


HOW TO ACCESS YOUR EMAIL THROUGH THE WEB

To access your UC Davis Office365 email via a web interface instead of via a mail reader such as Outlook, go to the below website and log on using **your full UCD email address as the user name** along with your Kerberos passphrase.

<http://365.ucdavis.edu/>



You can also use <http://nutrition.ucdavis.edu/email> to access your mail (this will redirect to the above). Note that if you try to bookmark or favorite the above website address after you log on, you will encounter problems logging on in the future (the website address changes after you log on).

- **CREATE A NEW MESSAGE** - To create a new message use the new mail icon in the upper left. 
- **CREATE NEW FOLDERS** - To create new folders right click on the top of your mail tree on the left and go to create new folder.
- **ADD ATTACHMENTS** - To add an attachment to a new message click on the link to “Insert” next to the paperclip icon at the top of the email
- **MOVE MESSAGES OR FOLDERS** - To move messages into folders you can click and drag/drop them or right click on the message and go to move.
- **ACCESS ATTACHMENTS** - To view or download an attachment, click on the attachment icon at the top of the email and select to either open or download it.

HOW TO CONFIGURE MAIL READER APPLICATIONS & MOBILE DEVICES

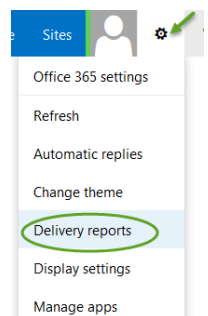
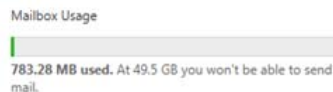
Departmental IT staff will help you configure Outlook (or alternate mail reader app) on your desktop as well as any phones, tablets, and laptops you have available for your migration appointment. If you have any other devices you would like to configure on your own, please reference the below IT Express articles:

<http://tinyurl.com/ucd365kb>

HOW TO CHECK YOUR QUOTA

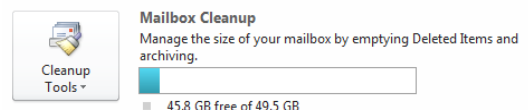
VIA WEB INTERFACE:

- **Log on at** <http://365.ucdavis.edu/> .Click on the gear in the upper right and go to Delivery reports.
- On the left side menu under Options select account. Your quota will appear in the middle of the screen as shown below.



VIA OUTLOOK:

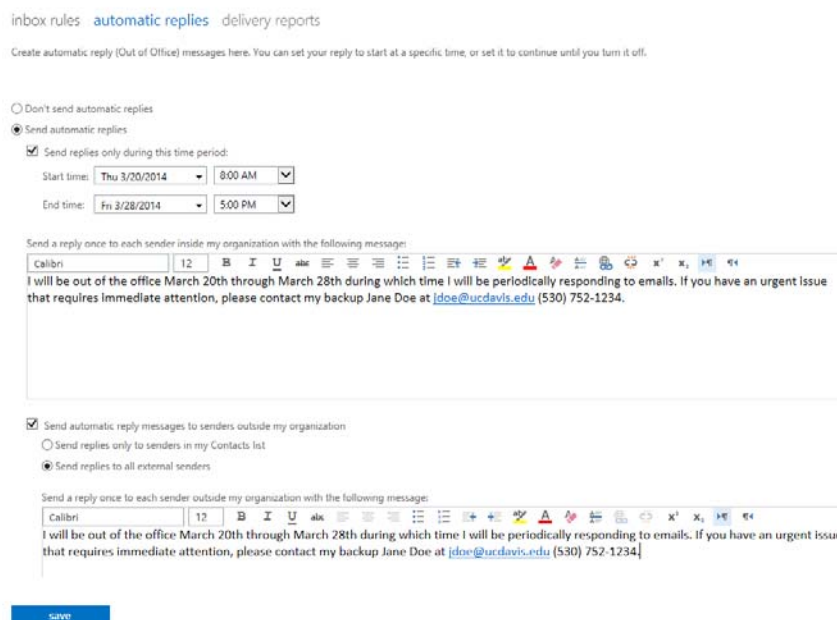
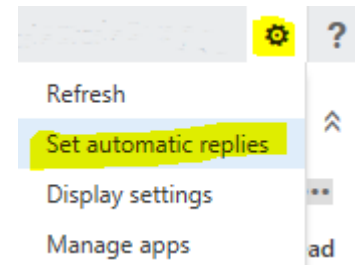
- Open Outlook. Click on File in the upper left and near the bottom next to Mailbox Cleanup it will show how much space you have. Note you now have a 50GB quota.



HOW TO SET AUTOMATIC REPLIES

VIA WEB INTERFACE:

- Log on at <http://365.ucdavis.edu>
- Click on the gear icon in the upper right and go to “Set automatic replies”
- You can set automatic replies to only go to UC Davis folks and you can also have the same or different automatic reply message go out to all users who email you. I recommend you type your auto-reply in the top box for senders inside your organization and then just copy/paste it to the lower box for senders outside your organization.
- Set the start and end date/time for sending the message. This way you don’t have to remember to remove the auto-reply when you get back to the office.
- Click on Save when done.



VIA OUTLOOK:

- Open Outlook. Click on File in the upper left and select the option for “Automatic Replies (Out of Office)”



Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

- Select Send automatic replies, the start and end date, and enter your messages for Inside My Organization (UCD senders) and Outside my Organization (non-UCD senders) and click on OK.

