The City College of New York

# **Webmail Tutorials**



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## Outlook Web App

### Email

#### How do I send an email?

Once logged into Webmail, click on "new mail" at the top left of the window to begin creating a new email.



#### How do I create rules to manage my email?

In Webmail, select an email for which you would like to create a rule and right-click on it. Select "create rule..."



A new window will pop-up that will guide you through the rule creation process. You may also click on "More Options..." for advance settings.

😟 New Inbox Rule - Mozilla Firefo	x – 🗆 🗙
https://webmail.ccny.cuny.edu/ecp/RulesEditor/NewInboxRule.asp	x?ewsid=AQM
new inbox rule	Help
Apply this rule Name:  When the message arrives, and:  It was received from It was sent to It includes these words in the subject	'Username' 'Username' 'Test'
Do the following: Move the message to folder • More options save	*Select one

#### How do I forward email to my personal account?

To forward, you must first create a contact you would like to forward to. Then you can create a rule to forward your emails.

Log into Webmail, select "People" at the top right of the page

<u>File Edit View History Bookmarks Tools H</u>	elp	-	□ ×
Username - Outlook Web App × +			
https://exlab.ccnysites.cuny.edu/owa/#pa	t 🔻 C 🛛 🗧 🕈 exchange 201 🔎	🚥 + A	» =
	Mail Calendar	People Tasks	Username
	SAVE X DISCARD		
ups	SAVE A DISCARD		
	First name:	Middle name:	
BY FIRST NAME 👻	User		
	Last name:	h	
	Name		
There are no items to			
show in this view.			
	🕀 email		
	Email:		_
	Username@externaldomain	.com	
<			>

Select "new" on the top left of the page then select "create contact" when the "what would you like to do?" pop-up comes up

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Username - Outlook Wel	App × +	
+ https://exlab.ccnysi	tes.cuny.edu/owa/#pat ▼ C S • exchange 201 P	• ∔ ŵ » ≡
oa Outlook Web Ap	p	
⊕ new	what would you like to do?	
~	create contact	FIRST NAME 👻
My Contacts		
Contacts	create group	
∡ Directory		
All Rooms	cancel	
All Users		
All Groups		
All Contacts	v	>

Create a new contact with the email you would like to forward to and select save

<u>File Edit View History Bookmarks Tools H</u>	leip 🗕 🗖 🗙
Username - Outlook Web App 🛛 🗙 🕂	
https://exlab.ccnysites.cuny.edu/owa/#pa	at ⊽ C S - exchange 201 P 🚥 - 🖡 🎓 » ≡
	Mail Calendar People Tasks Username
	🖬 save 🗙 discard
ups By first name 👻	First name: Middle name:
	Last name:
	Name
There are no items to show in this view.	
	🕂 email
	Email: Username@externaldomain.com
<	>

## Now to forward to that contact, select the gear at the top right of the window and select "Options"

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A https://exlab.ccnysites		୯ ୯ 🚷	Google	٩	ED - +	Â	»	=
	Mail	Calendar	People	Tasks	Userna	ime 🔻	ø	?
CONVERSATIONS BY DATE	•				Refresh Set autom Display se Manage a	ttings	lies	
					Offline set Change th	-		
e no items to this view.		Ther	e are no it	ems t	Change participations	assword		
¢		_						>

On the left, select "organize email" then click on the "+" select "Create a new rule for arriving message"

<u>File Edit View History</u>	
🔽 inbox rules - Outloo	ok Web × +
+ https://exlab.ccny	sites.cuny.edu/ecp/?rfr=‹ ▽ C S ▼ Google 👂 📾 ▼ 🗍 🕋 ≫ 🚍
oz Outlook Web App	Usernam
€	
options	inbox rules automatic replies delivery reports
options	indox rules automatic replies delivery reports
account	Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, yo off or delete it.
organize email	
organize email	
groups	Create a new rule for arriving messages
site mailboxes	Move messages from someone to a folder
Site manboxes	Move messages with specific words in the subject to a folder
settings	Move message sent to a group to a folder
phone	Delete messages with specific words in the subject
block or allow	
ttps://exlab.ccnysites.cuny	edu/ecp/RulesEditor/InboxRules.slab?showhelp=false#

