

UIMAIL Training

2021



Helpful Ulmail Resources

- User Guides
- Ulmail Quick Reference Guide
 - www.ui-icon.org



**USER
GUIDE**

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- The IB Subcommittee and United States Department of Labor approved the UImail Project
- Provides secure messaging of sensitive UI information
 - Sends and receives messages via secure mail server
 - Approved users only
 - Password protected
 - Monthly purge

UImail Highlights



UImail Benefits

- Easy to use
- Able to send and receive PII securely to and from other states and within your own state.
- UImail resides on a secure server
- Reduces USPS mailing cost
- Expedites response time compared to USPS

UI-ICON Account

Create New Account:

First Name:

Last Name:

E-mail Address:

Telephone:

Address:

City, State:

ZIP Code:

Secret Question:

Your Answer:

Account Type:

- UImail
- FCCC Exceptions
- Military Account Request
- WIC2
- FCCC Request Record Add/Edit

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Account Creation

- Account must be approved by IPC/FPC

Account Creation

UI-ICON Login

UI-ICON Login:

Login or Website Support: 1-800-327-9250 (Option 2) UI.Support@acs-inc.com

User ID:

Password:

Login

- > Create New Account
- > Upgrade Account
- > Forget password?
- > Need Help?

Logged into UI-ICON

Applications:

- » Web Portal
- » Change Password
- » UImail
- » FCCC Help Desk
- » Drupal Site Admin
- » WIC2 Add/Update
- » FCCC Request Record Add/Edit
- » UI-ICON Info
- » Military-State Data Exchange System -- State Personnel
- » IB8606 Read/Write User
- » CWC 02-12 Admin
- « Logout

UImail Features-Inbox

Folders
Last Refresh:
Tue, 3:14 pm
([Check mail](#))

- INBOX** (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« [Web Portal](#)

Current Folder: **INBOX** [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

[Toggle All](#) Viewing Messages: **1 to 10** (10 total)

Move Selected To:

Transform Selected Messages:

<input type="checkbox"/>	From <input type="checkbox"/>	Date <input type="checkbox"/>	Subject <input type="checkbox"/>
<input type="checkbox"/>	Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/>	kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/>	Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

Frequently used links

Folders
Last Refresh:
Tue, 3:14 pm
([Check mail](#))

- INBOX** (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« [Web Portal](#)

Current Folder: **INBOX** [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

[Toggle All](#) Viewing Messages: **1** to **10** (10 total)

Move Selected To:

Transform Selected Messages:

<input type="checkbox"/> From	<input type="checkbox"/> Date	<input type="checkbox"/> Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

Compose a Message

Current Folder: INBOX [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

[Toggle All](#) Viewing Messages: 1 to 10 (10 total)

Move Selected To: INBOX Transform Selected Messages:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

« [Web Portal](#)

INBOX (1)
Drafts
Sent
Trash (Purge)
Saved Folder

Last Refresh:
Tue, 3:14 pm
([Check mail](#))

Current Folder: INBOX [Sign Out](#)

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To:

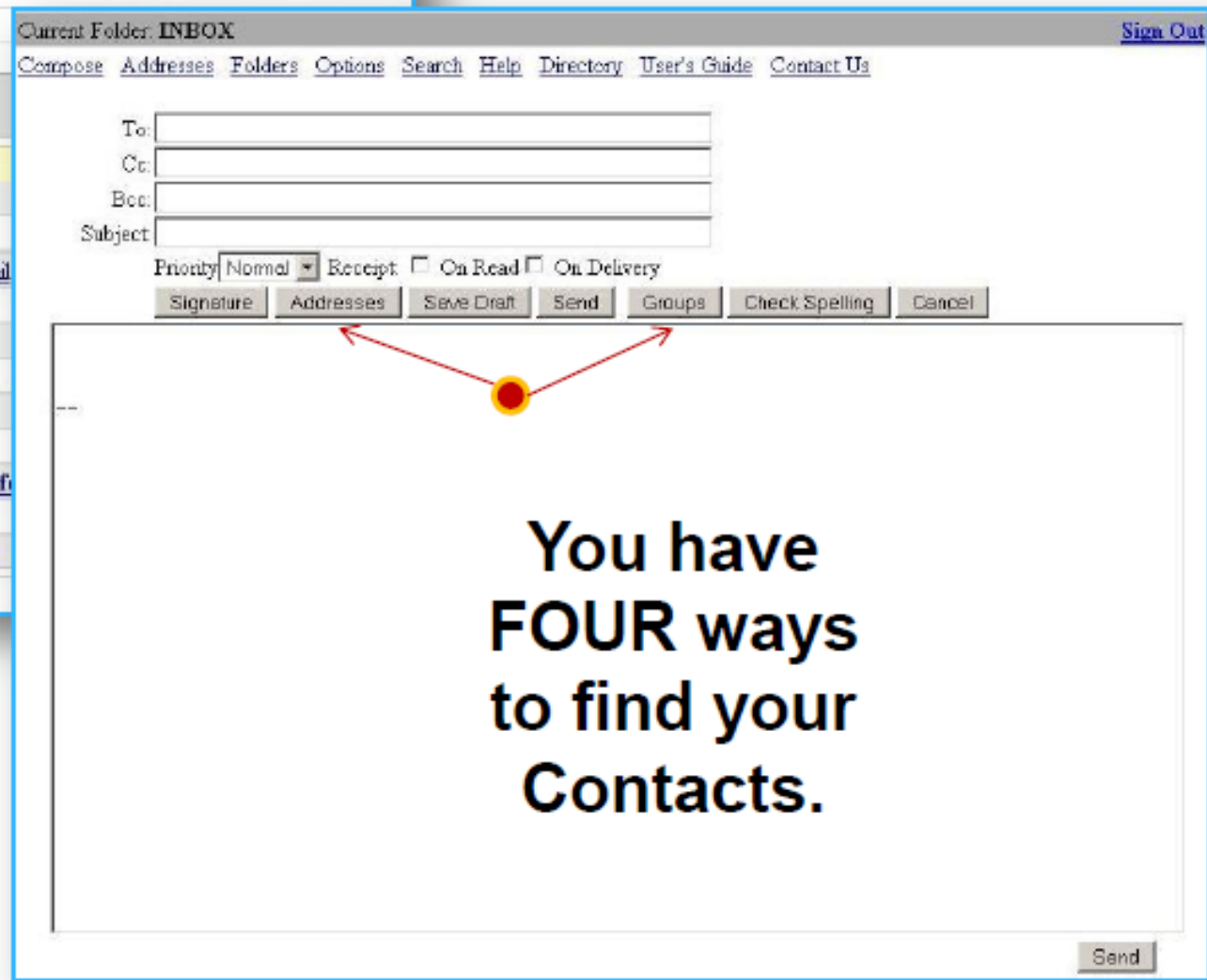
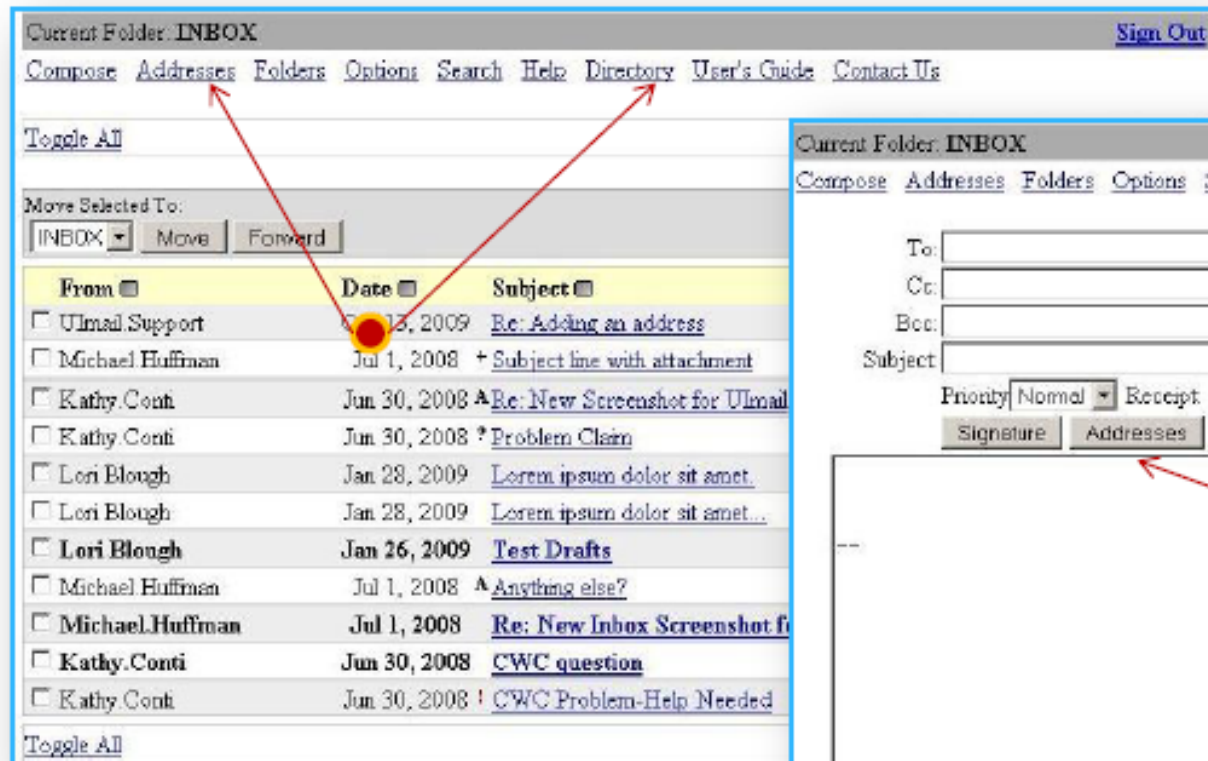
Cc:

Bcc:

Subject:

Priority: Normal

Attach: No file chosen (max. 2 M)



Addresses

Folders
Last Refresh:
Tue, 3:14 pm
(Check mail)

- INBOX (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« Web Portal

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[Toggle All](#) Viewing Messages: 1 to 10 (10 total)

