

Login

The web address is <http://exchange.umich.edu>. Login with "UMROOT\" before your *unique*name. Your password is your *Active Directory* password.



Set your *Active Directory* password through the *Weblogin* page:
<https://weblogin.umich.edu>.



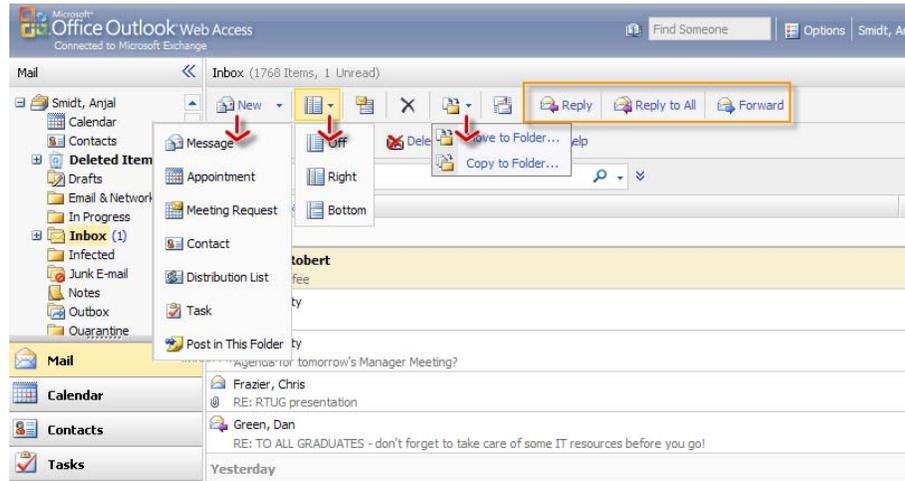
Log in with your unique name and UMICH Kerberos password.



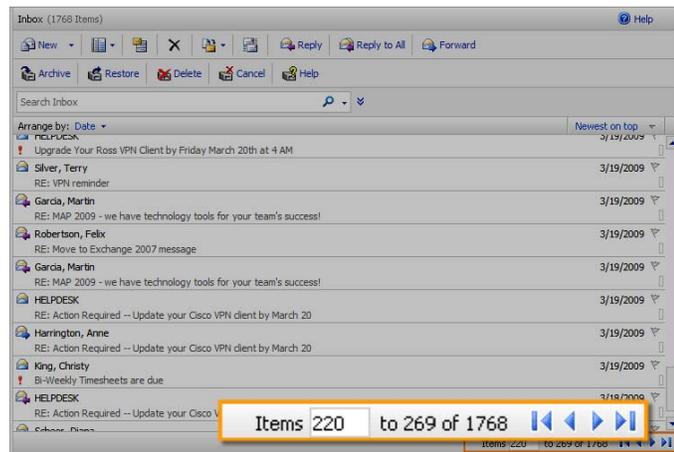
Create your password. A good password should be at least six characters long and contain MIXeD cAsE letters, numbers, and punctuation.

General Overview

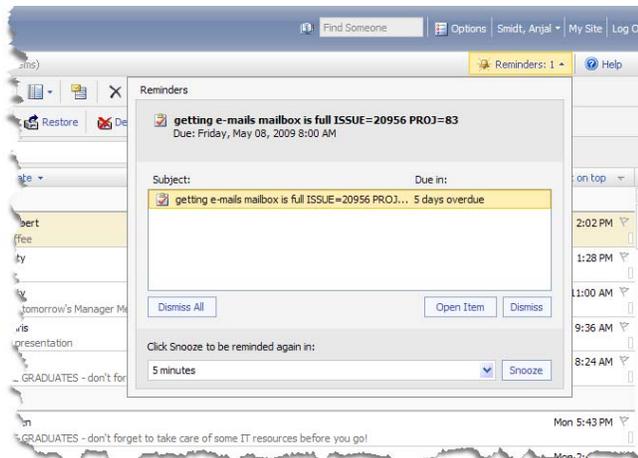
A number of commands are available on the toolbar in the Mail window, such as creating new items, working with mail items and controlling the Reading Pane.



