

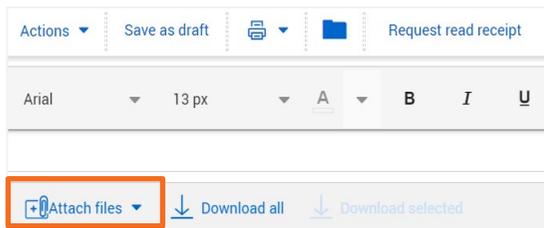
QUICK GUIDE

MAIL ESSENTIALS



CREATING & SENDING MAIL

1. Click the **+** icon and select the mail type.
2. Type name(s) into recipient field(s).
3. Enter subject and message details.
4. Complete any required fields such as:
 - a. Response required by date
 - b. Status
 - c. Discipline/Area/Location
5. Click **Attach files** to upload files.



6. Click **Send**.

RESPONDING TO MAIL

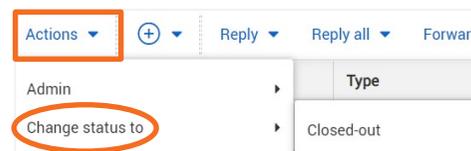
1. Access new mail via the notification email, Dashboard or Inbox.
2. Double click to open mail from Inbox.
3. Select the **attachments** tab to download any attachments.

4. Click **Reply/Reply all/Forward** and Mail Type.
5. Enter message and click **Send**.

UPDATING MAIL STATUS

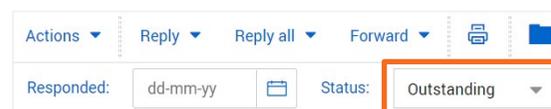
From the Mail Register:

1. Select the mail item/s.
2. Click **Actions** ► then **Change Status To** and select the new status.



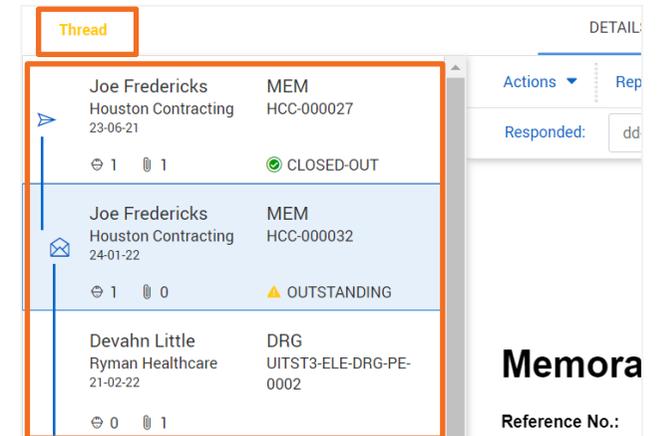
Within a Mail item:

1. Open the mail.
2. Update the status from the drop-down menu.



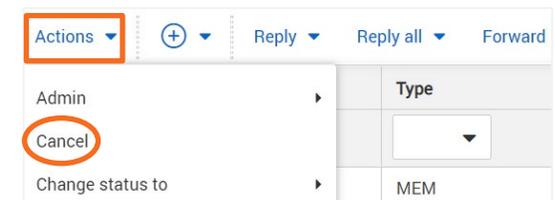
ACCESSING MAIL THREADS

Open the mail and click **Thread**.



CANCELLING MAIL

1. Click **Mail** ► then **Sent Items**.
2. Select the checkbox of the mail to be cancelled.
3. Select **Actions** ► then **Cancel**.



4. Click **yes**.
5. Provide a reason for cancelling and click **Confirm Cancellation**.

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