A new window will pop-up. Select the appropriate options as shown

		?pwmcid=2&ReturnObjectType=1	HD - A
new inb	ox rule		Help
Apply Name:	this rule		
Forw	arding		
*When	the message arrives, and:		
[App	y to all messages] 🔹		
Do the	following:		
Redir	ect the message to 👻	*Select people	
Sel	ect one		
Mo	ve the message to folder		
Ma	rk the message with a category		
Re	direct the message to		
De	ete the message		
Ser	nd a text message to		

When you select, "Redirect the message to...", a new window will pop-up. Click on the "+" next to the contact you would like to forward to and click "OK"

	Username - Outlook Web App - Mozilla Fi	refox ×
https:/	/exlab.ccnysites.cuny.edu/owa/?viewmodel=OwaOptionRichPeoplePic	kerViewModelF; 🖽 👻 🐠 🕶
✓ OK <u>To</u>	× CANCEL	
	Search People	
»	all people groups           MY CONTACTS         BY FIRST NAME +	Use
	u	
_	User Name +	contact notes
		email

Once you are finished, select "save" and forwarding will be enabled. To test this, send yourself as email, preferably from a different email address or wait until you receive a broadcast

new inbox rule		Help
Apply this rule Name:		
Forwarding		
*When the message arrives, and:		
[Apply to all messages]	•	
Do the following:		
Redirect the message to	✓ 'User Name'	
More options		
		712

#### How to search the Global Address List?

The Global Address List is a comprehensive directory of all faculty, staff, and students on campus. This list is continually updated and provides distribution lists for groups, departments, and even classes.

It can be searched through the web interface (OWA). Visit <u>https://webmail.ccny.cuny.edu/</u> and when creating a new email, click on the plus sign on the right to search for contacts.

When creating an email through the OWA, click on the "+" or "**To:**"

	Username - Ou	tlook We	b App - M	ozilla Firef	ox			×
https://webmail.ccny.cun	y.edu/owa/#viewmodel=11	VailCompo	seViewMode	Factory&wid	l=70&ispopo	ut=1		•
SEND X DISCARD	🔋 INSERT 🏾 🎒 APPS	***						
То:								+
Cc:								
Subject: Sample								
Calibri	▼ 12 ▼ B	ΙŬ	IE IE	<b>≣</b> † +≘	aly A	۵	$\approx$	
Sample Text								
Sample lexy								

From here you can search for a contact or click on the double arrows on the left to see the entire directory

۲	Username - Outlook Web App	- Mozilla Fir	efox	- 🗆 ×
A https:/	/webmail.ccny. <b>cuny.edu</b> /owa/#viewmodel=IMailComposeViewN	ModelFactory&v	vid=70&ispopout=	1 🚥 🕶 🚥 🕶
✓ ОК То:	× CANCEL			
	username all people groups rooms	ν		
>>	Username username@ccny.cuny.edu	+		Username
			contact note: email	s organization

#### How to send to a Distribution List?

Distribution lists allow you to send emails to a group, department, or class. These lists are generated by OIT and are kept current. By default, you are not allowed to use these lists for security reasons. You can make a request at the IT Service Desk for permission to use the lists. Once the department has authorized the request, you will be contacted.

**Important:** Please note that distribution lists require permission to use. Contact the IT Service Desk at x7878 to make a request.

While creating a new email, add a contact to bring up the Contacts search feature. Search for the specific group or class that you need to email.



#### How do I archive my emails manually?

On the left pane, see "In-Place Archive" for the location of archived emails. The folder structure will be copied over making it easy to find your emails.



#### To manually archive your emails:

Select and right-click on an email, hover over "move" then select "more..."

