

EagleMail Email and Address Book

Reading Messages and Attachments

By default, the **Messages** pane contains a list of 100 messages per page. Use the blue arrow buttons to move between pages.

1. From the **Mail** tab, click the message to view it in the **Reading** pane.
2. If appropriate, click the file name of the attachment.
*Note: The **Opening...** window is displayed.*
3. Click the **Open with** button and then the **OK** button.
*Note: Click the **Download** or **Download all attachments** link to download one or all attachments in a message.*

Replying to a Message

You can reply to the sender or the sender and all recipients.

1. From the **Mail** tab, with the message selected, click the **Reply** or **Reply to All** button on the toolbar.
Note: A new message is displayed with the address(es) in the header and the original message in the body.
2. Type your reply in the **Body** field.
3. Click the **Send** button on the toolbar.

Composing a New Message

You can create an email message from scratch.

1. From the **Mail** tab, click the **New** button.
Note: A new message window is displayed.
2. Type the recipient's name or address in the **To** field.
*Note: Autocomplete provides a list of names. Optionally, click the **To** button to search for the recipient via an address book.*
3. Type a short message description in the **Subject** field.
4. Type your message in the **Body** field.
5. Click the **Send** button on the toolbar.

Adding an Attachment

You can attach an unlimited number of 50MB files.

1. From the **Mail** tab, locate the message and click the **Add Attachment** button.
*Note: The **Attach File(s)** window is displayed.*
2. Click the **Browse...** button.
*Note: The **File Upload** window is displayed.*
3. Double-click the file you want to attach.
Note: You can attach an unlimited number of 50MB files.
4. When you are finished, click the **Attach** button.
*Note: The attached file name(s) appears below the **Subject** field.*

Creating a Folder

Use email folders to organize your email messages.

1. From the **Mail** tab, click the **New Folder** button.
*Note: The **Create New Folder** window is displayed.*
2. Type the desired folder name in the **Name** field.
3. Click the **Color** pull-down arrow and select a color.
4. Click the word **Folders** at the top of the **Folders** list.
Note: You can also click a folder name to nest the new folder.
5. Click **OK** button.
*Note: The new folder is displayed alphabetically in the **Folder** list.*

Creating an Address Book

You can create separate personal and business address books.

1. From the **Address Book** tab, click the **New Address** button.
*Note: The **Create New Address Book** window is displayed.*
2. Type the desired name in the **Name** field.
3. Click the **Color** pull-down arrow and select a color.
4. Click the word **Address Book** at the top of the **Folder** list.
5. Click **OK** button.
Note: A new address book is displayed in the address book list.

Adding a New Contact Group

Use contact groups to send to multiple recipients using a single (group) name.

1. From the **Address Book** tab, click address book you want to work with and then click the **New** button pull-down arrow and select **New Contact Group** from the menu.
*Note: The **New Contact Group** form is displayed.*
2. Type the name of the group in the **Group Name** field.
3. Type the email addresses, separating them with a comma, in the **Group Members** list box.
*Note: Use the **Find** field to add names via an address book.*
4. Click the **Add** button.
5. Click the **Save** button on the toolbar.
Note: The new contact group is displayed in alphabetical order in the address book.

Adding a New Contact

Use contacts to easily address email messages via autocomplete.

1. From the **Address Book** tab, click to select the address book you want to work with and click the **New** button.
*Note: The **New Contact** form is displayed.*
2. Enter any pertinent contact information.
Note: Minimally include the first/last names and email address.
3. Click the **Save** button on the toolbar.

Editing a Contact or Contact Group

You can edit and add personal and business information.

1. From the **Address Book** tab, double-click the contact or contact group to be modified.
*Note: The **Contact/Contact Group** form is displayed.*
2. Make any necessary changes.
3. Click **Save** button on the toolbar.

Deleting Messages, Contacts, Etc.

Deleted objects are placed in the **Trash** folder and remain there until the folder until it is purged (a maximum of 30 days).

1. From the **Mail** tab or **Address Book** tab, drag-and-drop the object (e.g. messages, folders, contacts, contact groups, etc.) to the **Trash** folder in the left-hand pane.
2. To manually purge the deleted objects, right-click the **Trash** folder and select **Empty Trash** from the menu.
*Note: A **Warning** window is displayed.*
3. Click the **OK** button.

Sharing Folder or Address Book

By default, a mail folder or address book is shared with no one. You (Grantor) can share your address book with anyone (Grantee).

1. From the **Mail** or **Address Book** tab, right-click the desired folder or address book and select **Share Folder** or **Share Address Book** from the menu.
*Note: The **Share Properties** window is displayed.*
2. Verify the **Internal users or groups** button is selected.
3. Type the Grantee's EagleMail address in the **Email** field.
4. From the **Role** section, click the most appropriate access.
*Note: **Viewer** - they can only see it, **Manager** - they have full permissions, but cannot delete it, and 3) **Admin** – they have the same permissions as Manager plus they can share the object.*
5. Click the **OK** button.
Note: The Grantee will be sent a share request email message.

Responding to a Share Request

When someone shares a mail folder or address book with you, you will be sent email messages requesting acceptance.

1. From your **Mail** or **Address Book** tab, locate and open the share request email message in your inbox.
2. Click the **Accept Share** button above the **Subject** field.
*Note: Alternately you can decline the share by clicking the **Decline Share** button. The **Folder Properties** window is displayed. You can modify the name and color of the folder.*
3. When you are finished, click the **Yes** button.
Note: The folder and or address book is displayed in the folder or address book list.

Revoking Permissions

You can edit or revoke mail folder or address book permissions as any time.

1. From the **Mail** or **Address Book** tab, right-click the shared folder or address book and choose **Edit Properties** from the menu.
*Note: The **Folder Properties** window is displayed.*
2. From the **Sharing for this folder** section, locate the permissions you want revoked and click the **Revoke** link.
*Note: Alternately, click the **Edit** link to change the permissions. The **Revoke Share** window is displayed.*
3. Click the **Yes** button and then the **OK** button.
Note: Permissions have been revoked. Your folder will remain in their folder or address book list and they will continue to have access to your folder or address book until they log out of EagleMail.

Additional Email Information

- You can quickly move messages to a folder by dragging and dropping it into the folder.
- To print, use the **Print** button on the EagleMail toolbar.
Note: You cannot select multiple individual messages for printing.
- To change the font size of a printed object, from a Firefox browser window, navigate to the **File** menu and select **Page Setup** from the menu, then uncheck **Shrink to fit**.
*Note: You can also adjust the percentage in the **Scale** field.*

Training & Support Resources

For assistance with the EagleMail Email or Address Book contact the IT Help Desk at (734) 487-2120 or it.helpdesk@emich.edu.