Only a certain amount of messages can be viewed at one time. At the bottom of the Inbox are navigation buttons to move to each page of messages.

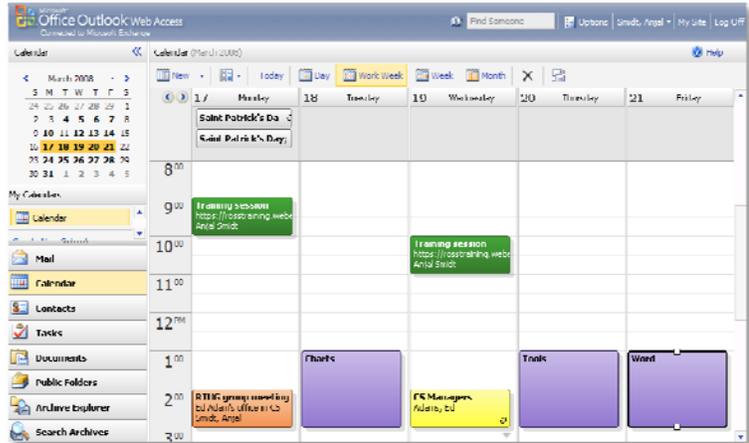


Instead of the pop-up windows, you can view your active *Reminders* from the top menu bar.

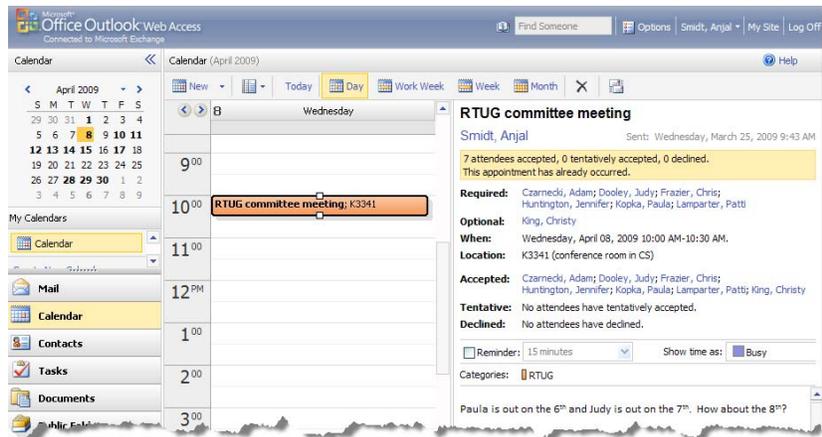


Calendar

Even in a *Week* view, you can see your calendar items in their time slots. You can also use *Categories* to keep them organized.



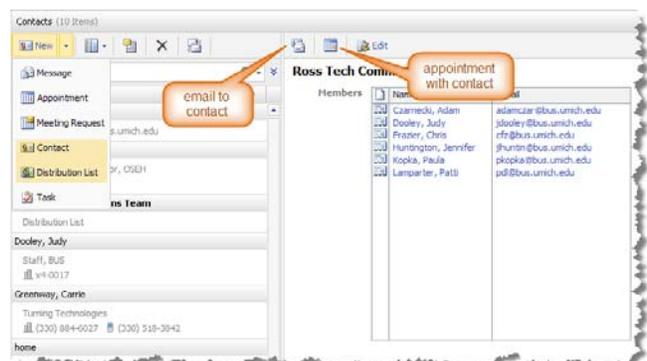
Using the Reading Pane, you can view the details of any appointment.



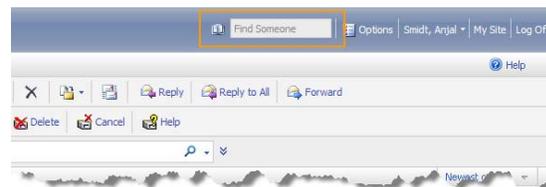
Contacts

You can easily arrange and search your contacts. Use the *Reading Pane* to view the complete details.

