

Getting Started with CQUniversity Mail

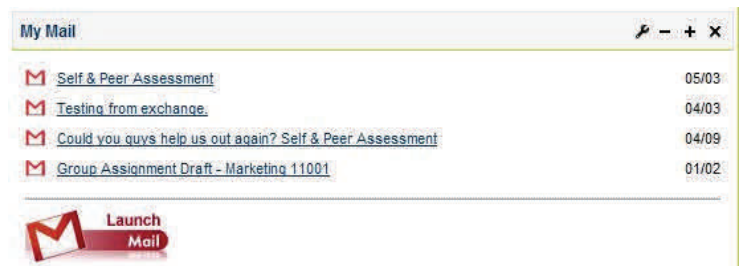
Basics for CQUniversity Students

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How to find your CQUniversity Mail Inbox

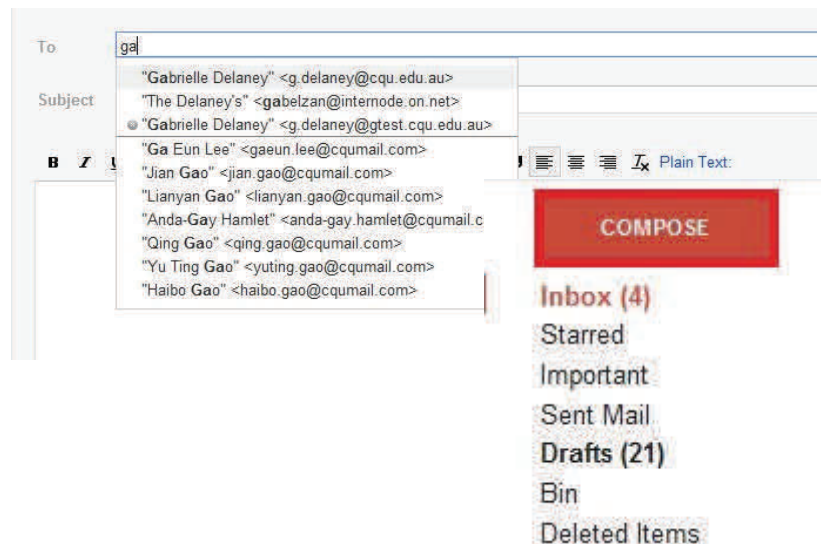
Students can access their CQUniversity email account from the “My Mail” application within the My.CQU Portal.

1. Log into the My.CQU Portal <http://my.cqu.edu.au>
2. Students should see a portlet within My.CQU that lists any unread emails. This is called the “My Mail” application (pictured right).
3. To view your Inbox, click on the “Launch Mail” icon.
4. A new window will open displaying your CQUniversity Mail Inbox.



Send a new email

1. Click on the “Compose” option located in the left column of your CQUniversity Mail account
2. In the “To” field, type the first few letters of the recipient’s name to look up the addresses in the email directory. CQUMail remembers addresses you have used in the past and also finds recipient’s with matching names in the CQU directory. (Note: To tell the difference between a student email address and a staff email address, look at the domain name. All student email addresses will end with “@cqumail.com” or “@student.cqu.edu.au”. All staff email addresses will end with the domain “@cqu.edu.au”)
3. Enter a subject for the message in the “Subject” field.