- → C 🔒 https://webma	il.ccny.cuny.edu/	'owa/#path=/m	ail	Q 52	3 🌓 🗔 🐵 🗏
Outlook Web App					Mail Calendar
⊕ new mail	₽ search N	fail and People			Test
	INBOX		CONVE	RSATIONS BY DATE 🔻	← RE
~	all unrea	d to me flag	iged		U
Favorites	Usernam	e		3:12p	Mo
✓ Username	No preview	is available.		5:12P	
Inbox	THREE WEEKS	AGO			To: Username;
Drafts [4]					
Sent Items	<ul> <li>Usernam</li> <li>Test</li> </ul>	delete		× ► 7/14/2014	
Deleted Items	No previe	mark as unread			
a new folder		flag			
Junk Email		move		a new folder	
Notes		ignore		Inbox	
RSS Feeds		categorize	•	more	
In-Place Archive - Username		create rule			

Choose the appropriate folder under "In-Place Archive" and select "move".

Username - Outlook V ×     ← → C	il.ccny.cuny.edu/owa/#path=/mail	<del>ر</del> ک	● ⊾ 💩 ≡
o Outlook Web App	neerly.eurly.euu/owa/ «patri-/mair	~ ~	Mail Calendar
⊕ new mail	move 1 conversation	S BY DATE 👻	Test
« Favorites	✓ Username Inbox Drafts [4]		Use
linbox	Sent items Deleted items a new folder	3:12p	To: Username;
Drafts [4] Sent Items Deleted Items	Junk Email Notes RSS Feeds	× ⊫ 7/14/2014	
a new folder Junk Email Notes	✓ In-Place Archive - Username Deleted Items		
RSS Feeds	Copy this conversation to the selected folder		
	move cancel		þ

## Calendaring

#### How do I create an appointment?

At the top right of the window select Calendar. This will bring you to the calendar. Right-click on the day you wish to create an appointment and select " new" or select "new event" at the top right of the window.

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Ð	ne	w e	eve	nt			Jul	y 2014	2				
							∢ jan	feb ma		may	jun jul	aug se	ep oct
~							SUNDAY	MONDAY	TUESDAY	WEDNESD	A THURSDAY	FRIDAY	SATURDAY
4		JU	LY 20	014		•	29	30	Jul 1	2	3	4	5
S	м	т	w	т	F	S							
29	30	1	2	3	4	5							
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19			nev	v			
20	21	22	23	24	25	26			- Cole				
27	28	29	30	31	8	2	13	14	15	16	17	18	19
4	MY	CAL	ENDA	ARS			20	21	22	23	24	25	26
,	Cal	enda					20	21	22	20	27	25	20
*	Cale	enda											
		HER C					27	28	29	30	31	Aug 1	2

Once you have filled in the appropriate information, click save. You can also select a room or use the Scheduling Assistant to expedite a meeting involving several members. You must have permission from your department to use the provided rooms list, however, you can manually enter in the Location.

<u>F</u> ile <u>E</u>	dit	View	/ Hi	story	Bo	okmarks <u>T</u> ools <u>H</u> elp				_ =	×
Us	erna	me -	Outle	ook \	Neb /	App +					
(	<b>a</b> 1	ttps:	//wel	bmail	.ccny	.cuny.edu/owa/#path: 🔻 C	😫 🕶 Google	۶ 🚥 -	+	în ≫	≡
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~						• This event occurs in the	past.				
$\sim \infty$			LY 20	014		Event: Sample Event					
S	M	т	W	т							
20		3	2	3		Location: The City Colleg	ge of New York				
6	7	8	9	10		Attendees:					
20	21	22	23	24	2	Attendees:					
27	28	29	30	31							
						Start:		Duration:			
						Tue 7/8/2014		All day			
	MY	CALI	ENDA			End:		Reminder	:		
~						Tue 7/8/2014	*	None			
	OT	HER O	CALE	NDA		Show as:					
						Free	¥				
<											>

