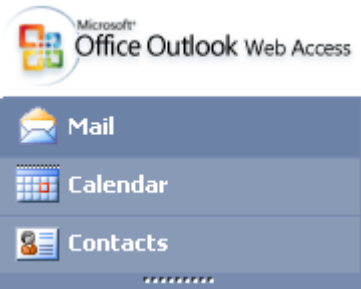


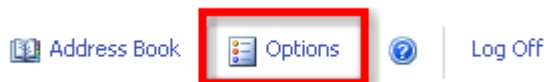
UMmail: E-mail for Web Mail



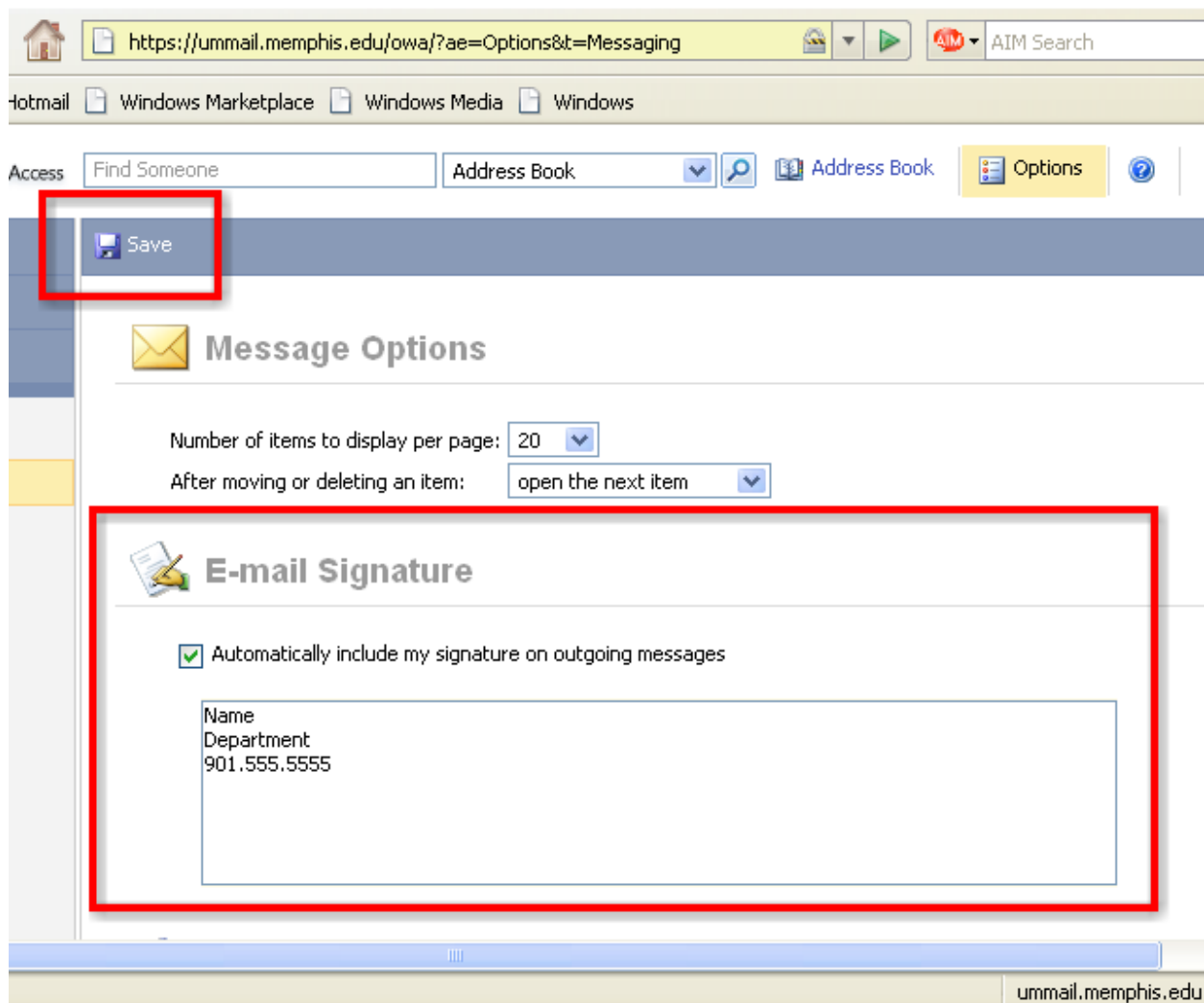
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Create Outgoing E-mail Signature

1. Select **Options** from the top menu bar.

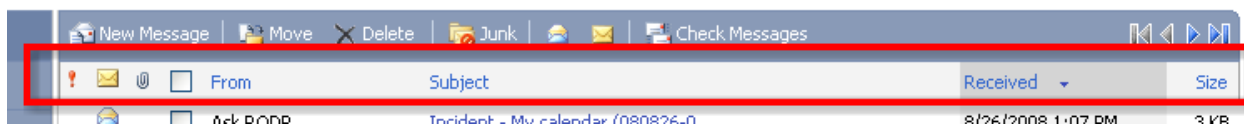


2. Check-mark "Automatically include my signature on outgoing messages"
3. Type a signature.
4. Click **Save**.

A screenshot of the Outlook Web App interface. The browser address bar shows the URL 'https://ummail.memphis.edu/owa/?ae=Options&t=Messaging'. The page title is 'Message Options'. Below the title, there are two dropdown menus: 'Number of items to display per page:' set to '20' and 'After moving or deleting an item:' set to 'open the next item'. The 'E-mail Signature' section is highlighted with a red box. It contains a checked checkbox labeled 'Automatically include my signature on outgoing messages' and a text area with the following signature text:
Name
Department
901.555.5555
At the bottom of the page, the URL 'ummail.memphis.edu' is visible in the footer.

Arrange Your E-mails

1. Click on the heading that you want to arrange your e-mails by.

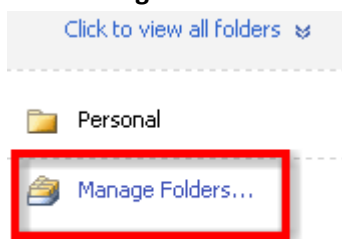


E-mails can be arranged by (Headings listed left to right)

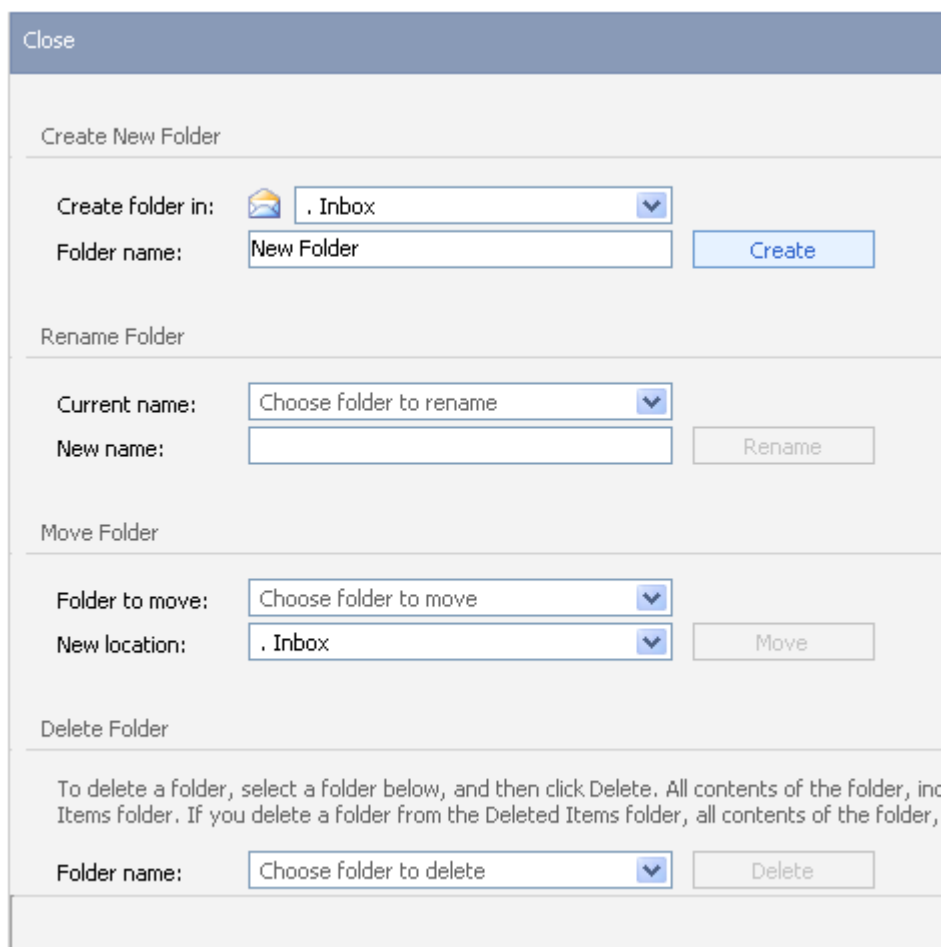
- Importance
- Status
- Attachment
- From
- Subject
- Received
- Size