Move Selected To: INBOX Transform Selected Messages:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

Folders
Last Refresh:
Tue, 3:14 pm
(Check mail)

- INBOX (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

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[Add address](#)

Personal address book			
Nickname	Name	E-mail	Info
<input type="checkbox"/> angela.ford@tx.u	Angela Ford	angela.ford@tx.uimail	512-340-4614
<input type="checkbox"/> anthony.turner@c	Anthony Turner	anthony.turner@co.uimail	303-318-9394



Edit



Delete



Compose to
selected person(s)

Addresses Personal Address Book

- Frequently used contacts
- Closed System
- Delete/Edit/Update Contacts
- Nicknames

[Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [User's Guide](#) [Contact Us](#) [User's Guide](#)

[Add address](#)

Personal address book

Nickname ▾	Name □	E-mail □	Info □
<input type="checkbox"/> Amanda	Amanda Gohl	amanda.gohl@ui.ujmail	407-306-4914
<input type="checkbox"/> Benny	Benny Ortiz	bennyortiz@ui.ujmail	407-306-2695
<input type="checkbox"/> Bill	Bill Blough	bill.blough@ui.ujmail	407-306-3922
<input type="checkbox"/> Cynthia	Cynthia Binkley	cynthia.binkley@ui.ujmail	407-306-2695
<input type="checkbox"/> Kathy	Kathy Flynn	kathy.flynn@ui.ujmail	803-753-6644
<input type="checkbox"/> Lorraine Ball@n	Lorraine Ball	lorraine.ball@nyu.ujmail	518-266-8505

Add to Personal address book

Nickname: Must be unique

E-mail address:

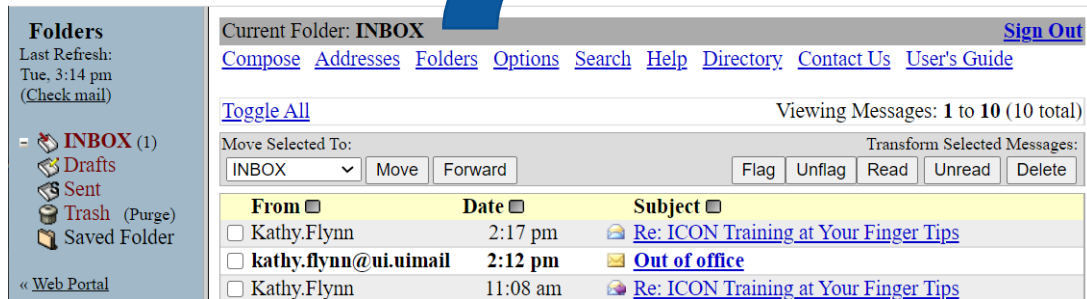
First name:

Last name:

Additional info:

Folders

- Create a new folder or subfolder
- Rename folders
- Delete a folder



Folders
Last Refresh:
Tue, 3:14 pm
(Check mail)

- INBOX (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« Web Portal

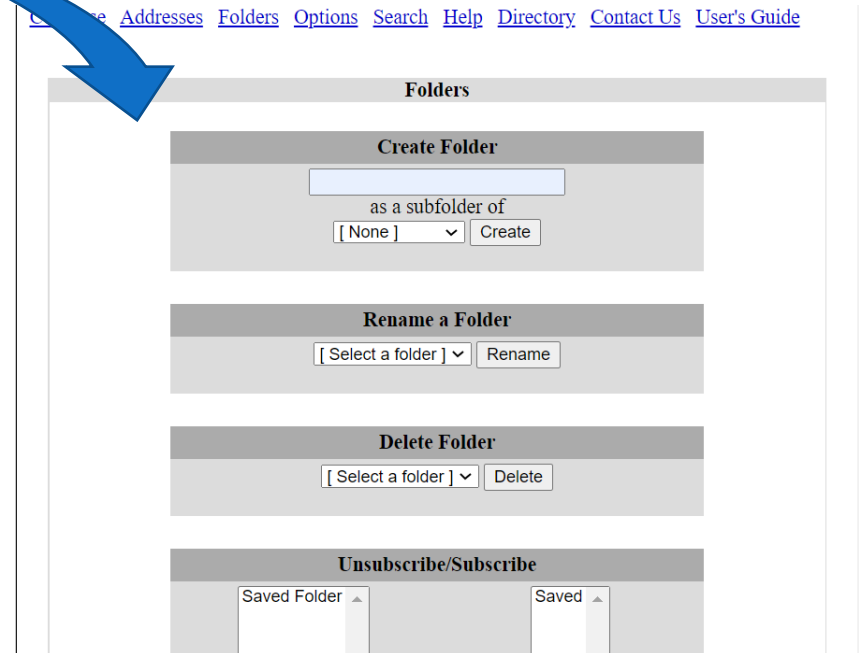
Current Folder: **INBOX** [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

[Toggle All](#) Viewing Messages: **1 to 10** (10 total)

Move Selected To: Transform Selected Messages:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips



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Folders

Create Folder

as a subfolder of

[None]

Rename a Folder

[Select a folder]