#### How do I share my calendar?

	A h	ttps:	//wel	bmai	l.ccny	.cuny.e	edu/owa/#pat	th: 🛡 🗲	8 - bob n	narley tc ,	<del>ب</del> س	↓ 佘	»
20	Dutle	ook '	Web	о Ар	р								Ma
Ŧ	ne	we	eve	nt			July	/ 2014					
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4		JU	LY 20	014		•	29	30	Jul 1	2	3	4	5
S	М	т	w	т	F	s							
29	30	1	2	3	4	5							
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19							
20	21 28	22 29	23 30	24 31	25	26	12	14	45	10	17	10	10
21	20	29	30	51		5	13	14	15	16	17	18	19
	MY	CALI	ENDA	ARS			20	21	22	23	24	25	26
	C-1						20	21	22	25	24	25	20
~	Cale	enda	s	hare	cale	ndar							
	OTH	IER (	F	berm	issio	ns		28	29	30	31	Aug 1	2
				olor									

On the left pane, right-click on the calendar you wish to share and select "share calendar".

You will then be able to find a contact with whom to share your calendar.

	me - Outl				+ du/owa/#pat	th: ▼ C 🛛	- bob marley tc 🄎 📴 - 🦊 🏫 » 🗏
9	ook Wel		_		, , - p		Mail
🕀 ne	eve eve	nt			July ∢jan	<mark>/ 2014</mark>	SEND X DISCARD
≪ ∢ S M	JULY 20 T W	014 т	F	► S	sunday 29	MONDAY T 30	Share with: test Test User2013 TestUser2013@ccny.cuny.edu
<ol> <li>29 30</li> <li>6 7</li> <li>13 14</li> <li>20 21</li> </ol>	1 2 8 9 15 16 22 23	3 10 17 24	4 11 18 25	5 12 19 26	6	7	Search Contacts & Directory
27 28	29 30	31			13	14	Calendar 👻
	endar	чкэ			20	21	
OTI	HER CALE	NDAF	RS		27	28	

#### How do I set permissions for users that share my calendar?

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÷	ne	w e	ve	nt			July	y 2014					
							∢ jan	feb m	ar apr	may	jun jul	aug se	ep oct
« 4		JUL	Y 20	)14		•	sunday 29	MONDAY 30	TUESDAY Jul 1	wednes 2	DA THURSDAY 3	4 FRIDAY	SATURDAY
S 29	M 30	T	W 2	Т 3	F 4	S 5							
6 13 20	7 14 21	1 8 15 22	9 16 23	10 17 24	11 18 25	12 19 26	6	7	8	9	10	11	12
27	28	29	30	31	1	2	13	14	15	16	17	18	19
4	MY	CALE	NDA	RS			20	21	22	23	24	25	26
~	Cale	nda	_	hare									

In Calendar view use the same menu you used for 'Share' and select 'Permissions'.

Find the user you shared the calendar with and from the drop menu set 'Permissions' for that user.

+)	A h	ttps:	//we	bmai	l.ccny	.cuny.e	edu/owa/#pa	th: ∀ C 8	🕆 bob marley tc 🔎 🖽 🔻 🤳	r în ≫ E
20	Dutle	bok	Web	о Ар	р					Mai
Ð	ne	W e	eve	nt			July ∢jan	<mark>/ 2014</mark> feb mar	SEND X DISCARD	
<< 4			LY 20	014		•	SUNDAY	MONDAY 30	Calendar	
5 29	M 30	T 1	W 2	T 3	F 4	S 5	_		INSIDE ORGANIZATION	Limited details
6 13 20	7 14 21	8 15 22	9 16 23	10 17 24	11 18 25	12 19 26	6	7	OUTSIDE ORGANIZATION	Availability only ✓ Limited details
27	28	29	30	31	1	2	13	14	Public calendar	Full details Editor Delegate
3	MY	CAL	END/	ARS			20	21		-
~	Cal									
	OTH	HER C	ALE	NDAI			27	28		

