



L.E.T.S Talk!

Helpful Tips and Techniques

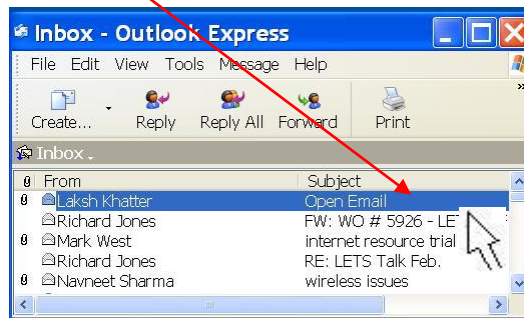
February 2007



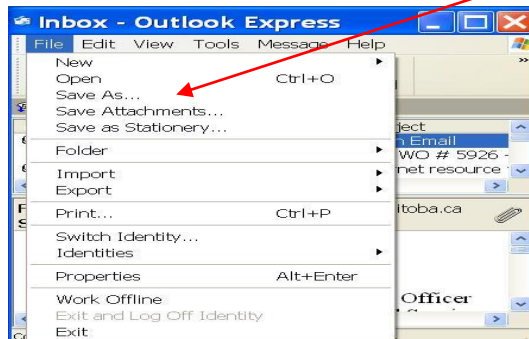
This newsletter aims to help you find better and more effective ways of using technology.

This issue's topic: How to save your email attachments & setting up vacation messages.

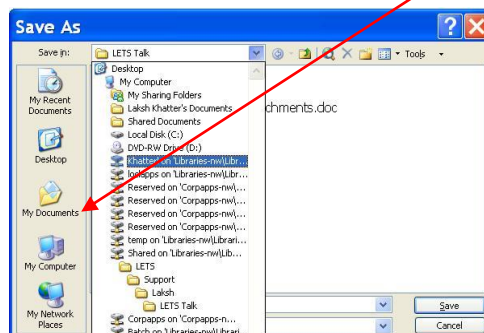
1. Create a folder named "Emails" inside your "H:\My Documents" folder.
2. Launch Outlook Express & open the email that has a large attachment by double clicking on the email.



3. Once the email is opened, click "File" → "Save As".



4. Select the proper location: "My Documents".



5. Then select "Emails" folder by double clicking it.
6. Save the file there. It will be saved as an .eml extension.
7. Now delete the email if you no longer need it.

Note: You can open the email anytime by going to the "Emails" folder and double clicking the file.

How to create an email vacation message

1. Go to www.umanitoba.ca/webmail.
2. Click on "Mail Account Tools" on the left-hand side of the screen.



3. Click on "Basic".
 - Display your current available quota
 - Set up e-mail forwarding
 - Set up automatic responses (vacation messages) to incoming e-mail
 - Change your ACN (CC) Mail Account System password



4. Login with your email userid and password. If you have forgotten your email password then you must contact Shirley Hares at 9788 to get a new password. **Please note**, if you get a new password, then you will have to update Outlook Express with your new password or you will not be able to send or receive emails. Please contact the LETS helpdesk if you require assistance with this process.

5. Click on "Set a vacation message".

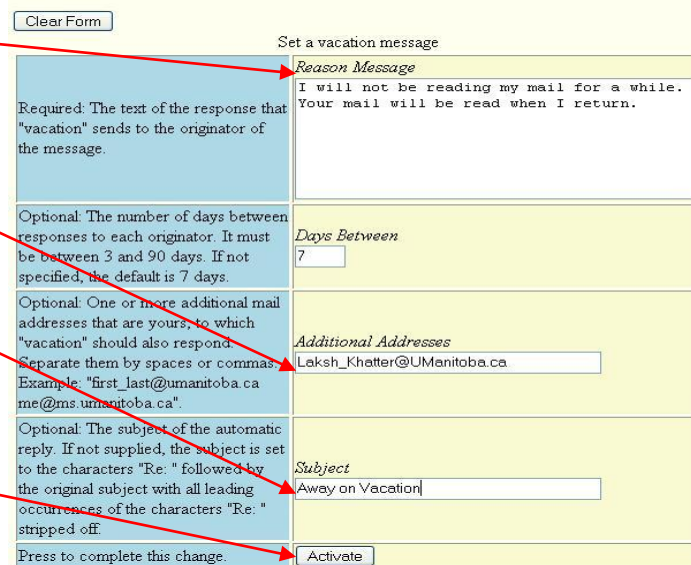
Basic Mail Account Management

Basic Functions

[Forward your mail](#) [Set a vacation message](#) [Leaving permanently](#)
[Resume normal mail delivery](#) [Change your password](#) [Log out completely](#)

6. Enter the message you would like the senders to see. This message will automatically be sent back to the senders upon receiving an email from them.

Set a vacation message



7. Enter your email alias (e.g. `fistname_lastname@umanitoba.ca`) in "Additional Address" box. Otherwise emails sent to your alias will not receive an auto vacation message.

8. Enter the "Subject" of the auto response email.

9. Make sure you click the "Activate" button.

10. When you return from your time off, follow steps 1-4, and click on "Resume normal mail delivery" and then "Activate" to remove the vacation message. This must be done otherwise senders will continue to receive the vacation message you set up.

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