

Helpful Hints about Gee-Mail Web Interface –

- 1) **Delete Multiple Emails** – Holding down the Shift key will highlight multiple messages. If you want to pick two or more messages that are not one right after the other, hold down the Ctrl key and click on the second message.
- 2) **Preview Pane** – want to get rid of the preview pane? Click on Preferences located in the bottom left corner. In the first section, “General User Settings,” uncheck the check box for “Show Message Preview Pane.”
- 3) **Change Password** – Select Preferences. The second section will be “Change Password.” Just type in your desired password and click “Save” at the top.
- 4) **Out of the Office** – you can create Auto Responders for things such as being on vacation. A message will be automatically sent when someone emails you informing them of you being out of the office.
- 5) **Rules** – You can create rules to move emails to a folder you create or to delete them. One option for using rules is to delete messages that contain words associated with Spam. Select Rules and “New”. Name the rule and click “Add.” On the next screen, select the “Where,” “Comparison,” and type in what you want it to “Search” for in the box. Then, click “Save and Close” at the top.