€) ≥ (	Outle					.cuny.e	<b>du</b> /owa/#pat	in: V C	8 🔻 bob marley tc 🔎 🖽 🔻	▶ 🏫 » 🗦 Mai
Ð	) ne	w e	ve	nt			July ∢jan	/ 2. febar	য⊡ SEND 🗙 DISCARD Share with:	
« 4 S	M	JUI T	Y 20 W	014 т	F	► S	sunday 29	<b>мо тт</b> Зі	Test User testuser@cony.cuny.edu	Limited details
29 6 13	30 7 14	1 8 15	2 9 16	3 10 17	4 11 18	5 12 19	6	7	Subject:	Availability only Limited details
20 27	21 28	22 29	23 30	24 31	25	26	13	14	Calendar:	Editor Delegate
2	Cal	CALE		ARS			20	2		
		HER C					27	2		

From the 'Permissions' view you can select a user and change permissions.

## Outlook 2013

### Email

How do I setup my email?

A. Setting up Outlook: First time

If you open Outlook for the first time, the following window will prompt you to setup your email.

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	LOutlook Account Setup
Add a	an Email Account
	Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.
	Do you want to set up Outlook to connect to an email account?
	<ul> <li>Yes</li> </ul>
	○ No
	< Back Next > Cancel

Please enter in your information as shown below

Outlook can auto	matically configure many email accounts.
E-mail Account	
Your Name:	First Last Example: Ellen Adams
E-mail Address:	Username@ccny.cuny.edu Example: ellen@contoso.com
Password:	*****
Retype Password:	********* Type the password your Internet service provider has given you.
Manual setup or ad	lditional server types

It will take several minutes to setup your account.

	Add Account	×
Searching fo	or your mail server settings	× K
Configuring		
Outlook is co	ompleting the setup for your account. This might take several minutes.	
×	Establishing network connection	
→	Searching for username@ccny.cuny.edu settings	
	Logging on to the mail server	
	< <u>B</u> ack <u>N</u> ext > Ca	incel

#### Please click on Finish

	Add Account		
Congratulat	ions!		×
Configuring			
Outlook is c	ompleting the setup for your account. This might take several minutes.		
~	Establishing network connection		
~	Searching for username@ccny.cuny.edu settings		
~	Logging on to the mail server		
Congr	atulations! Your email account was successfully configured and is ready	to use.	Add another account
Change ac	ount settings		Add another account
<u>C</u> hange ac	count settings		

The following window will ask you to enter in your password after you reopen Outlook, however, you need to change the username. Click on "Use another account"

	Windows Security ×
Microsoft Connecting to	Outlook o username@ccny.cuny.edu
P	Username@ccny.cuny.edu Password Remember my credentials
0	Use another account
	OK Cancel

Please enter your information as shown below. If the Domain is not set to ITCS, be sure to enter your username as "ITCS\username"

	Windows Security	×
Microsoft ( Connecting to	Dutlook username@ccny.cuny.edu	_
	username@ccny.cuny.edu	_
	username	
Μ	Domain: ITCS  Remember my credentials	
	OK Cance	4

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#### **B. Setting up Outlook: Existing Accounts**

Please click on File at the top left

💁 🗄 🖘 🕫	0-	Outlook Today - Outlool	$\sim \sim$	$(\mathbf{Z})$	? 🖻 – 🗖 🗙	
FILE HOME SEND / RECEIVE FOLDER VIEW						
		Move to: ?	Move -	<ul> <li>□ Unread/ Read</li> <li>Ⅲ Categorize *</li> </ul>	Search People	
New New Delete Reply Email Items •	/ Reply Forward 📺 🗸 All	Team Email	🐘 OneNote	I Follow Up -	🝸 Filter Email -	
New Delete	Respond	Quick Steps	Move	Tags	Find ^	
Drag Your Favorite Folders Here	Thursday, July 24	l, 2014		Cus	stomize Outlook Today	
▶ Archive	Calendar		Tasks		Messages	
					Inbox 0 Drafts 0	
					Outbox 0	
					~	
	<				>	
Mail Calendar I	People Task	(S •••				
Done					+ 100%	

Under Info, click on "Account Settings" then "Account Settings..."

