Volmail Tips

Forward Your Volmail to Another Account
1) Log into Volmail.
2) Click on the Gear icon in the upper right hand corner.
3) Select “Options” from the drop down menu.
4) Select “Mail” from the menu on the right, then “Accounts,” then “Forwarding.”
5) Enter the email address you want your Volmail forwarded to, and click the circle next to “Start forwarding.”

Organize Your Volmail with Folders
1) Log into Volmail.
2) Right Click on a folder on the left hand side (Inbox, Drafts, Sent Items) (click the + if you don’t see your folders)
3) Click on “create new folder.”
4) Enter a name for the new folder.
5) Now you can drag and drop emails into it, or create inbox rules involving your new folder.
6) If you want to delete it, you can just Right Click and select “delete.”

But Wait, There’s More!
You can also access many useful features by clicking on the tile button in the upper left hand corner:
- Your Calendar
- People (your contacts)
- OneDrive (your cloud storage with 1 full TB (1024 GB) of capacity)
- Office365 (access to Microsoft Word, Excel, PowerPoint and OneNote, all from within your OneDrive)
- Your Task List

There are so many ways to customize your Volmail so it works best for you.
For more tips and info click on Help with Technology under Current Students on the college’s website or access it here: http://www.jalc.edu/it/student-resources