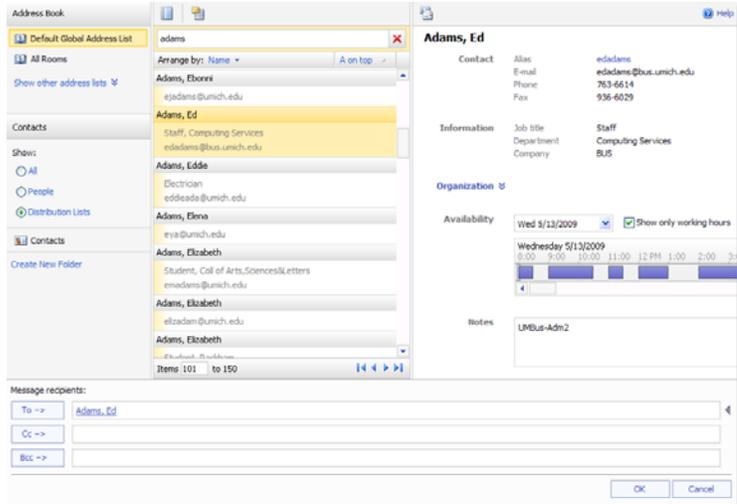
From the toolbar, you can send an email or setup a meeting with the contact.



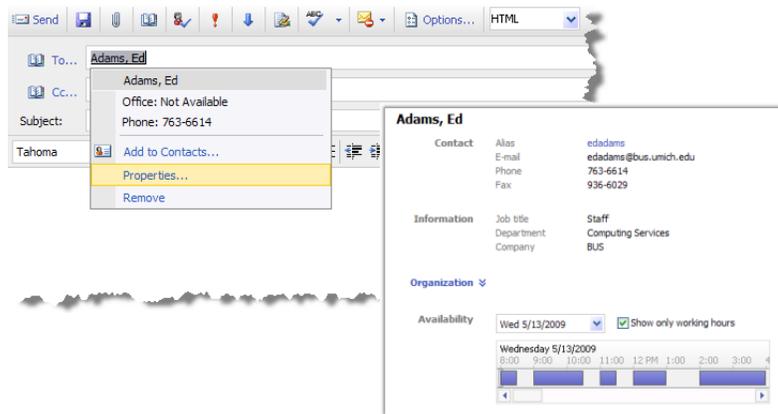
The *Search* field in the top menu bar will search not only your *Contacts* folder, but also the *Global Address List*.



Details about the person can be viewed in the *Reading Pane*. You can also check their availability for scheduling meetings.

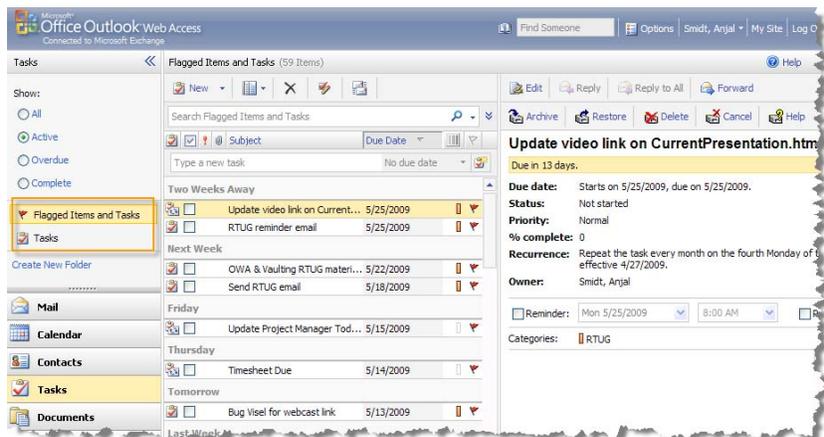


When composing a message, you can view the details of the mail recipient, including availability, by right-clicking the name in the *To...* field, then choosing *Properties*.



Tasks

The *Tasks* folder works like a To-Do list. You can see all of your tasks and emails that you've flagged in one list. Use the *Reading Pane* to see the details of each item.