¢	Outlook Today - Outlook ? - UX
Info	Account Information
Open & Export Save As	No account available. Add an e-mail account to enable additional features.           + Add Account
Save Attachments Print	Account Settings - Connect to social networks.
Office Account	Add and remove accounts or change existing connection settings. x by emptying Deleted Items and archiving.
Exit	Social Network Accounts Configure Office to connect to social networks.

#### Under E-mail, click on "New..."

				Account Sett	ings		×
	<b>il Accounts</b> ou can add		n account. You ca	n select an account a	and change its settings.		
E-mail	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books						
Sa Ne	w 🛠 Re	pair 🔳 🤇	Change 📀 Set	as Default 🗙 Rem	ove 🕈 🖶		
Name	2			Туре			
							Close
							Citose

Please enter in your information as shown below

	Add Account		×
Auto Account Setu Outlook can auto	IP matically configure many email accounts.		×
E-mail Account			
Your Name:	Username Example: Ellen Adams		
E-mail Address:	username@ccny.cuny.edu Example: ellen@contoso.com		
Password:	*****		
Retype Password:	*****		
	Type the password your Internet service provider has given yo	ц.	
O Manual setup or ad	lditional server types		
		< Back Next >	Cancel

It will take several minutes to setup your email

	Add Account	×
Searching fo	or your mail server settings	×
Configuring		
Outlook is co	ompleting the setup for your account. This might take several minutes.	
×	Establishing network connection	
→	Searching for username@ccny.cuny.edu settings	
	Logging on to the mail server	
	< Back Next >	Cancel

Click Finish and Outlook will prompt you to close and reopen the application

	Add Account ×
Congratulat	tions!
Configuring	
Outlook is c	ompleting the setup for your account. This might take several minutes.
×	Establishing network connection
✓	Searching for username@ccny.cuny.edu settings
~	Logging on to the mail server
	atulations! Your email account was successfully configured and is ready to use. count settings
	< Back Finish Cancel

#### If prompted, please see below:

The following window will ask you to enter in your password after you reopen Outlook, however, you need to change the username. Click on "User another account"

	Windows Security ×
Microsoft Connecting t	Outlook o username@ccny.cuny.edu
P	username@ccny.cuny.edu Password Remember my credentials
0	Use another account
	OK Cancel

Please enter your information as shown below. If the Domain is not set to ITCS, be sure to enter your username as "ITCS\username"

Windows Security	×
t Outlook to username@ccny.cuny.edu	
username@ccny.cuny.edu	
username	
Domain: ITCS Remember my credentials	
OK Cance	1

#### How do I send an email?

Select "New Email" at the top left of the window.



You can edit and send emails from this new windows. Be sure to use the Global Address List by click on "To..."

🖃 🖥 🕏 👌 🔶 🕂	Un	titled - Message (HTN	1L)	$(\mathbf{Z})$	? 🖻 – 🗖 🗙
FILE MESSAGE INSE	RT OPTIONS FORMAT TEXT F	REVIEW	$ \rightarrow $	<u>e</u>	
• • • • • • • • • • • • • • • • • • •	▲     ▲     ▲     ▲     ↓ </td <td>Address Check Book Names</td> <td>File Item • •</td> <td><ul> <li>Follow Up *</li> <li>High Importance</li> <li>Low Importance</li> </ul></td> <td>Zoom</td>	Address Check Book Names	File Item • •	<ul> <li>Follow Up *</li> <li>High Importance</li> <li>Low Importance</li> </ul>	Zoom
Clipboard 5	Basic Text	G Names	Include	Tags 🕞	Zoom
To         I           Send         Cc           Subject         I					

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#### How do I create rules to manage my email?

Right-click on the email for which you wish to create a rule



From this windows, you may set the rule conditions. Please select "Advanced Options" for more conditions.