Delete Folder

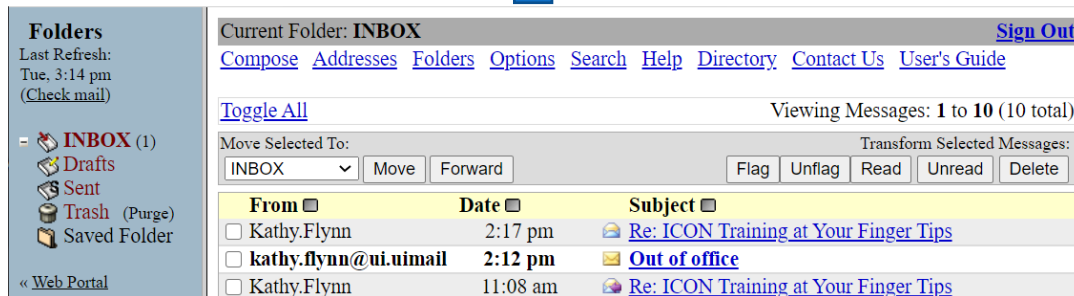
[Select a folder]

Unsubscribe/Subscribe

Saved Folder Saved

Options

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Folders
Last Refresh:
Tue, 3:14 pm
(Check mail)

- INBOX (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« Web Portal

Current Folder: **INBOX** [Sign Out](#)

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[Toggle All](#) Viewing Messages: **1 to 10** (10 total)

Move Selected To: INBOX Transform Selected Messages:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

Options

[Personal Information](#)

This contains personal information about yourself such as your name, your email address, etc.

[Display Preferences](#)

You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.

[Message Highlighting](#)

Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.

[Folder Preferences](#)

These settings change the way your folders are displayed and manipulated.

[Index Order](#)

The order of the message index can be rearranged and changed to contain the headers in any order you want.

[Directory Preferences](#)

These settings control what type of output you will see when you use the Directory link to search Directory Services.

[Archive Settings](#)

These settings allow you to modify the way you archive messages.

[Out of Office](#)

This allows you to set an automatic reply for when you are away.

[SpellChecker Options](#)

Here you may set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.

Search Function



The screenshot displays an email search interface. At the top, a blue arrow points to the 'Current Folder: INBOX' header. Below this is a navigation menu with links for Compose, Addresses, Folders, Options, Search, Help, Directory, User's Guide, Contact Us, and another User's Guide. A 'Sign Out' link is in the top right corner.

The search section is titled 'Search' and includes a 'Current Search' area with a dropdown menu set to 'INBOX', a text input field containing 'Kathy', a 'From' dropdown menu, and a 'Search' button.

The search results are displayed under the heading 'Search Results Folder: INBOX'. A 'Toggle All' link is on the left, and 'Viewing Messages: 1 to 4 (4 total)' is on the right. Below this is a control bar with 'Move Selected To:' (dropdown set to 'INBOX', 'Move', 'Forward' buttons) and 'Transform Selected Messages:' (Flag, Unflag, Read, Unread, Delete buttons).

The results are shown in a table with columns 'From', 'Subject', and 'Date':

From	Subject	Date
<input type="checkbox"/> Kathy.Flynn	Assistance needed	Wed, 11:05 am
<input type="checkbox"/> Kathy.Flynn	Problem w/CWC	Wed, 11:06 am
<input type="checkbox"/> Kathy.Flynn	Question re:CWC	Wed, 11:07 am
<input type="checkbox"/> Kathy.Flynn	Assistance Needed (see attachment)	Wed, 11:10 am

At the bottom right, there is another 'Viewing Messages: 1 to 4 (4 total)' indicator and an 'Archive' button.

Help

Folders
Last Refresh:
Tue, 3:14 pm
(Check mail)

- **INBOX** (1)
- Drafts
- Sent
- Trash (Purge)
- Saved Folder

« Web Portal

Current Folder: **INBOX** [Sign Out](#)
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

[Toggle All](#) Viewing Messages: **1 to 10** (10 total)

Move Selected To: Transform Selected Messages:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips



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Help

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8 - Search

With this useful tool, you can search through a specific folder for given criteria that match against different header fields.

8.1 - General Overview

You simply choose the folder you wish to search, type in the search criteria, and then choose the part of the message to search. When you submit your data, the list of messages will come up below the search form. You can choose the message you wish to view, and read it just like a normal message.

Notice that when you are reading messages and then go into the search section, your currently active folder will be the default to search through. For example, if you were browsing through your "Friends" folder and then click on "Search", "Friends" will already be selected for searching.

8.2 - What to search through

To the left of the input field, you see a drop-down list of places that are possible to search through. This includes: Body, Everywhere, Subject, From, Cc, To.

Body - Searches through the body of the message. This is the main part of the message where the important stuff is located.

Everywhere - This searches everything, including the entire header for the message. Unless you are sure this is what you want, it probably isn't. It can return results that you wouldn't normally expect.

Subject - Searches through the subjects for all the messages.

From - Who the message is from. Note that this might be more than is actually displayed in the folder list. A normal "From" field includes the name AND email address, but SquirrelMail usually only displays the name. If your criteria matches the email address, but it is not displayed, that message will still return as having matched.