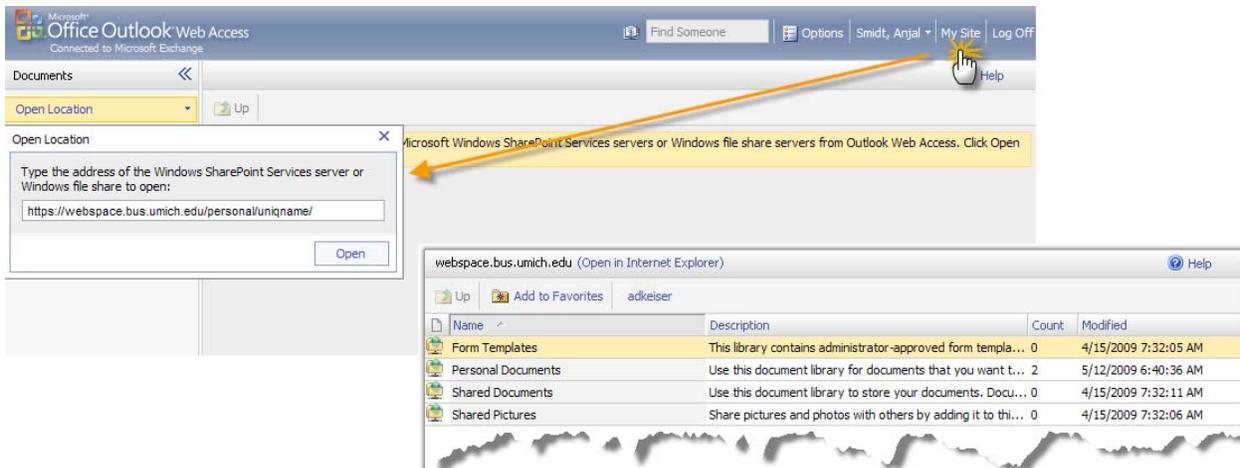


SharePoint My Site

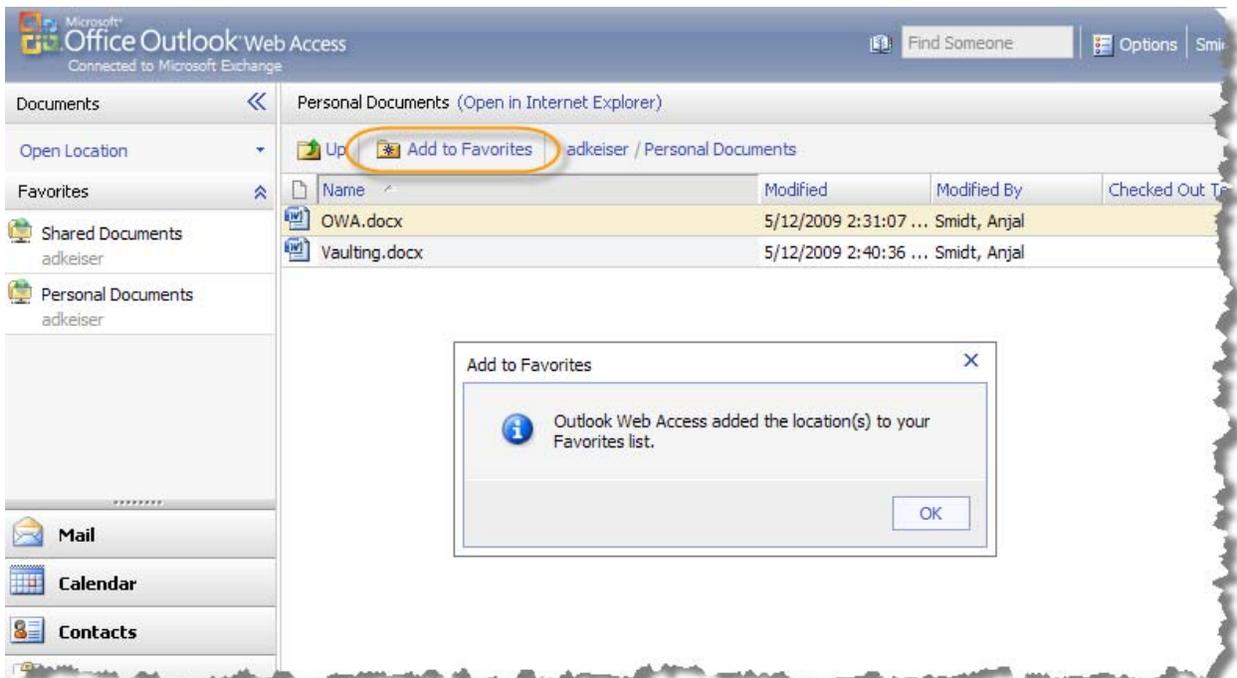
You can connect the documents in your iImpact *My Site* folders into your webmail, so you don't have to have both sites open to work with your documents and emails.

