

# **Email Tips and Techniques #1**

From the IT Department

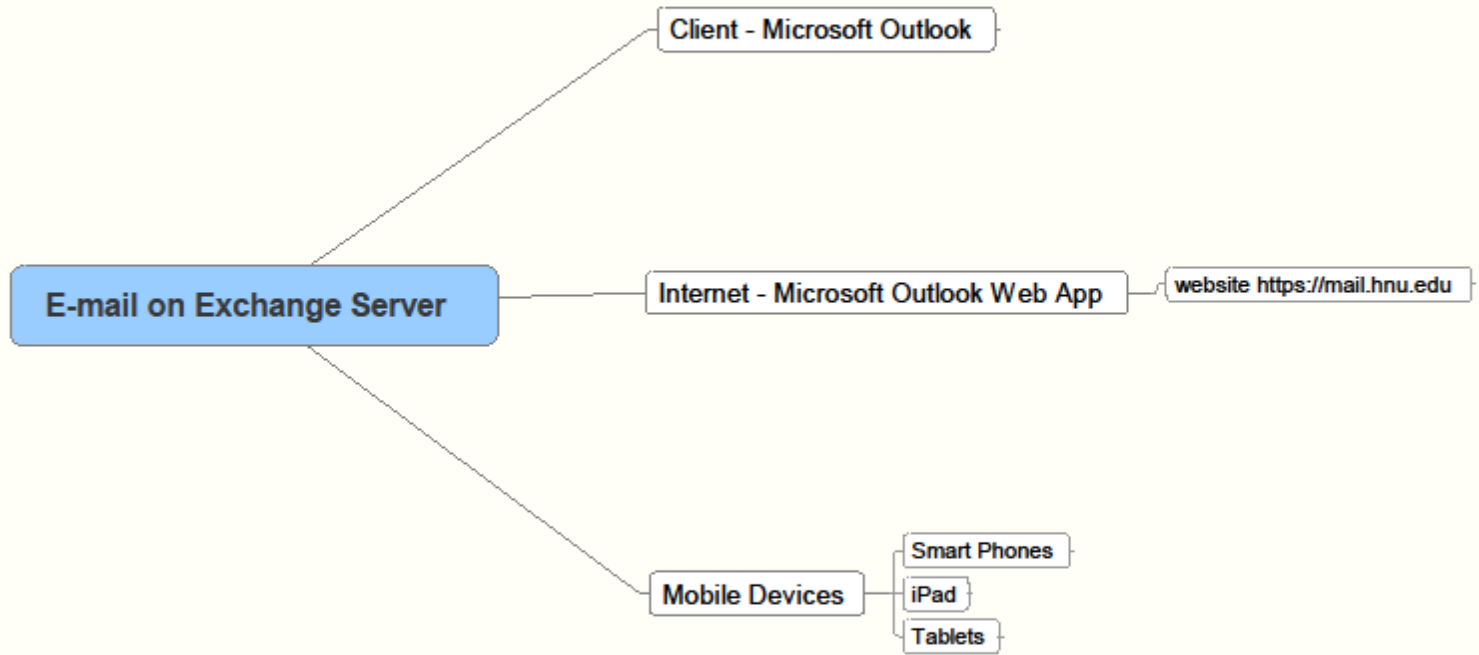
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# Other uses for your Email credentials:

- Network login (log into computers)
  - Access library database from off campus
  - Make copies on the some of the copiers
  - Log into Institutional Research website
  - VPN credentials for off campus access to the network
  - Log into Citrix
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Modes to Access Email





Microsoft®  
**Outlook® Web App**

Security ( [show explanation](#) )

- This is a public or shared computer
- This is a private computer

Use the light version of Outlook Web App

Domain\user name:

Password:

Sign in

Connected to Microsoft Exchange

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- Create new email message CTRL+SHIFT+M
- Check names CTRL+K
- Open Address Book CTRL+SHIFT+B
- Reply to a message CTRL+R
- Mark email as unread CTRL+U
- Remove emails from auto-complete list
- CTRL+ATL+DELETE to change password
- Switch to next message (with message open) CTRL+PERIOD
- Switch to previous message (with message open) CTRL+COMMA
- Sorting by size or person to delete messages

# TIPS

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**Questions?**

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