You’ve Got Mail!

GatorMail
Features

• Look and feel of sophisticated web-based email
• New message notification can be sent to an external email address specified by the user
• Global address list for searching for GatorMail addresses
• Ability to detach messages to a separate window
• A convenient mailbox quota usage icon that displays percentage of mailbox space you have used
Forgot your password? [Go to e-services to reset it.]

Legal Notice as Required by the State of Texas

Displaying the following notice pertaining to the use of systems in Texas Higher Education entities is required per Texas Administrative Code (Title 1, Part 10, Chapter 202):

1. Unauthorized use is prohibited;
2. Usage may be subject to security testing and monitoring;
3. Misuse is subject to criminal prosecution;
4. No expectation of privacy except as otherwise provided by applicable privacy laws.
Please wait while we load your settings ... 

Forgot your password? Go to e-services to reset it.

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<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
<th>Folder</th>
<th>Size</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender</td>
<td>Re: Hey Hows it going with the New Gatormail - All, I forgot to mention that you do have the option now to choose different folders.</td>
<td>Inbox</td>
<td>7 KB</td>
<td>Nov 20</td>
</tr>
<tr>
<td>Sender</td>
<td>Re: Hey Hows it going with the New Gatormail - Matthew, Thanks for your input and glad that you are enjoying the new Gatormail.</td>
<td>Inbox</td>
<td>6 KB</td>
<td>Nov 20</td>
</tr>
<tr>
<td>Sender</td>
<td>Hey Hows it going with the New Gatormail - So what do all of you think about the new gatormail, well me personally I like it.</td>
<td>Inbox</td>
<td>4 KB</td>
<td>Nov 19</td>
</tr>
<tr>
<td><strong>Sender</strong></td>
<td><strong>Welcome to testing</strong> - Welcome all to the NEW Gatormail testing, please take the time to truly test this application out for us prior to going live with it. Your input of this testing period will be vital to the success of this launch.</td>
<td>Inbox</td>
<td>2 KB</td>
<td>Nov 19</td>
</tr>
</tbody>
</table>

**Subject: Welcome to testing**

Sent By: **Sender**  
To: **Receiver**  
Cc: **Other receiver**

Welcome all to the NEW Gatormail testing, please take the time to truly test this application out for us prior to going live with it. Your input of this testing period will be vital to the success of this launch.

Thanks

Signature
Mail Tab Side Bar

- Folders:
  - Inbox
  - Sent
  - Drafts
  - Junk
  - Trash

- Tags

- Useful Links:
  - Campus Information Board
  - E-Services
  - Old GatorMail
  - UHD Academic Calendar
  - Blackboard Vista
  - Contact Collector

Calendar:

- November 2007

- Dates:
  - 28
  - 29
  - 30
  - 31
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
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  - 26
  - 27
  - 28
  - 29
  - 30
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8

- Time: 8:21 AM
Remember to empty your “Trash” folder. This will help to manage your mailbox quota. (Messages in your Trash folder will be purged by the system when they are 30 days old.)
Address Book
Use the **Contact Collector** to add contacts to your address book from email messages you receive.

- Click and drag the message to the Contact Collector located under “Useful Links.”
- The Contact Collector window will appear, allowing you to select the email addresses that you want to add to your contacts list.
Calendar

Display options
- Day
- Work week
- Week (7 days)
- Month
- Schedule
- Today

Change date range
Be sure to save any changes you make (save button).
You can restore the system defaults by clicking the “Restore Defaults” button.
“Enable address for new mail notifications” allows you to have a message sent to an alternative email address, notifying you that you have a new GatorMail message.
Options – Mail Identities Tab

About Mail Identities:

Use mail identities to quickly customize Mail for different situations – for example:

- To respond to mail from home or work using different addresses
- To manage different roles in your job
- You can always change the current identity when composing a message.

Identity Settings

Identity name: Default Identity

Send messages with this identity:
- From: My Signature
- To: username@gator.uhd.edu
- Reply-to: Home (John Smith)
- address@jammedaddress.com

Select this identity when:
- Replying to a message sent to:
  Enter email addresses separated by commas or semicolons

- Replying to a message in folder(s):
  Enter folder names separated by commas or semicolons
Options – Pop Accounts Tab

About POP Accounts

You can retrieve email from your POP email accounts by setting up POP accounts here. To start:

1. Click Add in the bottom of this page.
2. Enter the settings for your POP account.
3. Select a folder to place your messages.
4. Optionally, create a mail identity to customize replies to the POP account messages.

Note: To retrieve mail, click the Get POP Mail button in the folder from step 3.
Click on the “+New Filter” button to create a rule for filtering your mail.
Options – Address Book Tab

Enable auto adding of contacts:  
Use the Global Address List when autocompleting addresses:  

Default contact view:  Contact List  
Number of contacts to display per page:  25  

Import from .CSV:  
Export to .CSV:  

Restore Defaults
Options – Calendar Tab

Initial calendar view: Work Week View
First day of the week: Sunday
Show timezone list in appointment view:
Use the QuickAdd dialog when creating new appointments: checked
Always show the mini-calendar: checked
Number of minutes before an appointment to show reminder: 5

Restore Defaults
# Options – Shortcuts Tab

## Keyboard Shortcuts

### Shortcuts for All Applications

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>q</td>
<td>Switch (&quot;go&quot;) to Mail</td>
</tr>
<tr>
<td>g a</td>
<td>Switch to Contacts (&quot;address book&quot;)</td>
</tr>
<tr>
<td>g c</td>
<td>Switch to Calendar</td>
</tr>
<tr>
<td>g o</td>
<td>Switch to Options</td>
</tr>
<tr>
<td>n</td>
<td>Create a new item (within the current application)</td>
</tr>
<tr>
<td>n m or c</td>
<td>New message (&quot;compose&quot;)</td>
</tr>
<tr>
<td>C</td>
<td>New message in a new window</td>
</tr>
<tr>
<td>n c</td>
<td>New contact</td>
</tr>
<tr>
<td>n a</td>
<td>New appointment</td>
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<tr>
<td>n l</td>
<td>New calendar</td>
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<td>n f</td>
<td>New folder</td>
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<tr>
<td>n t</td>
<td>New tag</td>
</tr>
<tr>
<td>←</td>
<td>Next page of items</td>
</tr>
</tbody>
</table>
Be sure to log off