

Lawrence Tech Webmail

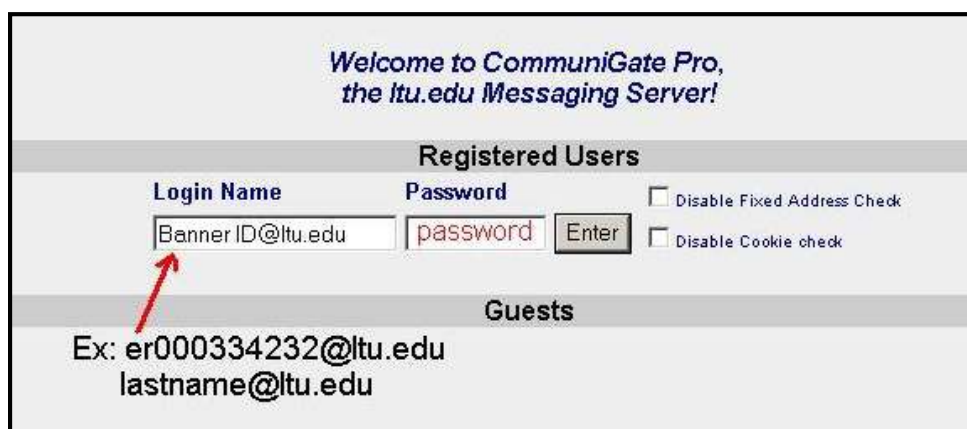
Email is the official means of communication at Lawrence Tech. Every student, staff, and faculty member on campus has an email account. Webmail allows users to check their LTU email anytime from anywhere there is an internet connection. Students are responsible for the information sent to them at their LTU email accounts, even if they don't check it.

To login to your LTU E-Mail account:

- 1) Go to <http://webmail.ltu.edu>. The login screen looks like this:



- 2) Enter your *Login Name* and *password* in the respective text boxes. The Login Name and Password for LTU email is the same as the laptop/network login user ID. In other words, students use the same user ID and password for email that they use to log into their laptops or to systems on campus.



- 3) Click **Enter**.

Reading Email Messages

To read your mail messages, click on the **From** (sender) link.

Help

For Help at any time, click on the question mark or the 'i' (for information) link on the page. (1)

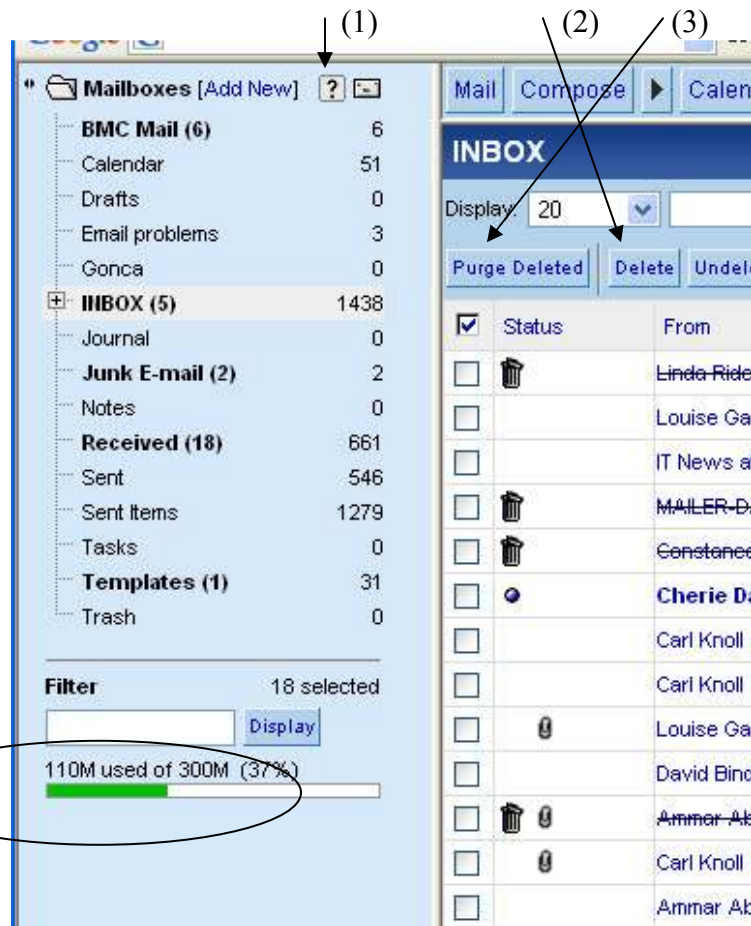
Tagging Messages to be Deleted

To delete messages, check the box next to the message to be deleted. Click the 'delete' button.

This marks the messages to be deleted, but they are still in your mailbox. (2)

Purging Messages

To permanently delete the messages from your mailbox, click the 'Purge Deleted' button. This will delete all the messages which have been marked for deletion. (3)



Storage Quota

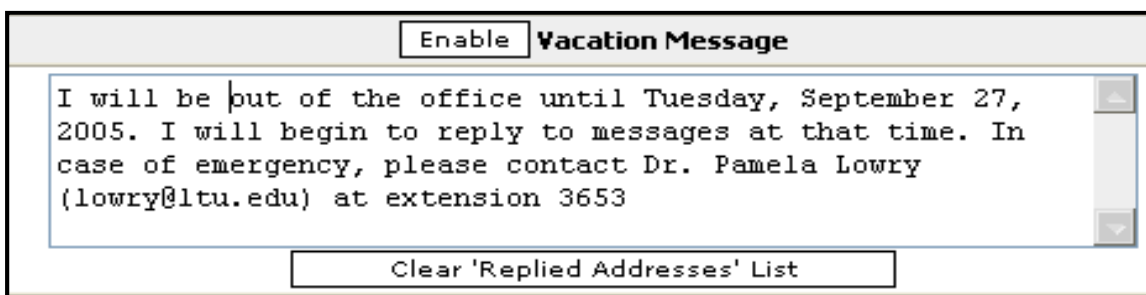
Each user is provided 300Mb of storage space for email messages. If there is no more storage available, email may be rejected and you may not receive important messages. It's vital to delete email messages that are no longer needed. The graphic at the bottom of the Mailboxes column (depending on your layout) will indicate how much storage you have available.

Vacation Messages

WebMail allows you send a vacation reply for when you will be out of the office and unable to answer your emails.

To set up your vacation reply:

- 1) When logged into your WebMail account, click the **Rules** icon.
- 2) Next, type the message you wish to have displayed and click the **Enable Vacation Message** button.
NOTE: Do NOT click the **Update** button.



- Remember to disable this message upon your return. You can disable this message by clicking the **Disable Vacation Message** button.
- Your vacation message will remain stored until you revise or delete it.
- The vacation message will reply to each message author only once.
- Optional: Click **Clear Replied Addresses List**.

Changing the Appearance

Another feature that WebMail offers is a customizable interface. You can change the way this interface looks by choosing different “skins” or layouts.

To customize the Webmail Screen Layout:

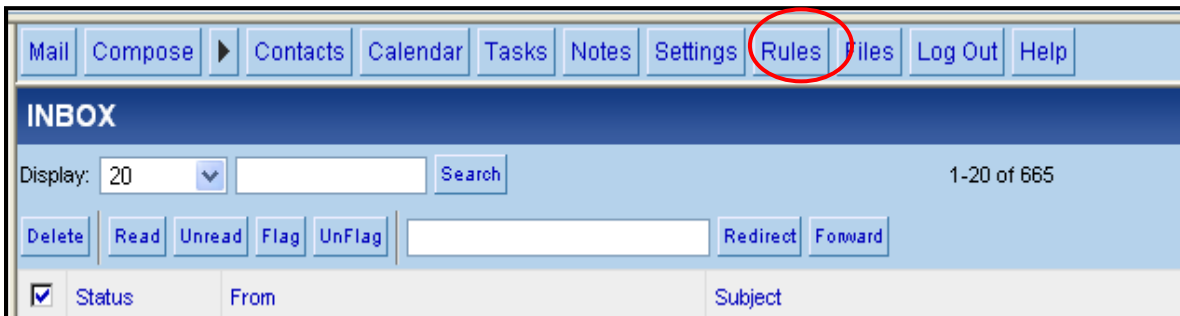
- 1) When logged into your WebMail account, click the **Settings** button to customize the interface.
- 2) Choosing from the drop down boxes on the page displayed will change your settings, and therefore customize your interface.
- 3) *Layout*: Use this menu to specify the layout “skin” of the WebMail interface. The Help Desk recommends the “Simplex” layout.
- 4) Click **Update**.
- 5) Log out and then log back in again to use the newly selected “skin.”

