

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>