To - Who the message was sent to. This can be many addresses, and is not always just one email address.

Cc - Same as "To", except who the message was carbon copied to.

8.3 - Recent Searches If you've enabled this option, the Search page also displays an overview of up to 9 of your most recent searches for quick access. Click on Search next to the listed search to perform it again. With the Save link you can move a search to the Saved Searches which will be kept until you explicitly press Delete. Click Forget to remove a search from the list of recent searches.

[Top](#)

Directory

The screenshot shows an email client interface. On the left is a 'Folders' pane with 'INBOX (1)' selected. The main area shows a list of messages in the 'INBOX' folder. A search window is open on the right, displaying search criteria and results. A large blue arrow points from the message list to the search results window.

Message List:

From	Date	Subject
<input type="checkbox"/> Kathy.Flynn	2:17 pm	Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.tmail	2:12 pm	Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	Re: ICON Training at Your Finger Tips

Search Results:

Last Name	First Name	Post Office Abbreviation	Telephone Number	Email Address	System Group	Address Book
Morris	Cindy	UM	7852212347	cindy.morris@ui.tmail		Add

Search Results

Last Name	First Name	Post Office Abbreviation	Telephone Number	Email Address	System Group	Address Book
Balli	Lorraine	NY	518-266-8505	lorraine.balli@ny.ui.tmail	the FPC group the IPC group the IRORA group	Add
Martone	Michelle	NY	518-457-0206	michelle.martone@ny.ui.tmail	the BPC group	Add
Mccann	Sharon	NY	518-266-8407	sharon.mccann@ny.ui.tmail	the IPC group	Add
Mcnamara	Thomas	NY	518-457-1957	thomas.mcnamara@ny.ui.tmail	the CWC group	Add

Directory

Compose Addresses Folders Options Search Help Directory Contact Us User's Guide [Sign Out](#)

Directory My Groups System Groups

Directory

Search For: Person ▾

Where: Last Name ▾ Contains ▾

Sort By: Last Name ▾

Search



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Directory My Groups System Groups

Directory

Search For: Person ▾

Where: Post Office Abbreviation ▾ Contains ▾ UI

Sort By: Last Name ▾

Search

Search Results

Last Name	First Name	Post Office Abbreviation	Telephone Number	Email Address	Address Book
Binkley	Cynthia	UI	(803)753-6603	cynthia.binkley@ui.ui mail	<input type="button" value="Save"/>
Blough	Lori	UI	407-306-2497	lori.blough@ui.ui mail	<input type="button" value="Save"/>
Blough	Bill	UI	(803) 753-6614	bill.blough@ui.ui mail	<input type="button" value="Save"/>
Byerley	Tom	UI	503-330-9747	tom.byerley@ui.ui mail	<input type="button" value="Save"/>
Eunice	Steve	UI	(803)753-6679	steve.eunice@ui.ui mail	<input type="button" value="Save"/>
Fales	Kimberly	UI	(407)341-8275	kimberlyfales@ui.ui mail	<input type="button" value="Save"/>
Flynn	Kathy	UI	803-753-6644	kathyflynn@ui.ui mail	<input type="button" value="Save"/>

Address Groups

Compose [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#) [Sign Out](#)

[Directory](#) [My Groups](#) [System Groups](#)

Directory

Search For:

Where:

Sort By:

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[Directory](#) [My Groups](#) [System Groups](#)

My Groups

Group Name	Action
Umail Support	Modify Group Name Delete List

[Search & Add New Members](#) | [List My Groups](#)

- My Groups
- System Groups

Folders

Last Refresh:
Tue, 3:14 pm
([Check mail](#))

-  **INBOX** (1)
-  Drafts
-  Sent
-  Trash (Purge)
-  Saved Folder

« [Web Portal](#)

Current Folder: **INBOX**

[Sign Out](#)

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[Toggle All](#)

Viewing Messages: **1 to 10** (10 total)

Move Selected To:

INBOX

Move

Forward

Transform Selected Messages:




Flag

Unflag

Read

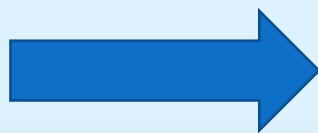
Unread

Delete

From <input type="checkbox"/>	Date <input type="checkbox"/>	Subject <input type="checkbox"/>
<input type="checkbox"/> Kathy.Flynn	2:17 pm	 Re: ICON Training at Your Finger Tips
<input type="checkbox"/> kathy.flynn@ui.uimail	2:12 pm	 Out of office
<input type="checkbox"/> Kathy.Flynn	11:08 am	 Re: ICON Training at Your Finger Tips

Contact Us and User Guides

UImail Features- Folder List



Folders
Last Refresh:
Thu, 11:21 am
([Check mail](#))

- INBOX** (1)
- Drafts
- Sent
- Trash
- Saved Folder

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Current Folder: **INBOX**

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[Toggle All](#)

Move Selected To:

<input type="checkbox"/>	From	Date	
<input type="checkbox"/>	Kathy.Flynn	Feb 23, 2021	
<input type="checkbox"/>	kathy.flynn@ui.uimail	Feb 23, 2021	
<input type="checkbox"/>	Kathy.Flynn	Feb 23, 2021	
<input type="checkbox"/>	kathy.flynn@ui.uimail	Feb 23, 2021	
<input type="checkbox"/>	Kathy.Flynn	Feb 22, 2021	
<input type="checkbox"/>	Charles.Spivey	Feb 19, 2021	
<input type="checkbox"/>	Victor.Ekwelundu	Feb 18, 2021	
<input type="checkbox"/>	Paula.Hobdy	Feb 18, 2021	
<input type="checkbox"/>	Nathan.Valdez	Feb 12, 2021	
<input type="checkbox"/>	Matthew.Carman	Feb 2, 2021	

[Toggle All](#)

Create Folder

as a subfolder of

[None] ▾

Rename a Folder

No folders found

Delete Folder

No folders found

Unsubscribe / Subscribe

Folders

- Create a New Folder
- Rename a Folder
- Delete a Folder

Move Items to a Folder

Move Selected To:

Pending ▼ Move Forward

INBOX
Drafts
Sent
Trash
Pending

Web Portal

	Date	Subject
<input type="checkbox"/> Delivery System	9:13 am	Mail delivery failed: returning me
<input type="checkbox"/> [Redacted]	Aug 5, 2014	Re: additional proof
<input type="checkbox"/> [Redacted]	Jul 31, 2014	Re: additional proof
<input type="checkbox"/> [Redacted]	Jul 31, 2014	Re: additional proof
<input type="checkbox"/> [Redacted]	Jul 30, 2014	Re: additional proof
<input type="checkbox"/> [Redacted]	Jul 30, 2014	additional proof
<input type="checkbox"/> [Redacted]	Jul 29, 2014	I'm no longer with KY CWC
<input type="checkbox"/> [Redacted]	Jul 18, 2014	No more UI Mail to me
<input type="checkbox"/> no.reply@ui.uimail	Jul 14, 2014	Upcoming UImail message purge

Signature



ent Folder: INBOX

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To:

Cc:

Bcc:

Subject:

Priority Receipt: On Read On Delivery



Addresses

To:

Cc:

Bcc:

Subject:

Priority: Receipt: On Read On Delivery



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Address Book Search

Search for in

All	All	All	Name	E-mail	Info	Source
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cindy.Morris	cindy.morris@um.uimail	7852212347	Directory

Save Draft and Auto Save

Current Folder: **INBOX**

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To:

Cc:

Bcc:


Subject:

Priority On Read On Delivery

To:
Cc:
Bcc:
Subject:

Priority Receipt: On Read On Delivery

Spell Check



Line with an error:

The quick brown fox *jemped* over the lazy dog.

Error: Suggestions:
Change to: Occurs times:

Priority Box

Current Folder: **INBOX**

[Sign Out](#)

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To:

Cc:

Bcc:

Subject:

Priority Receipt: On Read On Delivery

Signature

Addresses

Save Draft

Send

Groups

Check Spelling

Cancel



Attachments

Folder: **INBOX**

[e](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

To:

Cc:

Bcc:

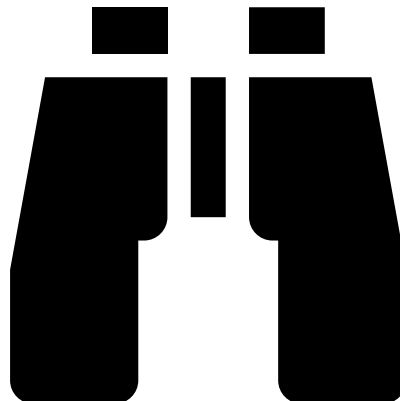
Subject:

Priority Receipt: On Read On Delivery

Attach: No file chosen

(max. 10 M)

View Message



Current Folder: **INBOX** [Sign Out](#)
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

Toggle All Viewing Messages: 1 to 12 (12 total)

Move Selected To: [INBOX](#) [Move](#) [Forward](#) Transform Selected Messages: [Flag](#) [Unflag](#) [Read](#) [Unread](#) [Delete](#)

From	Date	Subject
	10:40 am	Re: additional proof: Are you adding additional requ...
	10:28 am	Re: additional proof: Are you adding additional requ...
	Wed, 12:28 pm	Re: additional proof: Are you adding additional requ...
	Wed, 12:27 pm	Re: additional proof: Are you adding requirements to ...
	Wed, 11:58 am	Re: additional proof
no.reply@ui.uimail	Aug 14, 2014	Upcoming UImail message purge
	Aug 5, 2014	Re: additional proof
	Jul 31, 2014	Re: additional proof
	Jul 31, 2014	Re: additional proof
	Jul 30, 2014	Re: additional proof
	Jul 30, 2014	additional proof
	Jul 29, 2014	I'm no longer with KY CWC

Toggle All Viewing Messages: 1 to 12 (12 total)

Current Folder: **INBOX** [Sign Out](#)
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [User's Guide](#) [Contact Us](#) [User's Guide](#)

[Message List](#) | [Delete](#) [Previous](#) | [Next](#) [Forward](#) | [Forward as Attachment](#) | [Reply](#) | [Reply All](#)

Subject: Assistance needed
From: "Kathy.Flynn" <kathy.flynn@ui.uimail>
Date: Wed, April 25, 2012 11:05 am
To: "Lori Blough" <lori.blough@ui.uimail>
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)



View Attachments



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Subject: attachment test
From: 'Michael Huffman' <michael.huffman@fl.ymail>
Date: Mon, September 17, 2007 1:39 pm
To: amanda.gold@fl.ymail ([more](#))
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

this is a test of attachments.

