Set up an Email Folder

1. At the lower left corner, make sure you are on Mail
2. Highlight either your name or the Inbox folder (this depends on where you want the new folder) and Right Click
   
   ![Image of email folder setup]

   3. Click on Create New Folder
4. Type in the Folder Name, example History 101 Class
5. Press Enter
Creating a Rule so that all History Class Email will go to the above created folder

1. Options
2. Create an Inbox Rule

3. Click on New
4. Under “When the message arrives, and:”
5. Click on “It was received from”

6. Type in the name of who the emails will be received from, this can include professors and students
7. Highlight my name and email address and Click on the From Button at the bottom
8. You can add one name or many names

9. Click OK
10. Choose “Do the following:”
11. Click on ‘Move the messages to’

12. Click on the history email folder you created

13. Click Save
Create Calendar

1. At the lower left corner, make sure you are on Calendar
2. Highlight either your name or the Inbox folder (this depends on where you want the new folder) and Right Click

6. Click on Create New Calendar
7. Type in the Calendar Name, example: Class Schedule
8. Press Enter
Share your Calendar

1. Check the calendar on the left side you wish to share
2. Click on Share
3. Click on Share This Calendar
4. Type in the Address of who you want to share the Calendar with, such as a professor or fellow student
5. Click the button “All information”
6. Click Send
To view someone’s calendar

1. Click on the Person’s name of the calendar.
Create a Contact Group

1. Click on the button next to Group
2. Use the drop down on New, and click on Group (or contact if you want to add just a contact)

3. Name the Group, example: History
4. Click on Members, and it will show the Global Address for all Sul Ross
5. Type in a name and hit enter
6. Highlight the name and click on Member
7. Follow steps 7 and 8 to enter all members to your group

8. When you are done adding all the people you want in the group, click OK on lower right corner
9. To find the global address book for all faculty, staff, and students for Sul Ross State University, either click on the book next to find someone, or click on the “Find Someone.” Type in the name of the person to locate the email address.
Create and Close a Task

1. At the lower left corner, make sure you are on Task
2. Click on New

3. Create the task, including due dates and the status of the task
4. Click on Save and Close
5. When the task is complete, find the task, and click on Mark Complete