		Create F	Rule			
When I get e		the selected cond	itions			
Subject o	ontains Test					
Sent to me only						
Do the follow	wing					
🗌 Display in	n the New Item A	Alert window				
Play a sel	lected sound:	Windows Notif	y Email.	•	Browse	
Move the item to folder:		Junk Email		Select Folder		
		OK	Canc	el A	dvanced Options	

### **Contacts and Addresses**

#### How to search the Global Address List?

When creating an email in Outlook, click on the "To..." button

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Be sure the "Name only" option is selected

	Select 1	Names: Global /	Address List	t	×
Search: <ul> <li>Name</li> </ul>	only O More columns	Address Book Global Address List	- testuser@ccn	w.cunv.edu V	Advanced Find
Name	Title		ness Phone	Location	Department
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Adan Stevens	Adjunct Lec				Sociology 🗸
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Cc ->					
Bcc ->					
				OK	Cancel

#### How to send to a Distribution List?

Distribution lists allow you to send emails to a group, department, or class. These lists are automatically generated by IT and are kept updated daily from semester to semester through CUNYfirst data.

**Important:** Please note that distribution lists <u>require permission</u> to use. Contact the IT Service Desk at x7878 to make a request.

earch: <ul> <li>Name only</li> <li>More col</li> </ul>	lumns	Address Book		
	Go	Global Address List - te	estuser@ccny.cuny.edu	Advanced Find
Name	Title	Business Phone	Department	E-mail Address
<ul> <li>DL-Admissions</li> <li>DL-AduitandContinuingEducatio</li> <li>DL-AffirmativeAction</li> <li>DL-Anthropology</li> <li>DL-ArchitectureDepartment</li> <li>DL-Art</li> <li>DL-AthleticsRecreationalSport</li> <li>DL-BenjaminLevichInst</li> <li>DL-Biology</li> <li>DL-BiomedicalEngineering</li> <li>DL-BlackStudies</li> <li>DI-Budget</li> </ul>			DL-AffirmativeA DL-Anthropolog DL-Architecture DL-Art@ccny.cu DL-AthleticsRec DL-BenjaminLev DL-Biology@ccn DL-BiomedicalEr	tinuingEducation@ccny action@ccny.cuny.edu y@ccny.cuny.edu Department@ccny.cuny ny.edu creationalSport@ccny.cu vichInst@ccny.cuny.edu y.cuny.edu ngineering@ccny.cuny.e s@ccny.cuny.edu
To -> *You May Nee	ed Appr	oval to Use Lists		
Cc ->				
Bcc ->				

Please see, "How to search for a contact?" You can search for distribution lists in the same manner.

### Calendaring

#### How do I create an appointment?

At the bottom of the Outlook window, select "Calendar". Right-click on the date for which you would like to create an appointment or select "New Appointment" at the top right of the window.

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13	14	15	16 23	17 24	18 25	19 26						NI 0 1			1			
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17	18	19	20	21	22	23						<u>G</u> o to Date						
24	25	26	27	28	29	30		31		Sep	٠	<u>C</u> olor		F	5		6	
31	1	2	3	4	5	6						<u>C</u> alendar O	ptions					-
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A	ALL FO	DLDE	RS AF	RE UP	то	DATE.	С	ONN	ECTED T	O: MIC	ROSO	FT EXCHANGE	:	II -			-+	100%

#### How do I share my calendar?

FILE HOME New New ppointment Meeting New	New New	Lync ting	FOLDER VIE Today Next 7 Days Go To 5	w		Open Calendar E	-mail Share Publis lendar Calendar Online Share	h Calendar	? - rch People Address Book Find	7
June 2014           SU         MO         TU         WE         TH	FR SA	•	June - J	luly 2014	New		Today 84° F / 72° F	Calendar (Ctrl+E)		Q
25 26 27 28 29	30 31	SUN	DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19	13 14	Jun	22	23	24	25	26	27	28	
22 23 24 25 26 29 30	27 28	tment		30	Jul 1	2	3	4	5	nent 🞍
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27 28 29 30 31		20		21	22	23	24	25	26	

On the menu bar at the top of the window, select "Share Calendar"

From this area, be sure to select a contact to use your calendar with by selecting "To..." to add a contact.