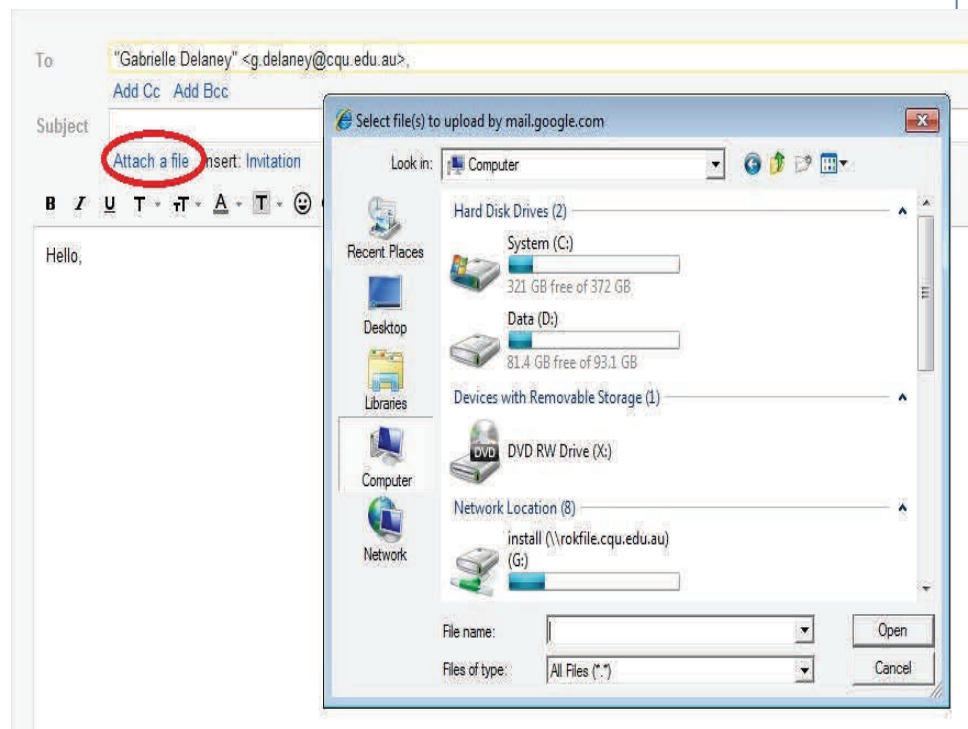
Getting Started with CQUniversity Mail (continued)

Send a new email (continued)

4. Type the message for the email in the text box.
5. Click "**Send**".

Add an Attachment to an Email

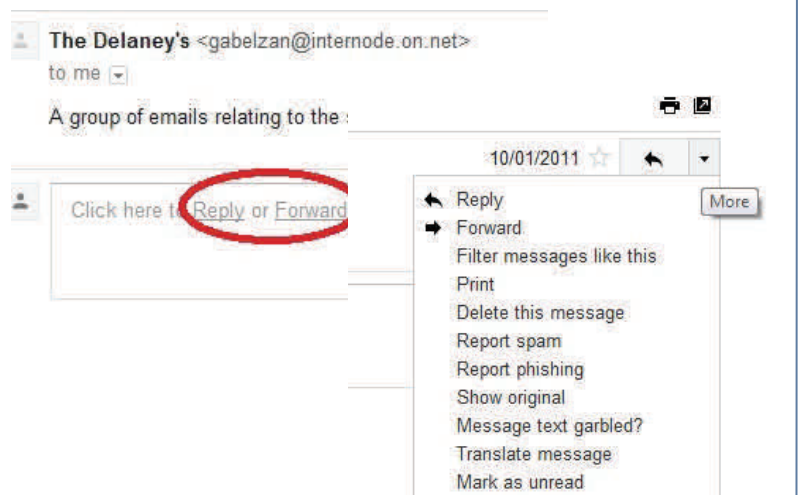
1. When composing a new email, click the "**Attach a file**" option. Students will be asked to select the file (s) to attach to the email.
2. Once you have selected the file, click "**Open**" and the file will be attached to the email message.
3. To attach multiple files, click "**Attach another file**" and then select the file to upload.



Reply to or Forward a Message

Students can reply to or forward messages from their inbox.

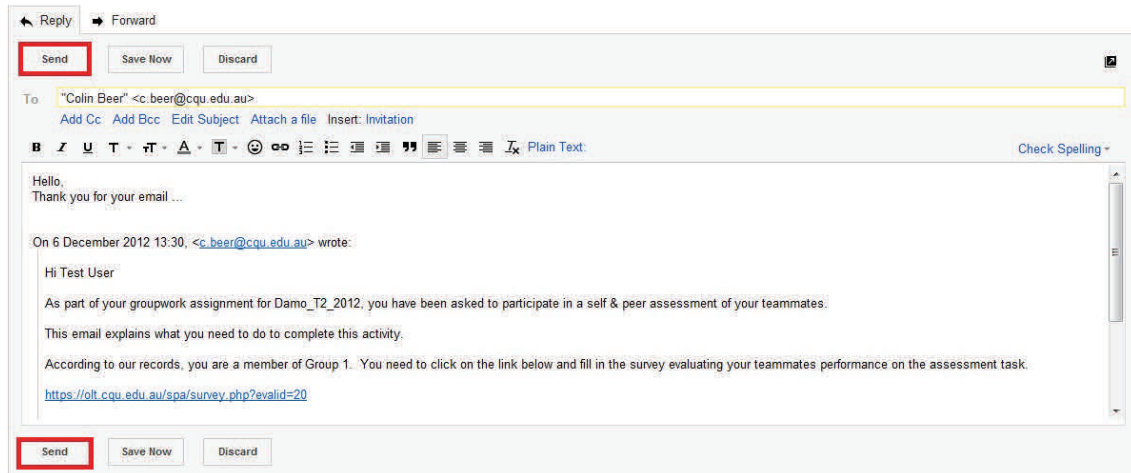
1. Open the message. *(If the message is part of a conversation, open the conversation and select the message you want to reply to.or forward)*