To forward LTU emails to another email account:

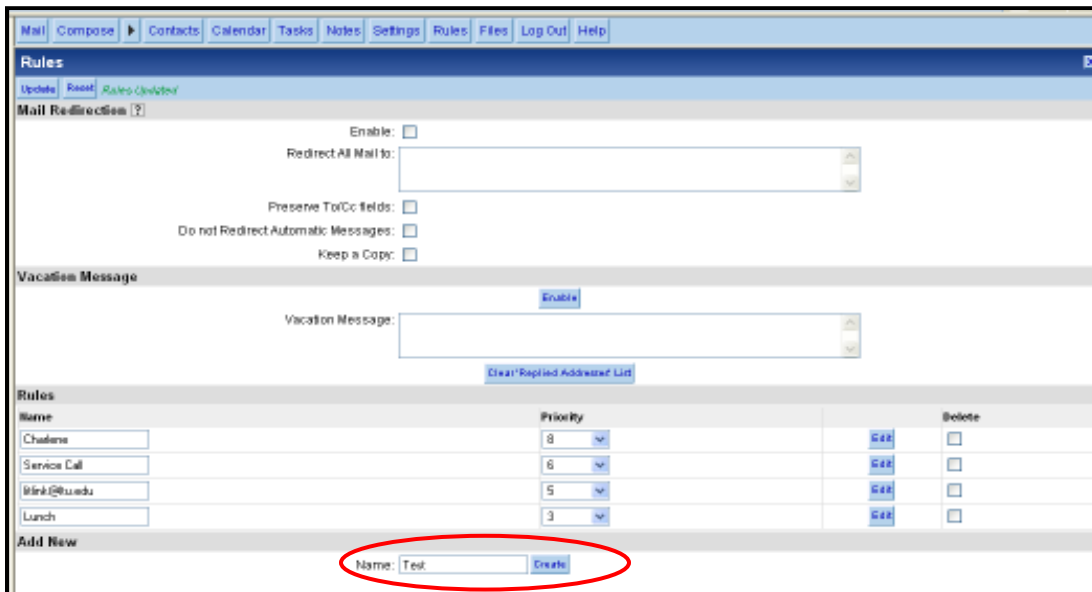
- 1) Login to your Webmail account.
- 2) Then click on **Rules**.
- 3) Check **Redirect All Mail To** checkbox.
- 4) Check **Preserve To/Cc fields** checkbox.
- 5) If you want to keep a copy of your email in your LTU email account, check **Keep a Copy** checkbox.
- 6) When you are done click the **Update** button and log out.

To create Webmail filter:

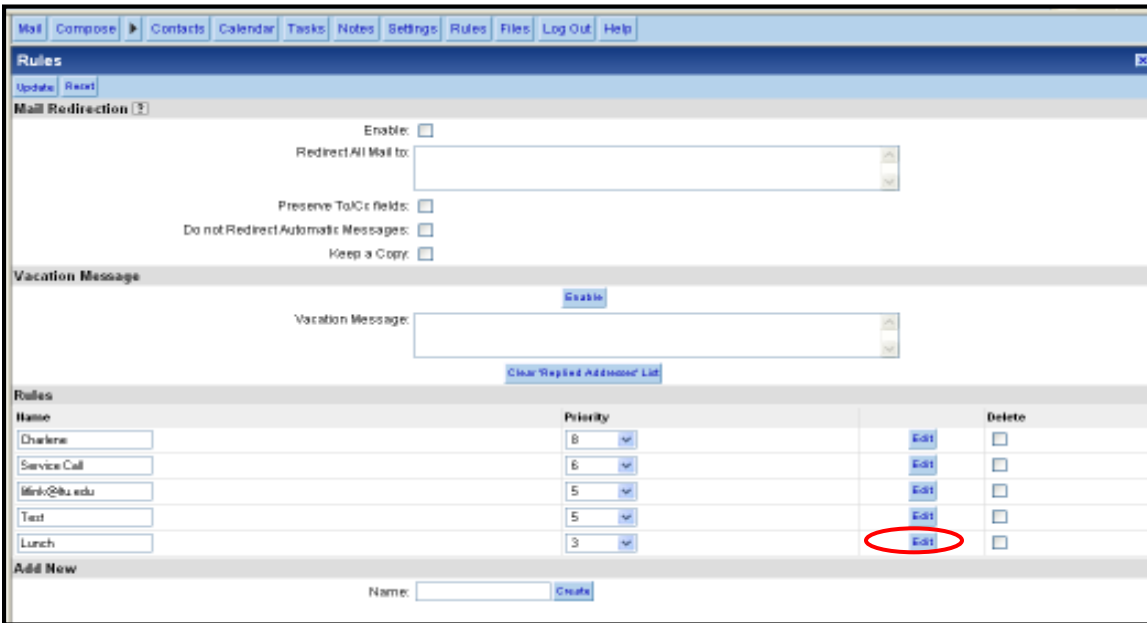
- 1) Login to your WebMail account.
- 2) Click on **Rules**.



- 3) Create a name for your new rule.
- 4) Click the **Create** button.