Click *My Site* in the top menu bar. Enter the url for your webspace:

`https://webspace.bus.umich.edu/personal/unique/`

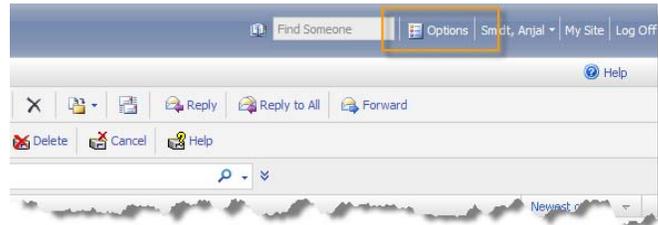


Double-click to open any of the *My Site* folders to view its contents. Click *Add to Favorites* to keep it available anytime you open your webmail.

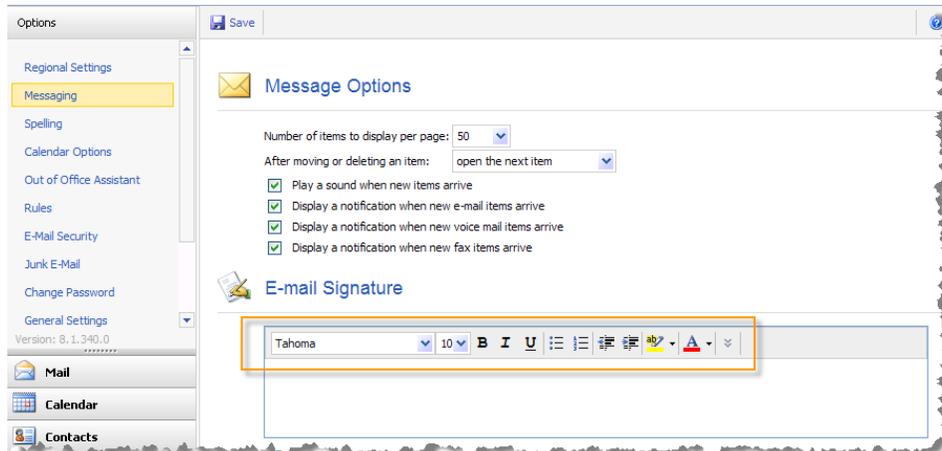


Options

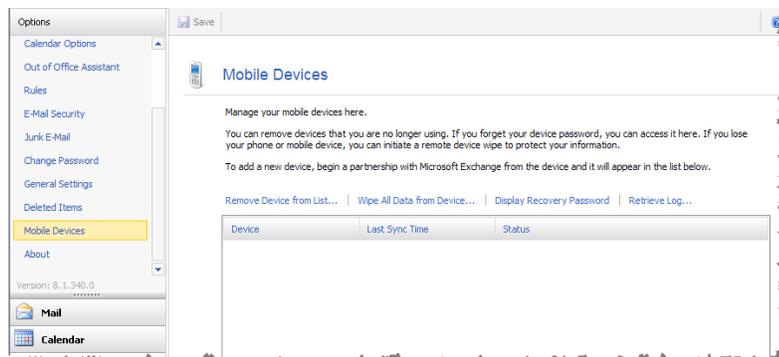
Open a list of *Options* from the top menu toolbar.



