Lawrence Tech’s Webmail Quick Reference Guide provides a brief overview of our new email application. Webmail offers powerful new features that improve and enhance the tasks you do on a day-to-day basis such as sharing calendars, creating multiple calendars, electronically filing one message in multiple folders, archiving and retrieving messages quickly and easily.

Let’s login and have a Webmail conversation (we’ll tell you what that means on the following page).

### Share a Calendar
- Click **Calendar** at top of the screen.
- 1. Locate the calendar you want to share from your **My Calendars** box. (Calendars owned by other people that you have access to appear in **Other Calendars**.)
- 2. Click the drop-down arrow next to the calendar name and select **Share This Calendar**.
- 3. Enter the email address of the person you want to share the calendar with in **Share with Specific People**.
- 4. You can allow a user to:
   - a. View your ‘free/busy status’
   - b. View scheduled events (see all details)
   - c. Make changes to your calendar
   - d. Make changes AND manage calendar sharing
- 5. Click **Save**

### Calendar Settings (how you want to view your calendar)
1. Select **Settings** (top right of screen)
2. Enter **Date and Time** format
3. **Day** of the week you want the calendar to start
4. Choose **Week, Month, or Customize** your view
5. Make other selections available in Settings, and click **Save**.

### Create New Calendar
A default calendar is automatically created for you named your **username@ltu.edu**.

1. To create a new calendar, click **Create** in the **My calendars** box.
2. Enter a calendar name in the **Calendar Name:** box. This name will appear in your My calendars list.
3. Check the other settings, share this calendar if you wish, and then click **Create Calendar**.

### Create Calendar Event
1. Select **Calendar** at the top of the Inbox.
2. Click **Create Event**.
3. Fill in: Date, Start Time, End Time, Location, and description of the event.
4. If you’re using multiple calendars, click the Calendar drop-down menu to select the calendar you want.
5. To be reminded of the event, select your desired **notification** setting under **Options** and Click **Save**.

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To learn more about Webmail visit [http://helpdesk.ltu.edu/email](http://helpdesk.ltu.edu/email)

If you have additional questions, please contact us:

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Rev. July 2009
The Inbox (shown on the right) provides basic mail functions such as Compose Mail, Send, Print, and choose your personal Settings. You can also access your calendar, documents, and website services.

Folders are out — Labels are in. Labels have the same functionality as folders, but are more flexible. You can add more than one label to a message. You can find all messages with a label by clicking the label name in the Labels window. You can also use Labels to refine a search.

Create a Label
1. Click the Label drop-down menu
2. Select Edit Label
3. Type a name for your label and click Create

Edit Label Name
1. Select Edit Label
2. Click drop-down and select Rename next to the label you want to edit
3. Enter the new label name and click OK

Delete Label
1. Click Edit Labels
2. Select Label you want to delete and click Remove

Webmail groups all replies with the original message, creating a single conversation. The number in parentheses shows how many messages you have in a conversation. Replies are stacked one on top of the other with the unread message open. Use the Expand all link to open all the messages in a conversation.

Email addresses are automatically added to your Contacts list every time you use the Reply, Reply to All, or Forward functions.

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Keep your Inbox clean by archiving your messages.
1. Select the message you want to move out of the Inbox and click Archive.
2. Messages will be removed from your Inbox, but they are not deleted.
3. Click All Mail to see your archived messages.

For greater control, use the Show Search options at the top of the page.

You can always get more information by clicking the Help link located in the top right corner of the window. And don’t forget to logoff when you’re done by clicking Sign out next to the Help link.