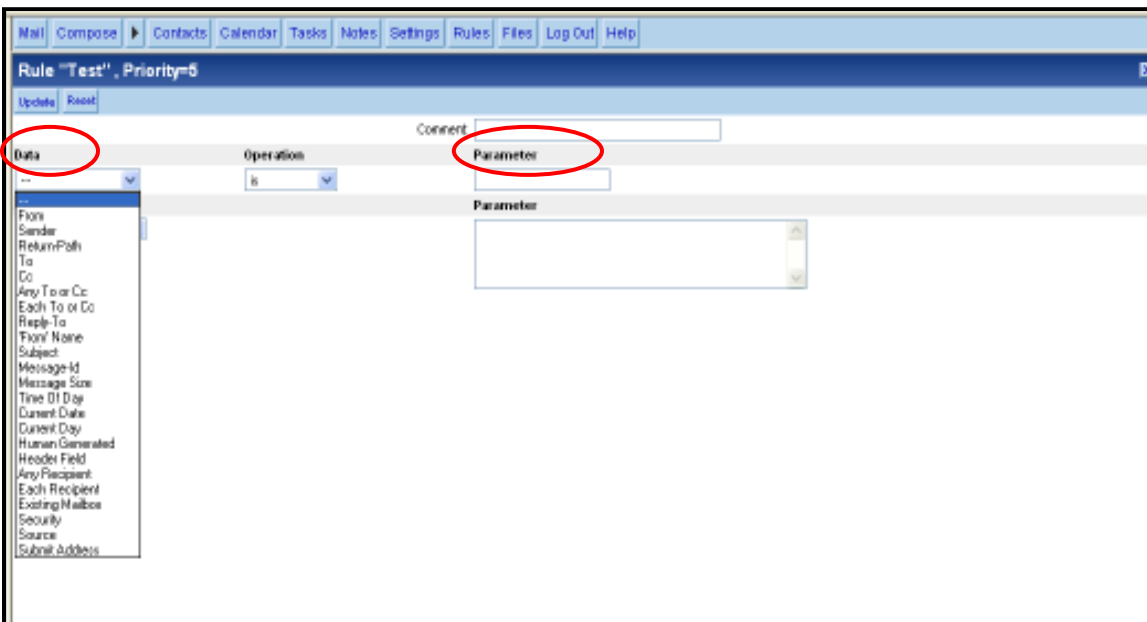


Select the **Edit** link of your new rule.

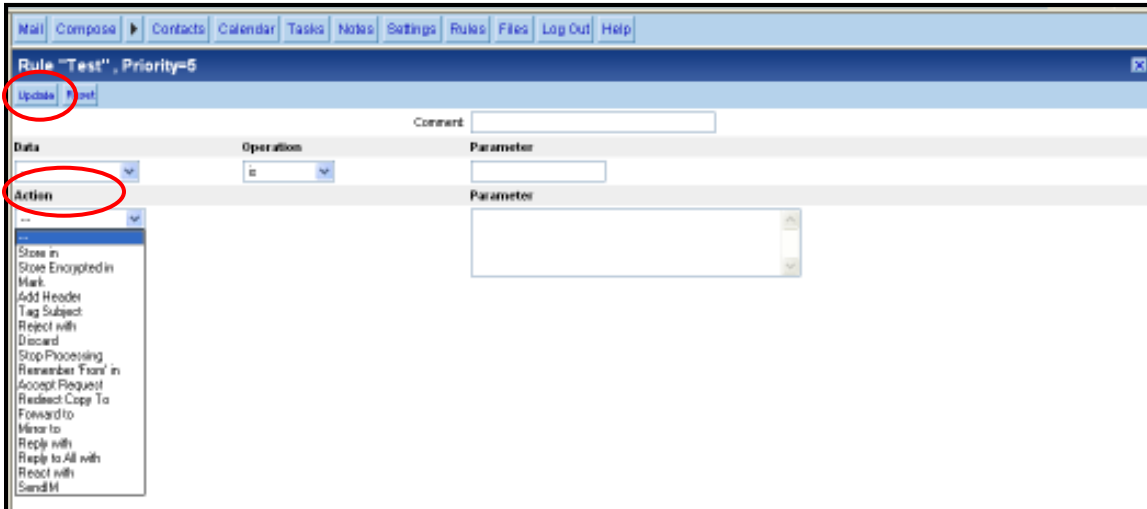


5) Select the **Data** field.

6) Select the **Parameter** box and enter in the desired data to filter.



- 7) Select the **Action** menu.
- 8) Select the desired action to perform.
- 9) Select **Update**.



- 10) Select the **Rules** link.
- 11) Choose your desired priority for your new rule. You are done.