Create a New E-mail Folder

1. Click **Manage Folders** in the left menu.



2. Select a place to create this folder from the drop-down menu.
3. Type in a name for the folder.
4. Click **Create**.



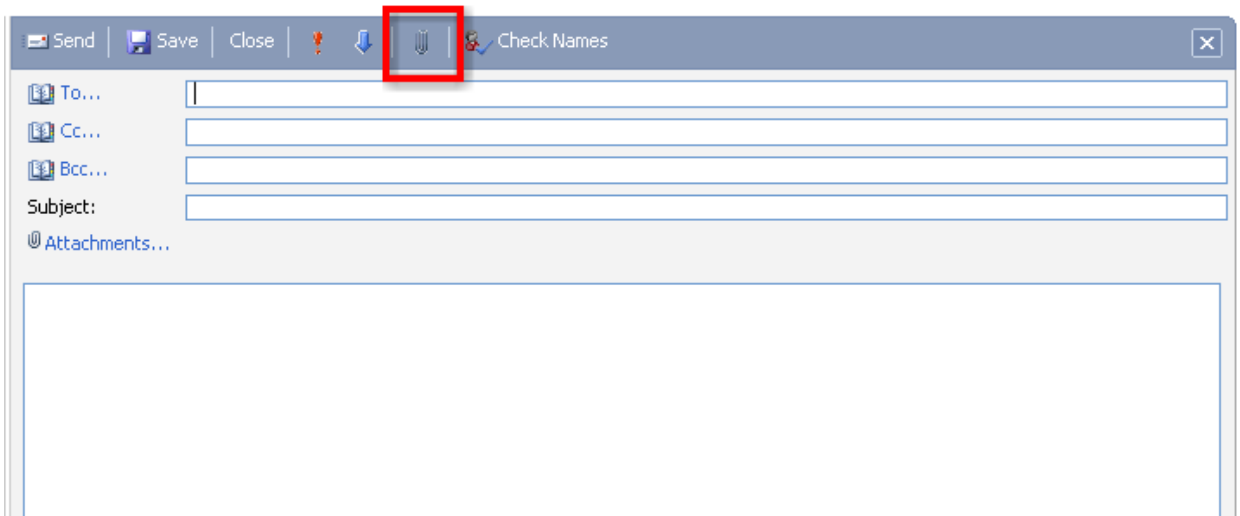
The screenshot shows a dialog box titled "Close" at the top. Below the title bar, there are four sections for folder management:

- Create New Folder:** This section has a "Create folder in:" label followed by a dropdown menu showing ". Inbox". Below that is a "Folder name:" label followed by a text input field containing "New Folder" and a "Create" button.
- Rename Folder:** This section has a "Current name:" label followed by a dropdown menu showing "Choose folder to rename". Below that is a "New name:" label followed by a text input field and a "Rename" button.
- Move Folder:** This section has a "Folder to move:" label followed by a dropdown menu showing "Choose folder to move". Below that is a "New location:" label followed by a dropdown menu showing ". Inbox" and a "Move" button.
- Delete Folder:** This section has a "Folder name:" label followed by a dropdown menu showing "Choose folder to delete" and a "Delete" button.

Below the "Delete Folder" section, there is a paragraph of text: "To delete a folder, select a folder below, and then click Delete. All contents of the folder, including the Deleted Items folder. If you delete a folder from the Deleted Items folder, all contents of the folder, including the Deleted Items folder, will be deleted." Below this text is the "Folder name:" label and dropdown menu for the delete action.

Attach a File to an Outgoing E-mail

1. Click the **Attach File** icon at the top of your outgoing e-mail.



2. Click **Browse**.
3. Locate the file you want to attach.
4. Click **Open**.
5. Click **Attach**.