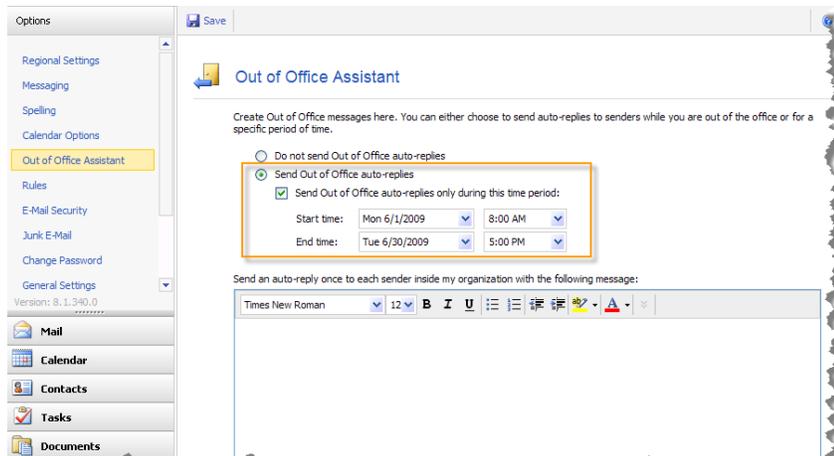
The various options are separated into categories in the *Navigation Page*.



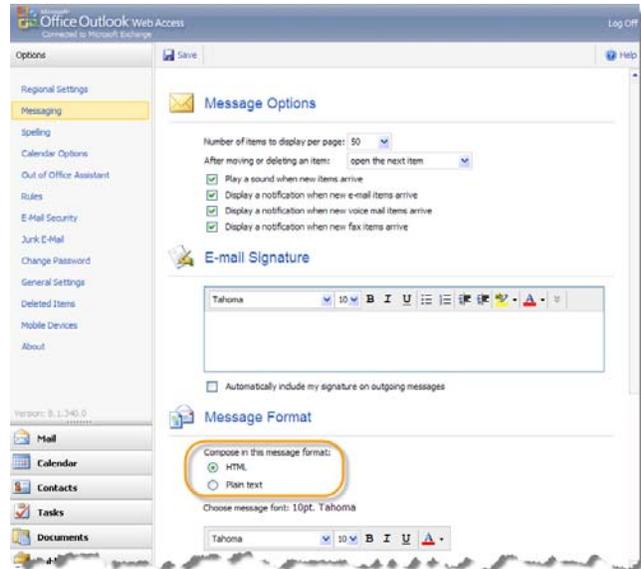
Connect any *Mobile Devices* to your Exchange email account.



The *Out of Office Assistant* allows you to schedule when your message will begin and end. You can set up your vacation message ahead of time so you won't forget!



If you are using *HTML* format for your messages, you can choose font styles for your outgoing messages and your signature.