Attachments:

90008840@100.jpg	7.1k	[image/jpeg]	Download View
----------------------------------	------	--------------	---



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Viewing an image attachment - [View message](#)
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Reply , Forward, Delete

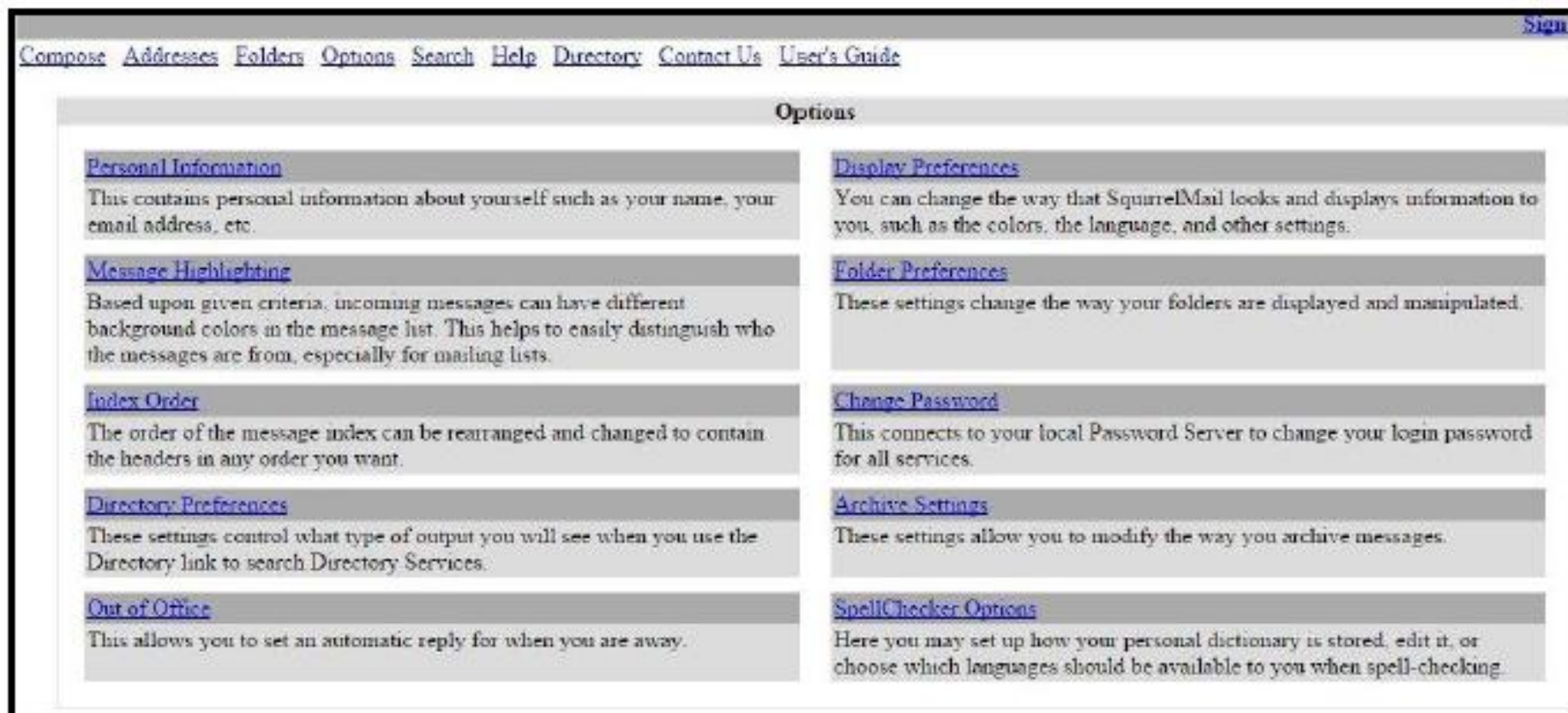
Current Folder: **INBOX** [Sign Out](#)

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[Message List](#) | [Delete](#) [Previous](#) | [Next](#) [Forward](#) | [Forward as Attachment](#) | [Reply](#) | [Reply All](#)

Subject: Assistance needed
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Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

Options Menu/More Detail



The screenshot shows the SquirrelMail Options menu. At the top, there is a navigation bar with links: [Compose](#), [Addresses](#), [Folders](#), [Options](#), [Search](#), [Help](#), [Directory](#), [Contact Us](#), and [User's Guide](#). A [Sign](#) link is located in the top right corner. The main content area is titled "Options" and is divided into two columns of settings, each with a title and a description:

Options	
<p>Personal Information This contains personal information about yourself such as your name, your email address, etc.</p>	<p>Display Preferences You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.</p>
<p>Message Highlighting Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.</p>	<p>Folder Preferences These settings change the way your folders are displayed and manipulated.</p>
<p>Index Order The order of the message index can be rearranged and changed to contain the headers in any order you want.</p>	<p>Change Password This connects to your local Password Server to change your login password for all services.</p>
<p>Directory Preferences These settings control what type of output you will see when you use the Directory link to search Directory Services.</p>	<p>Archive Settings These settings allow you to modify the way you archive messages.</p>
<p>Out of Office This allows you to set an automatic reply for when you are away.</p>	<p>SpellChecker Options Here you may set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.</p>

Options Menu

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [Contact Us](#) [User's Guide](#)

Options - Personal Information

Name and Address Options

Full Name: Cindy.Morris
E-mail Address: cindy.morris@um.uimail
Reply To: cindy.morris@um.uimail

Signature:

Timezone Options

Your current timezone:

Reply Citation Options

Reply Citation Style:


User-Defined Citation Start:

User-Defined Citation End:

Signature Options

Use Signature:

Prefix Signature with '--' Line:



Folder Preferences

Options - Folder Preferences

Special Folder Options

Trash Folder: ▾

Draft Folder: ▾

Sent Folder: ▾

Folder List Options

Location of Folder List: ▾

Width of Folder List: ▾

Auto Refresh Folder List: ▾

Enable Unread Message Notification: ▾

Unread Message Notification Type: ▾

Enable Collapsible Folders:

Enable Cumulative Unread Message Notification:

Show Clock on Folders Panel: ▾

Hour Format: ▾

Memory Search: ▾

Folder Selection Options

Selection List Style: ▾

Submit

Index Order

Options - Index Order

The index order is the order that the columns are arranged in the message index. You can add, remove, and move columns around to customize them to fit your needs.

[up](#) | [down](#) | [remove](#) - Checkbox

[up](#) | [down](#) | [remove](#) - From

[up](#) | [down](#) | [remove](#) - Date

[up](#) | [down](#) | [remove](#) - Flags

[up](#) | [down](#) | - Subject

Size ▾ Add

[Return to options page](#)

Change Password

[Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#) [User's Guide](#) [Contact Us](#) [User's Guide](#)

Change Password

Old Password:

New Password:

Verify New Password:

The new password you choose must be at least 8 characters in length,
and contain 3 out of 4 of the following types of
characters: uppercase, lowercase, numbers, punctuation.

Passwords expire after 60 days.
Your next password change will be on (or after) 06/18/2012.

Directory Preferences

Options - Directory Preferences

Output types can be:

One Table

One big table with one row per record found and each selected attribute as a separate column.

Multiple Tables

One table per record found with 2 columns for each table. One column contains attribute names and the 2nd column shows values for each attribute. This format is best if you have many attributes selected or if the values for some of the attributes you have selected can be very long with no spaces (like labeledurl).

Select Output Type:

Select Displayed Fields

- Last Name
- First Name
- Post Office Abbreviation
- Telephone Number
- Email Address
- System Group

Archive Settings Options

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Format Emails as: ▼

Save Attachments: Yes No

EML Messages Options

Compress Type: ▼

Email Filename: ▼

Out of Office

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Options - Out of Office

Out of Office Status

Auto-reply is Enabled Disabled

Out of Office Message

Auto-reply message is

Note: If you leave the message box empty, a message will be automatically generated for you.

Spell Checker Option

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Edit your Personal Dictionary

Please check any words you wish to delete from your dictionary.

English dictionary

UI IB Umail

[Back to "SpellChecker Options" page](#)

Help Function

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Help

Table of Contents

1. [Introduction to SquirrelMail](#)
SquirrelMail provides a way of checking your E-Mail over the World Wide Web.
2. [Message Index](#)
The name may sound complex, but this is just the list of email messages that are in a particular folder.
3. [Reading an email message](#)
The ability to read an email message is one of the most basic features of any email client. However, SquirrelMail has quite a few features for while you are reading messages. This explains what they all do.
4. [Compose](#)
With this feature, you can send messages to different people from within SquirrelMail.
5. [Addresses](#)
Address books can save a lot of time and typing. You can put the addresses of people you write most often in them, and reuse them over and over.
6. [Folders](#)
You can store messages in different folders. This is especially useful if you have a lot of email and want to keep it organized. The folders option allows manipulation of your folders.
7. [Options](#)
You can customize the way that SquirrelMail looks and responds to you by setting different options in this section.
8. [Search](#)
Searches through a folder for given criteria.
9. [Frequently Asked Questions](#)
Often people have the same questions that have been asked many times before. This is a list of commonly asked questions and answers.



CONTACT US

Contact Information

- UI-CON Help Desk
 - ui.support@conduent.com
 - 1-800-327-9250 (Option 2)
- Paula [Hobdy](#)
 - Paula.Hobdy@conduent.com
- Cindy [Morris](#)
 - cmorris@naswa.com