

Using Mail Application

- To use the Mail application click on the Mail tab.
- By default Mail tab is selected after you login.



Using email system folders

The email system folders are **Inbox**, **Sent**, **Drafts**, **Junk**, and **Trash**. They are always displayed at the top of your folder list.



- **Inbox:** New email arrives in your Inbox. By default, your Inbox is displayed after you log in.
- **Sent:** A copy of each message you send is saved in the Sent folder.
- **Drafts:** Messages you have composed but have not sent can be saved in the Drafts folder. If you open a message in the Drafts folder, it opens in the Compose view.
- **Junk:** Messages that the spam filter identifies as possibly being junk are placed in your Junk folder. You can review these messages and either move them or delete them. If you don't delete them, they will be purged after the period of time specified by the administrator.
- **Trash:** Deleted items are placed in the Trash folder and remain there until you manually empty the trash or until the folder is purged automatically.