Getting Started with CQUniversity Mail (continued)

Reply to or Forward a message (continued)

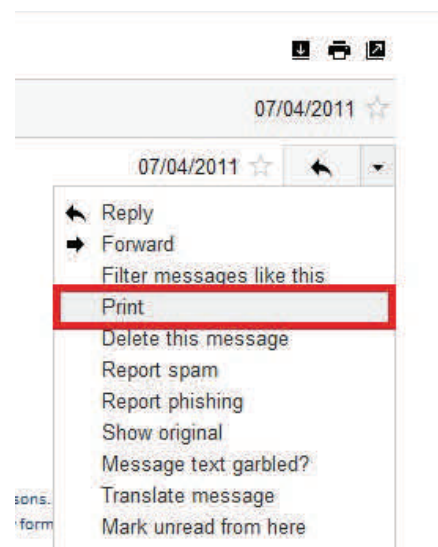
- At the bottom of the message, click **"Reply"** or **"Forward"** or use the drop down arrow at the top right to choose an action for this message.



- Students can add other email addresses to send the email to beside the original recipient.
- Enter the message in the message field.
- At the top or bottom of the message, click **"Send"**.

Print a Message

- Open a conversation or email and select the message you want to print.
- Click the arrow located next the **"Reply"** option and Select **"Print"**.
- A printer-friendly version of the message appears. Use the web browser's print options to print the message.



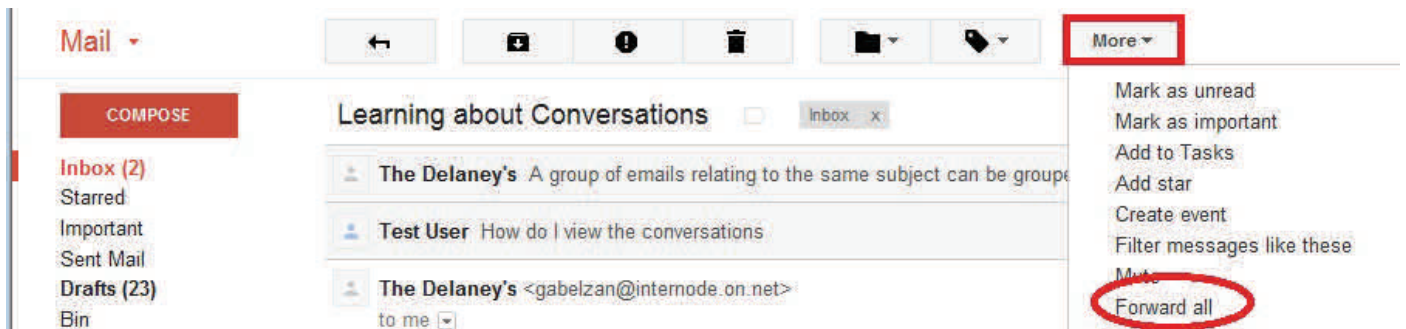
Getting Started with CQUniversity Mail (continued)

Forward or Print an entire Conversation

Students can forward or print an entire conversation.

To forward an entire conversation:

1. Open the conversation.
2. At the top of the conversation view, click the **"More"** button and choose **"Forward all"**.



3. Enter the email addresses of the recipients and add any notes or messages in the text box.
4. At the bottom or top of the message, click **"Send"**. *Note:* The recipient receives a single message containing all the messages in the conversation.

To print an entire conversation:

1. Open the conversation.
2. Click the **"Print All"** icon located in the top-right corner of the message.
3. A printer-friendly version of the message appears. Use the web browser's print options to print the message.

