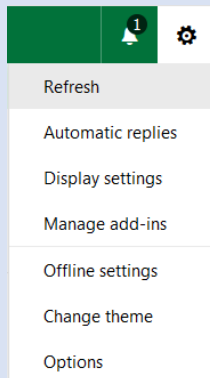


Weekly Tech Tip: ENMU Web Email Feature highlights

ENMU Staff and Students can access their email on the Portal Homepage under the Launchpad.

Here are some utilities within the browser email to enhance your experience, accessible from the gear icon in the upper right hand corner, as well as some best practices.



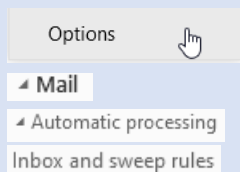
You can set automatic replies for periods you will be unavailable for, such as meetings, vacations, etc.

Automatic replies

If you are using Automatic replies, make sure that the below is unchecked. This helps the university stay more secure, so we appreciate you doing your part to keep ENMU safe.

Send automatic reply messages to senders outside my organization

Under Options, if you go to 'Mail', you can find 'Automatic processing' where you can set up rules to auto sort your emails into specific folders, auto delete, etc.



To see additional tech tips, or download this week's tech tip, visit

[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer