Managing your e-mail accounts

Introduction

While at Rice University, you will receive an e-mail account that will be used for most of your on-campus correspondence. Other tutorials will tell you how to access and manage your e-mail account using UNIX, this tutorial on the other had is designed to introduce you to mailbox management under Windows. This tutorial will cover the following topics:

- ?? [Message access protocols, what they mean and how to use them](#)
- ?? [Connecting to multiple mailboxes simultaneously using Microsoft Outlook](#), [including non-academic mail clients such as Hotmail](#)
- ?? [Customizing your Outlook](#)
- ?? Creating [mailing lists](#) and [mailing rules](#)

Message Access Protocols

POP3

POP3 is a common protocol that is used to retrieve e-mail messages from an Internet e-mail server. If you check your POP3 e-mail account from different computers using the default Microsoft Outlook POP3 settings, the computer that downloads a new e-mail message is the only location where the message is stored. The message would no longer be on the POP3 e-mail server when you connect from another computer. This allows for a centralized storage of e-mail messages on the client computer, which frees up space on the mail server and in general speeds up access to the messages.

You can choose to download a copy of new e-mail messages and not delete items from the POP3 e-mail server. This can be useful if you check your POP3 e-mail account from multiple profiles or computers. For example, you can download a copy of the messages on your work computer, and then on your home computer, you could download the e-mail messages and delete them from the POP3 server.
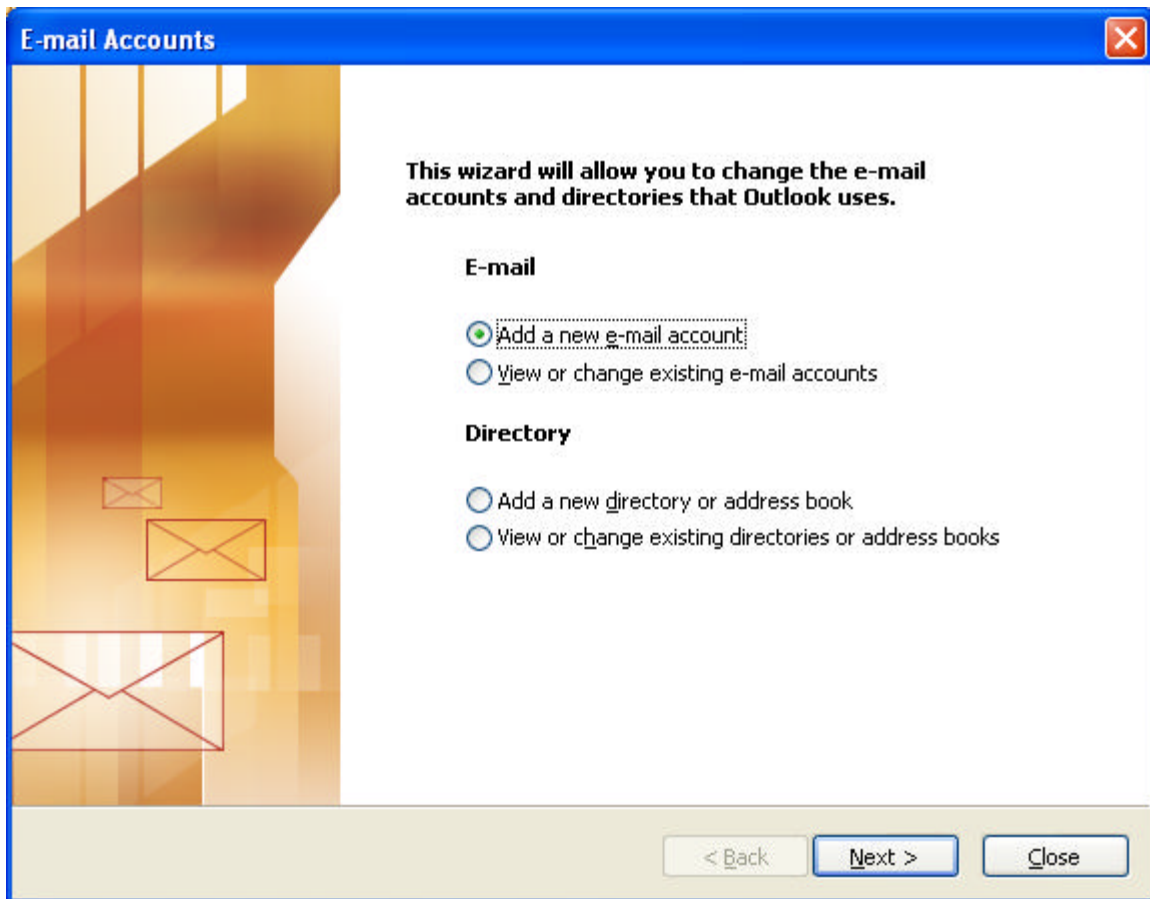
IMAP

Internet Message Access Protocol (IMAP): Unlike Internet e-mail protocols such as POP3, IMAP creates folders on a server to store/organize messages for retrieval by other computers. You can read message headers only and select which messages to download. This means your e-mail messages will be stored centrally and accessible from any computer, provided it is setup to access the appropriate server. This is a "slower" protocol but it allows mailbox access from more than once PC.

Setting up you Windows Mail Client

As a graduate student you may, and probably already do, have several e-mail accounts that you have to check regularly. In addition to the Rice University e-mail account you have been set up with, you may also get an M.D. Anderson or Baylor account during your stay here. Instead of checking each account separately and having a minimum of several hours of "lag time" you can set up your Microsoft Outlook e-mail client to check email from multiple mailboxes, including HTTP-based mailing clients like Hotmail or Yahoo. This portion will deal with setting up your first account and outline the steps you need to do to add additional accounts. Note that this section of the tutorial is valid for Microsoft Outlook or Outlook Express only, which shouldn't be a problem because both are installed by default on Rice Windows machines.

Setting-up access to you Rice account

To setup your Department of Statistics Rice account open up Microsoft Outlook, which should be installed on your XP machine, and go to Tools ? E-mail Accounts.

In the window in front of you choose "Add a new e-mail account" and choose your e-mail access protocol. Rice supports both POP3 and IMAP. Once you've chosen connection type, fill in the information to identify your account. Your username and password are the same as the UNIX e-mail account you should have received earlier. You will need the following information: **incoming mail server is stat.stat.rice.edu**, **outgoing mail sever is stat.stat.rice.edu**.

Leave the "Log on using Secure Password Authentication" box unchecked if it is present. If you are setting up a POP3 account you may change the default behavior of deleting messages from the server by clicking on the "More Settings…" button and selecting appropriate option under the "Advanced" tab.
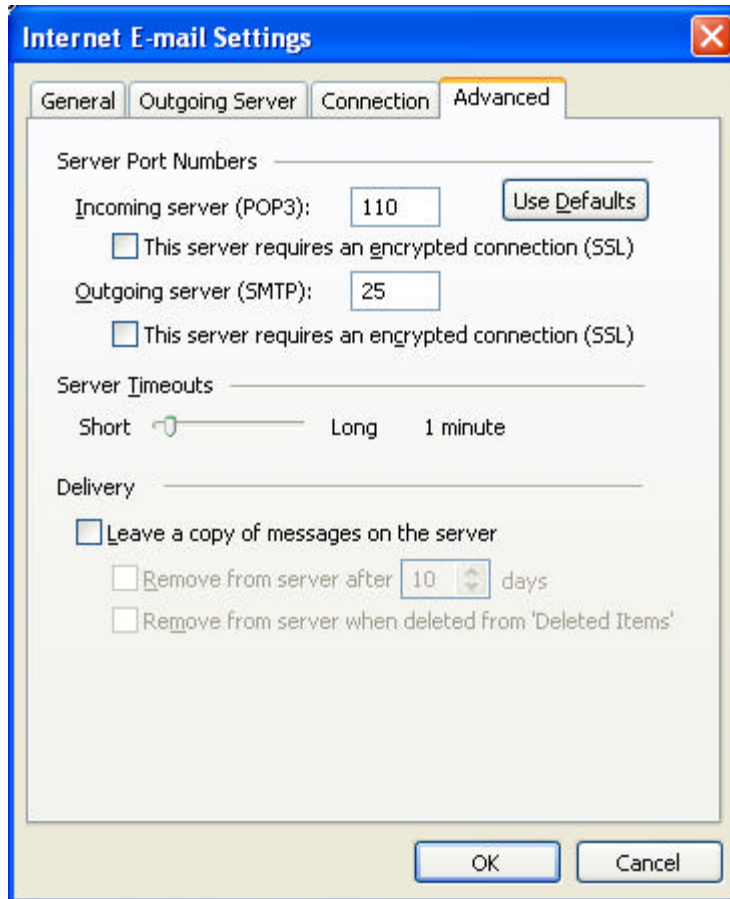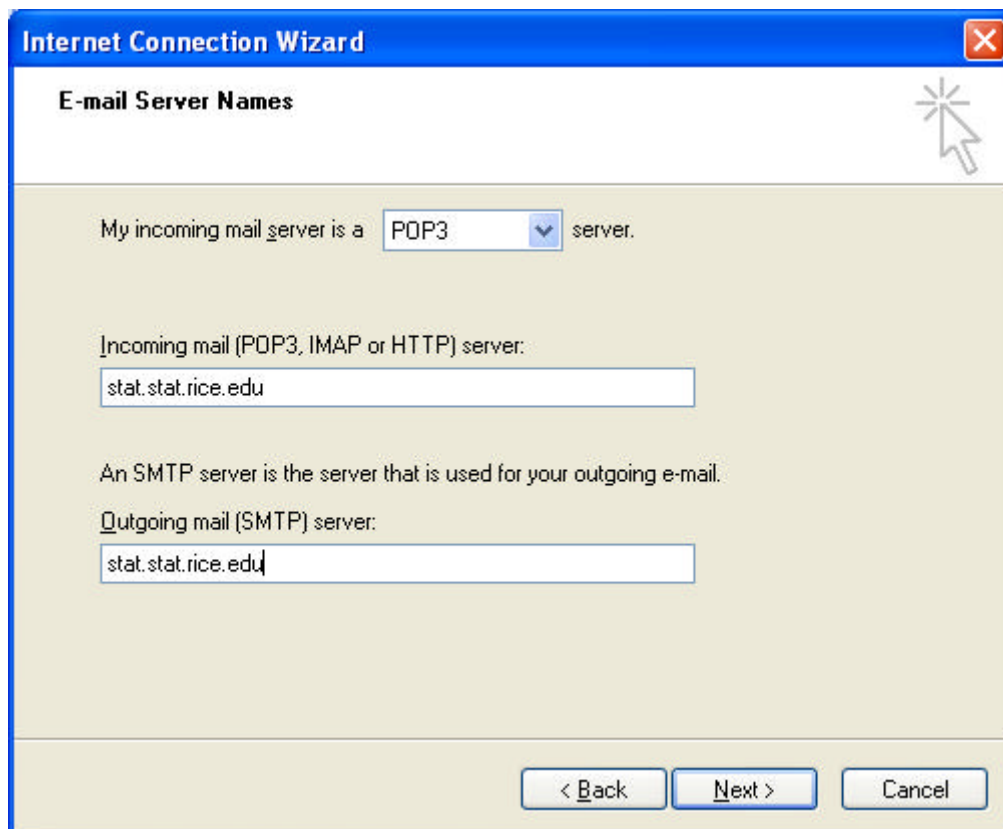
If you want to have a copy of your email messages on both you home and your Rice machine while still enjoying the benefits of POP3 access protocol you may want to leave a copy of the messages on the server so both of the machines have the chance to get at it.
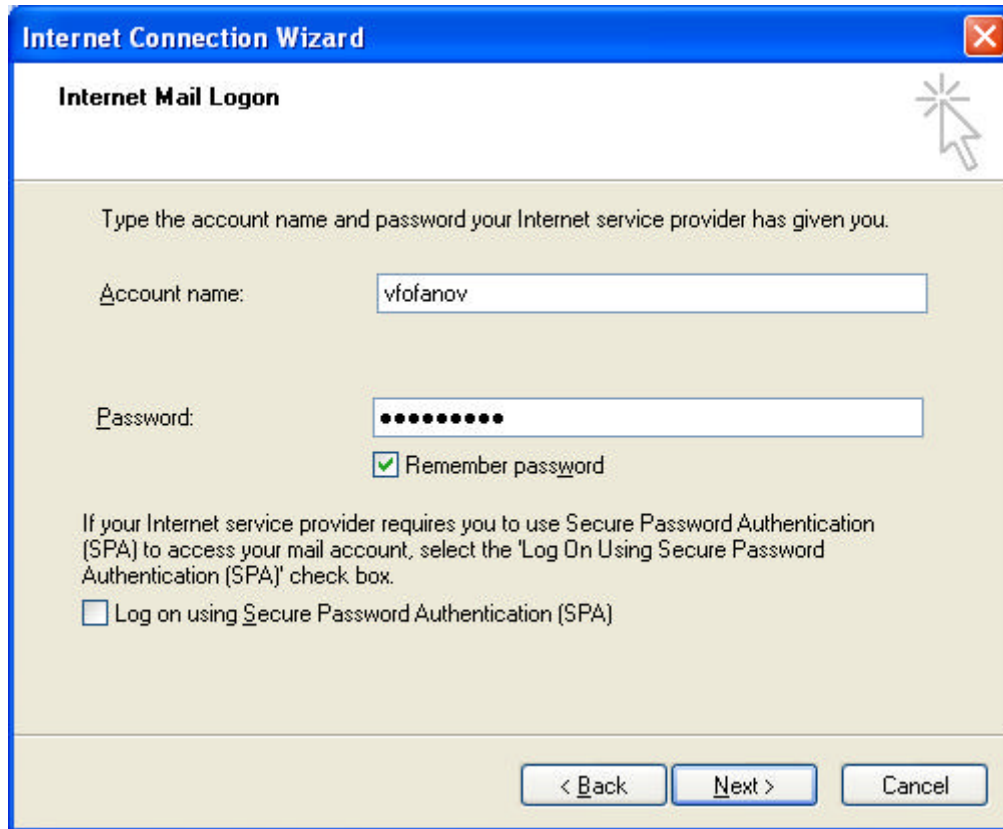
If you are using **Outlook Express** (a slimmed-down version of Microsoft Outlook) do the following to setup your account. Open Outlook Express, go to Tools ? Accounts… under the "Mail" tab, click the "Add" button to add a new mail account.
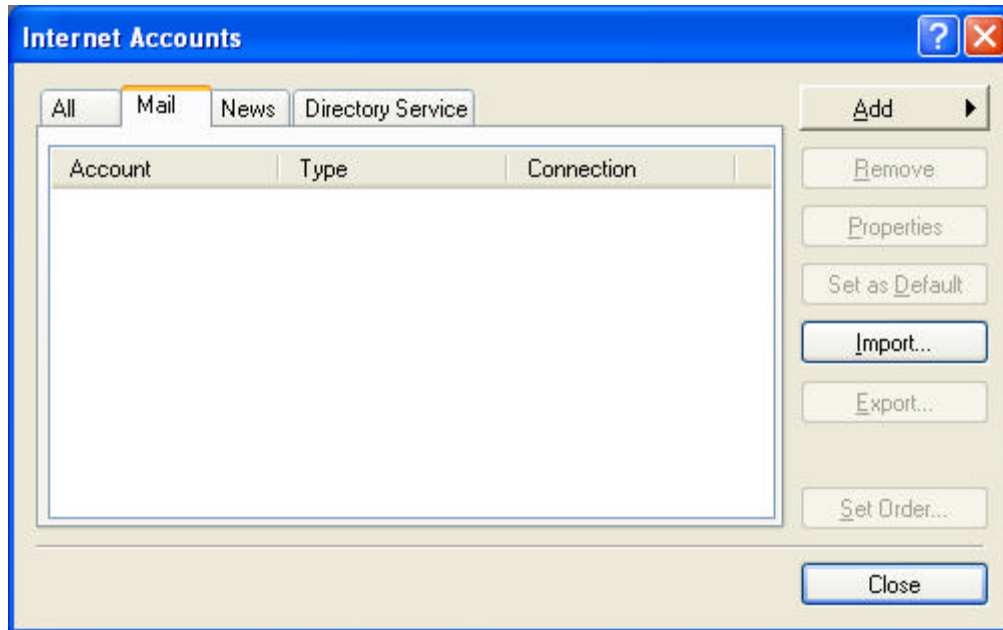
Fill in your name and email account, choose the desired connection type from a dropdown box in a window that follows and fill in the incoming and outgoing mail server information similar to the picture below.

Finally you should be taken to the following dialog box:

Congratulations you have just successfully setup your Rice University e-mail account.

Setting-up access to additional mailboxes

As I mentioned above, you may want to access multiple mailboxes. To do that, follow the steps identical to the setting up of your first mailbox. Make sure to choose the "HTTP" option when adding http based mailing clients such as Hotmail or Yahoo.
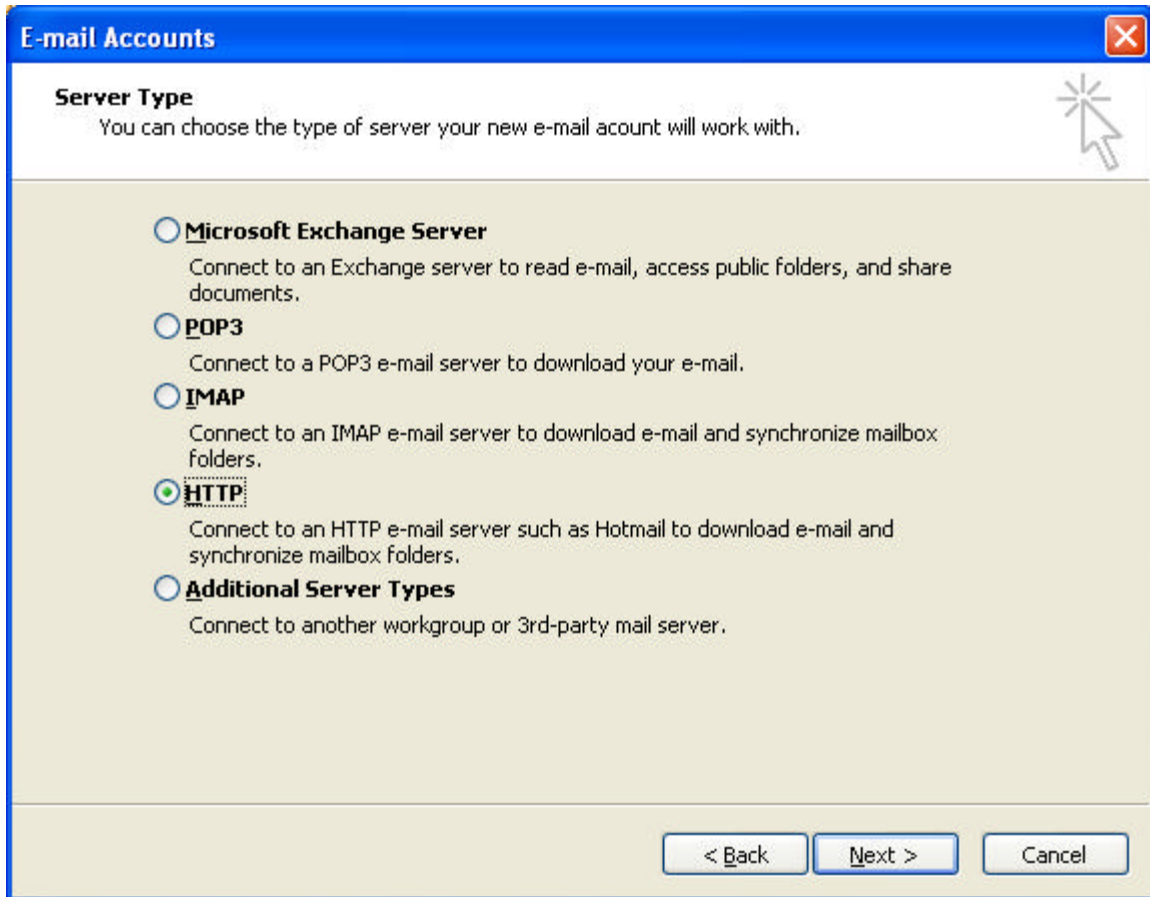
For these you will not need the incoming and outgoing mail server names, but you will need a URL of the mailing service (Hotmail and MSN URLs are included and you will not have to look them up).

Customizing Microsoft Outlook

Setting up automatic send/receive intervals

Since you probably don't want to miss critical e-mails like "Free food in the coffee room…" or "Help, I can't figure out how to generate numbers from a normal distribution!!!" you will want to set up your Microsoft Outlook to automatically send and receive messages at predefined intervals, similar to the way UNIX mail clients like pine do it. To do this, make sure your Microsoft Outlook is open and go to Tools ? Options… Under the "Mail Setup" tab click the "Send/Receive" button.
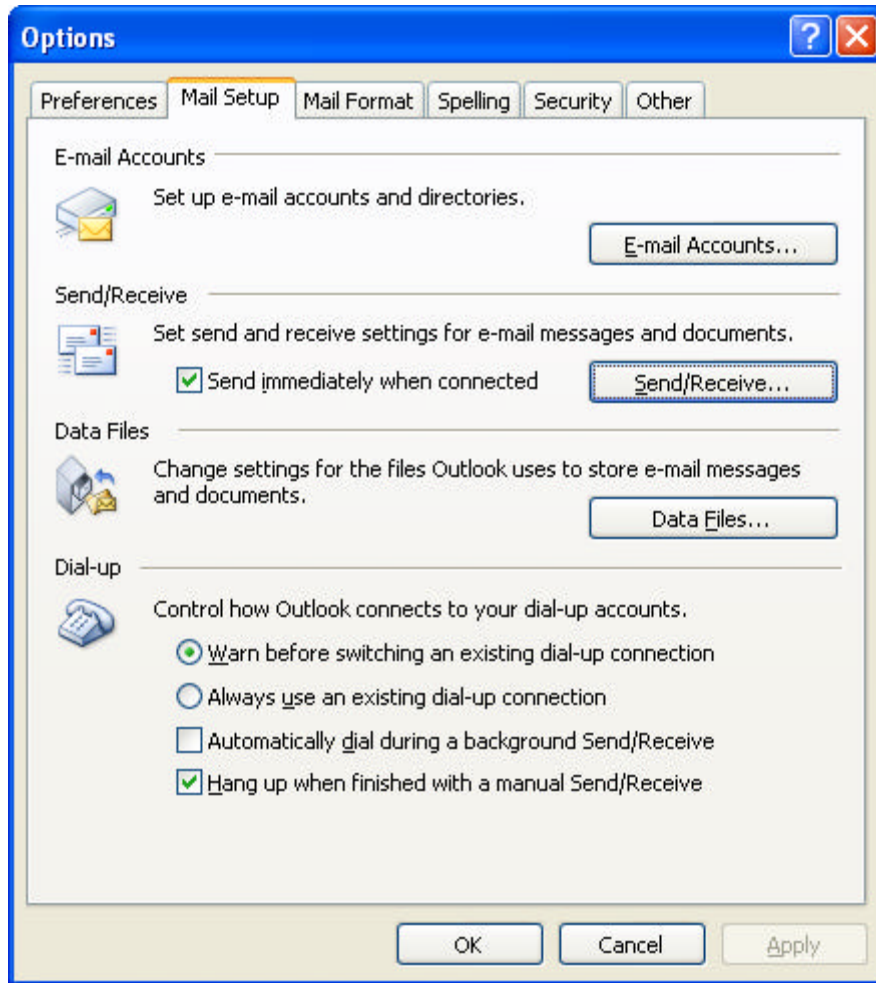
Now choose the interval at which you Mail client will be checking the server for any additional messages. Foe example, see my setup below. Note that since now you know how to setup multiple mailboxes you may specify here different settings for each of the mail accounts you connect to separately.
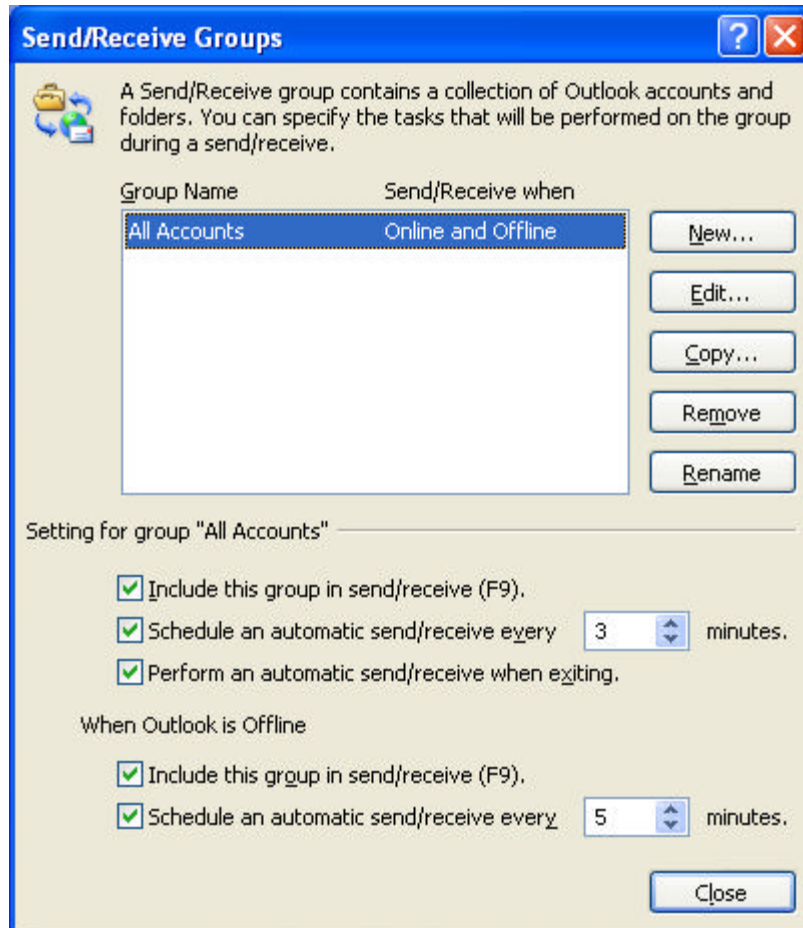
Setting up Signatures

One of the nice features of many e-mail management clients is the ability to add a signature at the end of each message with helpful contact information or anything else you may want to include in one. Microsoft Outlook allows you to have multiple signatures, once for each of the mailing accounts you are connecting to. For example, if you are using your Hotmail account for personal correspondence, you may not want to put the same information in you signature as you would for academic correspondence associated with your Rice account.

To change or create your signature, go to Tools ? Options… Under the Mail Format tab choose the mail account you want this signature to apply to and press the "Signature" button to go to the dialog box where you will input it.
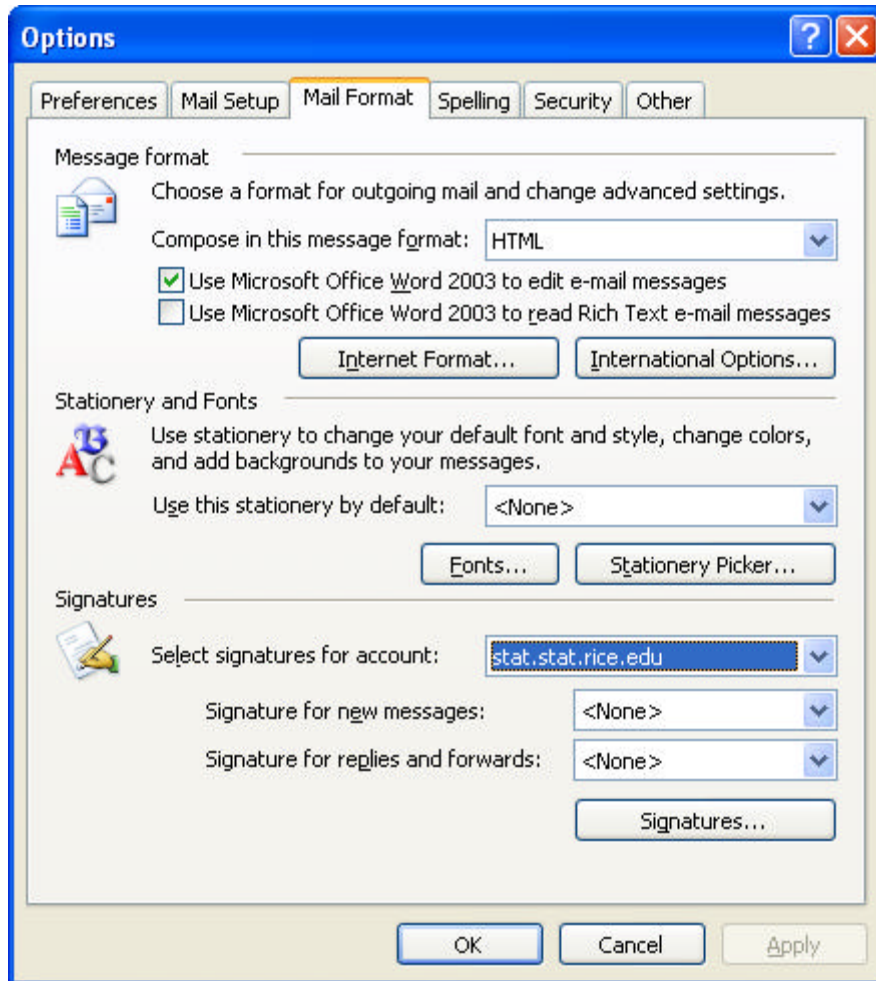
Optimizing Outlook
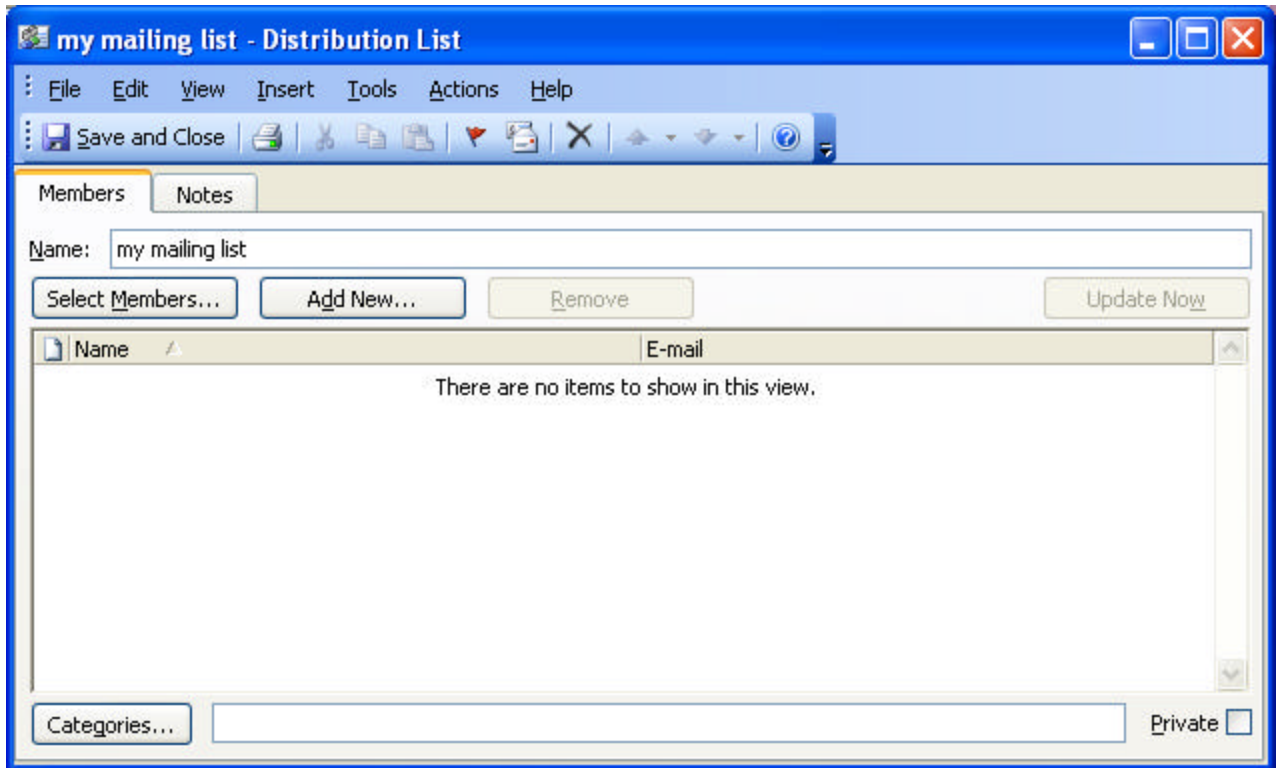
Setting up mailing lists

Often it is necessary to e-mail several people at one and if you are doing this multiple times it becomes very annoying to retype all of the addresses every single time. Not to mention, that if there are many people on the list you may end up forgetting one or two every once in a while. The easiest way around that is to set up mailing lists. Some of the mailing lists are already set up on the UNIX side of things. One of the more useful ones would be gradstudents@stat.rice.edu which will email all of the graduate students in the statistics department and faculty@stat.rice.edu which contacts the entire faculty. Be sure to use these with great care however, since often you do not need to target such big groups with your e-mail and receiving bunch of spam can

quickly annoy people around you. So another way is to create your own mailing lists of students in your year, or may a class you are attending. To do that do the following, once Microsoft Outlook is open go to Tools ? Address Book... You should see something like
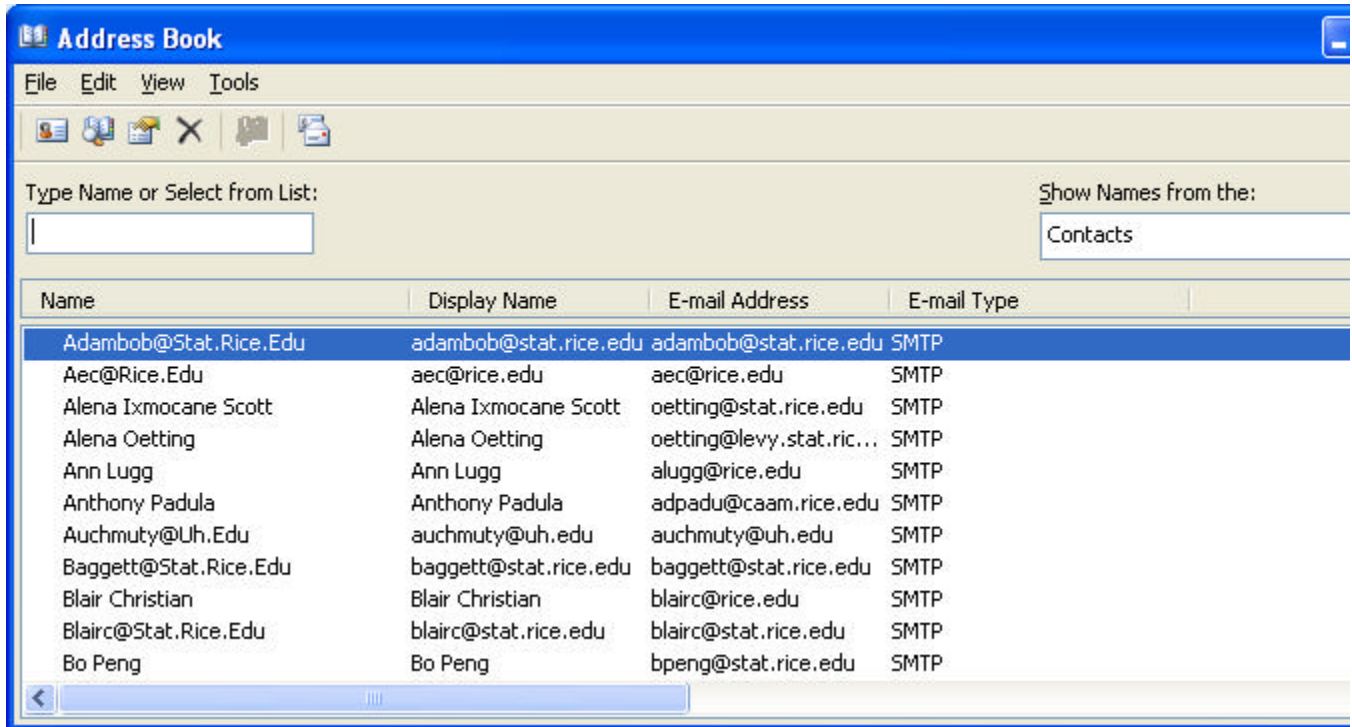
If you just set up your account you will not see many or any names in the contacts section. Do not worry, Outlook automatically add them after each of these people send you an e-mail and you reply to them. If you would like to add contacts manually, without waiting for the person to e-mail you go to File ? New Entry..., while in the Address book screen, and choose to add a "New contact."

To set up a mailing list go to File ? New Entry... and choose "New Distribution List" you will then be able to name the list and choose who will be on it, either by selecting their names from a list of contacts (press Select Members... button) or by adding them in manually by their name and e-mail account (press Add new... button)

After you have populated the mailing list with the people you wish to be on it, click "Save and Close" button. You now will be able to write to all the people on your mailing list simply by putting the name of the mailing list into the "To:" section of your e-mail message.

Managing incoming mail (making rules)

Sometimes you may want to parse the incoming e-mails, for example if you are a TA in a class and you want all the e-mails from your students (with homework assignments, etc) to be placed in a separate folder so you can easily find them afterwards. The easiest way to handle that is to set up a mailing rule that will apply to the incoming messages and place them in the appropriate folder, while ignoring all of the other messages. This section will show you how to set up a mailing rule to do this. It is worth noting that mailing rules are a lot more diverse and powerful than that but you can figure them out on your own once you are given a start. It also should be noted that any rules that you make in you Outlook client will not apply to the HTTP based mailing accounts that you are connected to, such as Hotmail or Yahoo.

To set up a mail rule that would take all incoming e-mails containing a certain set of words, for example "STAT280" do the following.
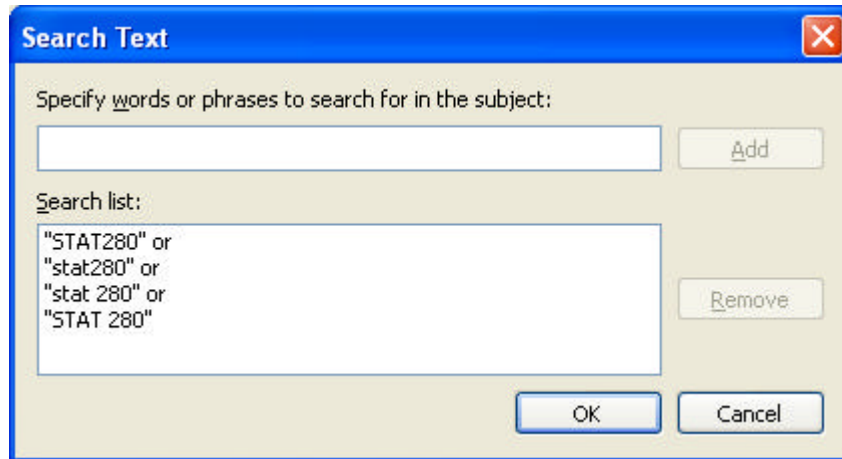
?? First you should probably set up a folder to receive parsed e-mails. Go to File ? Folder ? New Folder and give the name of the folder you wish to create. In my example the folder's name is STAT280 and its located in my Personal Folders.
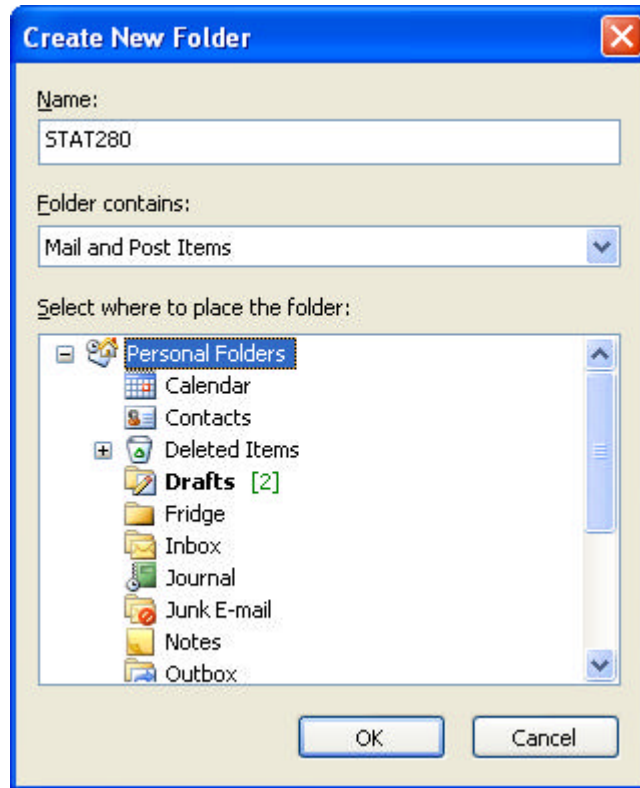
?? Now to create a mail rule go to Tools ? Rules and Alerts... click on a "New Rule..." to start creating a rule. As you can see I chose to use one of the templates but you can do the same from scratch
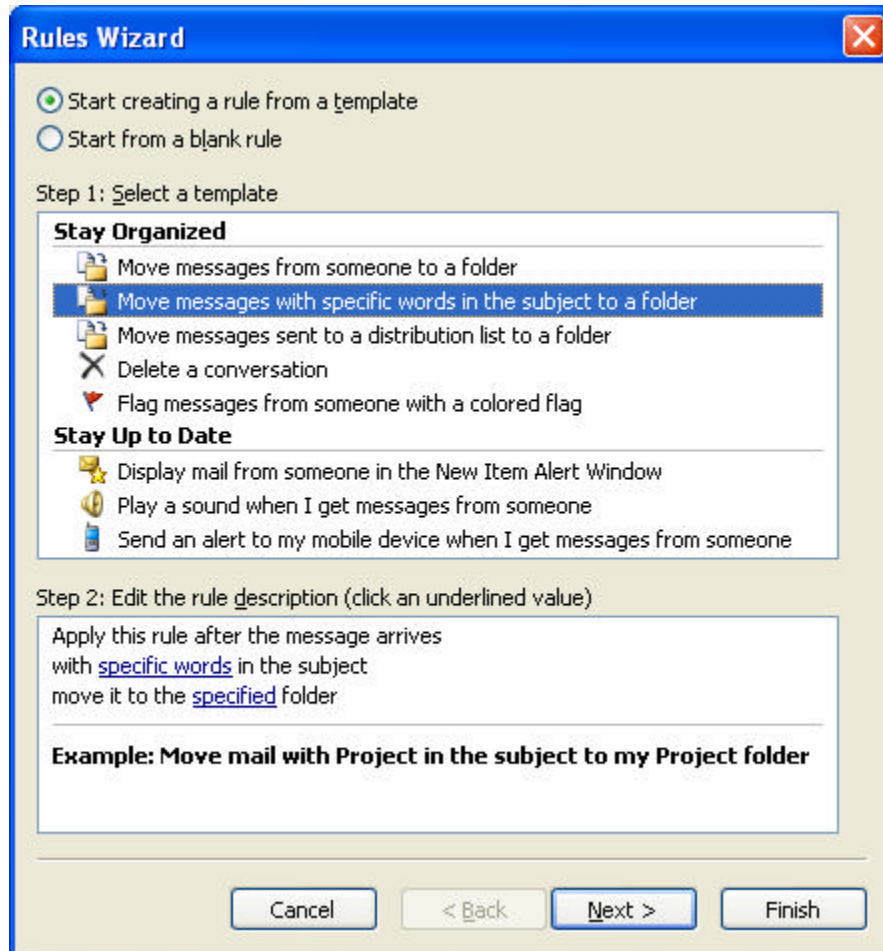
?? Click Next. Now all that is left to do is to click on the highlighted words (in step 2 in the above figure) and input the words that will trigger the rule (e.g. STAT280) and select the folder where the message will be relocated to (e.g. STAT280 folder). Note that the "move" function will remove the original message from the inbox, once it has been placed in the appropriate folder. This can be changed to copy if you wish to.

Search Text

Specify words or phrases to search for in the subject:

[   ]   Add

Search list:

```
"STAT280" or
"stat280" or
"stat 280" or
"STAT 280"
```

Remove

OK   Cancel

?? Make sure to account for all of the strings that should trigger the rule. If Outlook does not find the **exact** string in the subject line, the rule is not triggered and nothing happens.

?? Finally you can choose to run this rule on the messages already in the folder. It is a good way to selectively clean out your message folders. Once the rule is turned on, it will apply to all of the incoming messages until such time you either turn it off or delete it.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

'STAT280' or 'stat280' or 'stat 280' or 'STAT 280'

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☑ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
with 'STAT280' or 'stat280' or 'stat 280' or 'STAT 280' in the subject
  and on this machine only
move it to the STAT280 folder

| Cancel | < Back | Next > | Finish |