

#### **Signature:**

This is a useful option if you want your outgoing emails to be automatically stamped with your personal information at the foot of your message.

- Log into your alumni e-mail
- Click on the upper right tab labeled "Options"
- On the left side under the category "Mail" click on "Signature"
- Enter your personal signature information.
- Click on "Apply" and then on "Close"