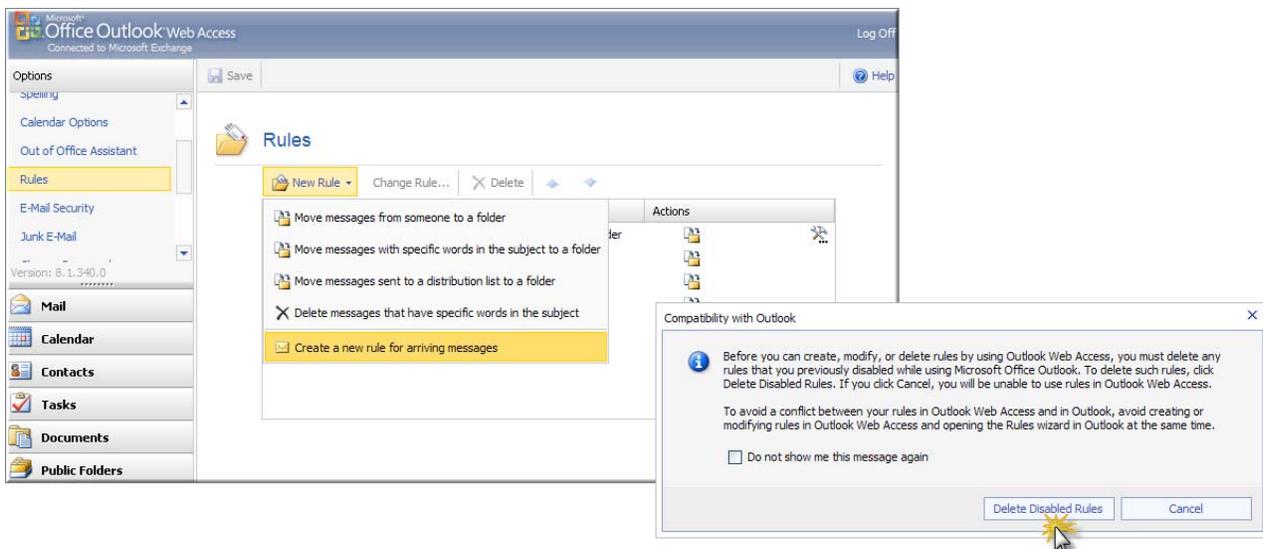


Brightmail

Keep the Junk email out of your Inbox by setting up the *Brightmail Rule*.

Choose *Rules* from the *Options* side menu.

Click the *New Rule* then choose “*Create a new rule for arriving messages*”. A window will open warning about compatibility between rules in webmail and Outlook. Click “*Delete Disabled Rules*”.



Under “*After the message arrives*”, select “*If the message includes specific words...*” then place a check next to “*In the message header*” in the dropdown.

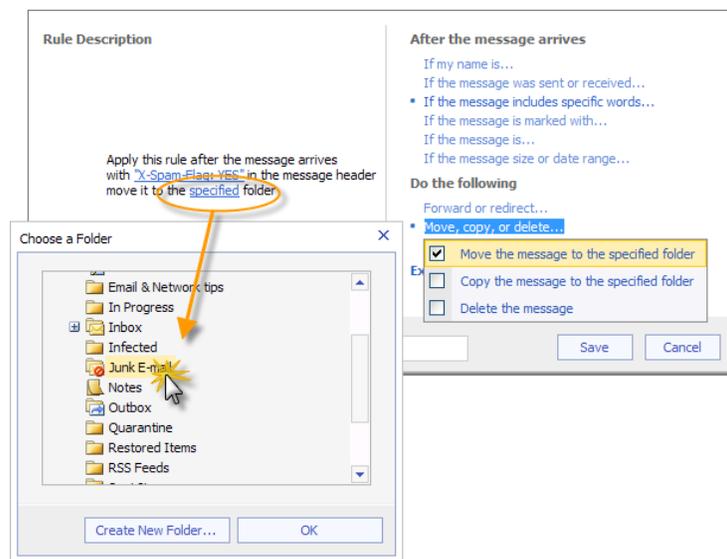
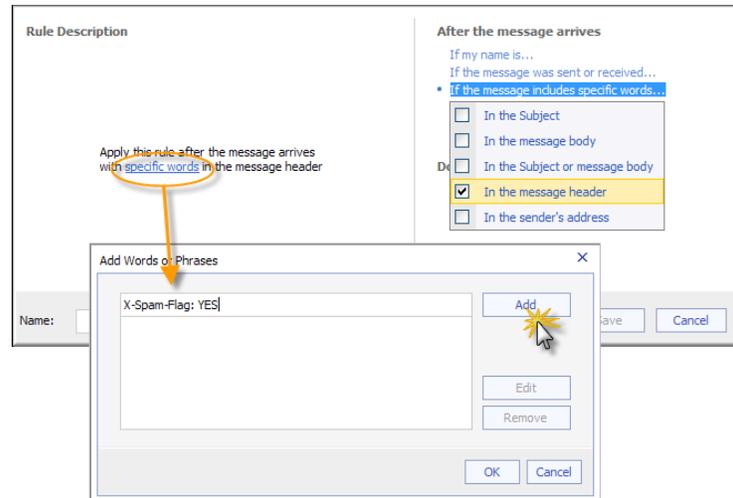
In the *Rule Description*, click “specific words” then type the following phrase EXACTLY as shown:

X-Spam-Flag: YES

Click *Add* then *OK*.

Under “*Do the following*”, select “*Move, copy, or delete...*” and then check “*Move the message to the specified folder*”.

In the *Rule Description*, click “*specified folder*” then select the *Junk E-mail* folder.



Click “*Save*” to complete and enable the Brightmail rule.