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Cli	pboard	ra Basic Text	5 Names	Include	Tags 🖙	Zoom	^	
		username@ccny.cuny.edu						
÷	To	Test User2013;						
Send	Subject	Sharing invitation: Username - Calendar						
	- Permet	permission to view recipient's Calendar						
	Allow re	ipient to view your Calendar						
	Details	Availability only -						
	Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office" Username - Calendar Microsoft Exchange Calendar							
1								
See mo	re about Test I	lser2013.					<u> </u>	

### **Apple Mail**

Instructions to add your Exchange account to Apple Mail:

1. Open Mail and select Mail—>Accounts from the menu bar.



2. In the accounts window select Exchange



3. Input your name, email address, and password. The configuration will be completed automatically.

Exchange
name last name
email@ccny.cuny.edu
•••••

## **Mobile Devices**

## Android

#### How do I setup Exchange on my phone?

#### 1A. Android: Automatic Setup

Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select "Add account" under Accounts.



At the "Add account" menu, select Microsoft Exchange ActiveSync. Enter in your email address and password and select "Next".



Change the email sync settings to your preferences, scroll down, and select "Next". On the next screen, you may change the name of your account on your Android device.

🖬 🖄 🗊 🖓 🗐 10:13 AM	🖙 🖬 📟 🛛 🛱 🏹 86% 🖬 10:14 AM
< 🞯 Account options	🮯 Set up account
Period to sync Email	Your account is set up, and email is on its way
3 days	Give this account a name (Optional)
Sync schedule	Username@ccny.cuny.edu
Push	
Peak schedule	
Push	
Emails retrieval size	Next
50 KB	edu education educational eau
Period to sync Calendar	qwertyuiop
2 weeks	asdfghjkl
Notify me when email arrives	
Sync Email	✓         -         -         _         _         _         _         Done

#### 1B. Android: Manual Setup

Bring down the menu screen and select Settings from the top right of the screen. Once at settings, scroll down and select "Add account" under Accounts.



At the "Add account" menu, select Microsoft Exchange ActiveSync. Enter in your email address and password and select "Manual Setup".



Enter in the settings as shown below and select "Next". On the next screen, change the email sync settings to your preferences, scroll down, and select "Next

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< 🞯 Exchange server settings	< 🞯 Account options					
Email address	Period to sync Email					
username@ccny.cuny.edu	3 days					
Domain\username	Sync schedule					
\username	Push					
Password	Peak schedule					
••••••	Push					
Exchange server	Emails retrieval size					
webmail.ccny.cuny.edu	50 KB					
Vise secure connection (SSL)	Period to sync Calendar					
Use client certificate	2 weeks					
	Notify me when email arrives					
Client certificate Mobile device ID	Sync Email					

".

On this screen, you may change the name of your account on your Android device. Select "Next" to complete the setup.



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Done

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## iPhone

Navigate to the settings screen and select "Mail, Contacts, Calendars". On the next screen select "Add Account".

••••• T-Mobile LTE 3:48 PM Settings	% 🔲 )•	••••○ T-Mobile LTE 3:48 PM	D
Touch ID & Passcode	>	ACCOUNTS	
Privacy	>	iCloud Contacts, Calendars, Safari and 6 more	Þ
iCloud	>	Citymail Nail, Contacts, Calendars and 2 more	Þ
Mail, Contacts, Calendars	>	Gmail Mail, Contacts, Calendars, Notes	Þ
Notes	>		
Reminders	>	Add Account >	Þ
<b>N</b> Phone	>		
O Messages	>	Fetch New Data Push >	Þ
FaceTime	>	MAIL	
🤜 Maps	>	Preview 2 Lines >	•
Compass	>	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	

Select "Exchange" to setup your Microsoft Exchange email and on the next screen enter in your information.



	-Mobile LTE 3:49 PM	🕑 🕇 73% 🔳 🕨
Cano	Exchange	Save
	Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	

Select Save to complete the setup.

Last Updated: 11/04/2015