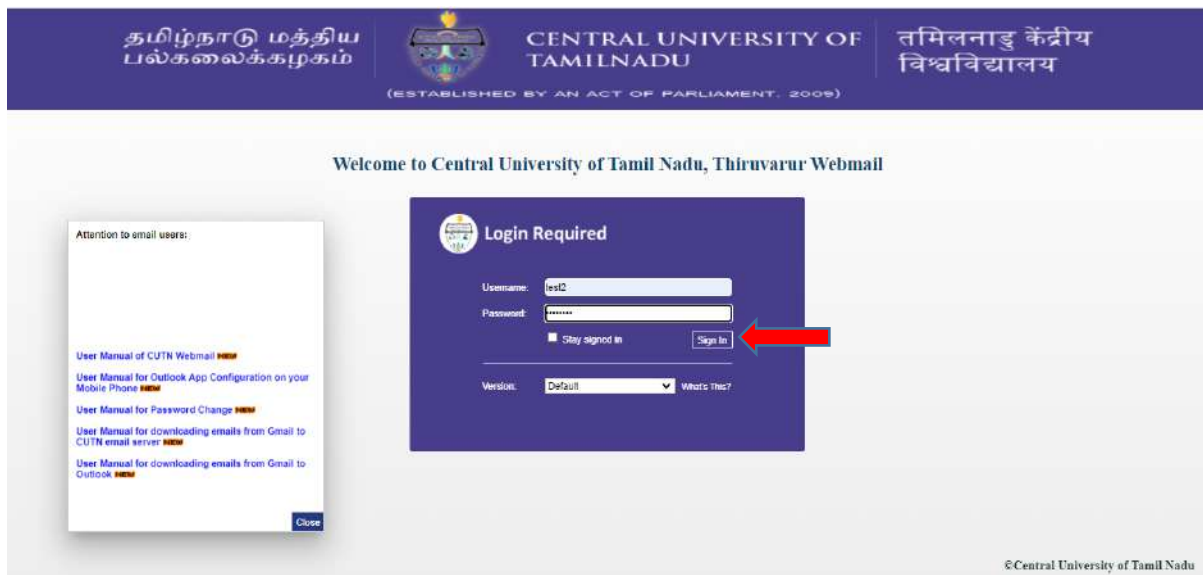


User Manual of CUTN Web Mail

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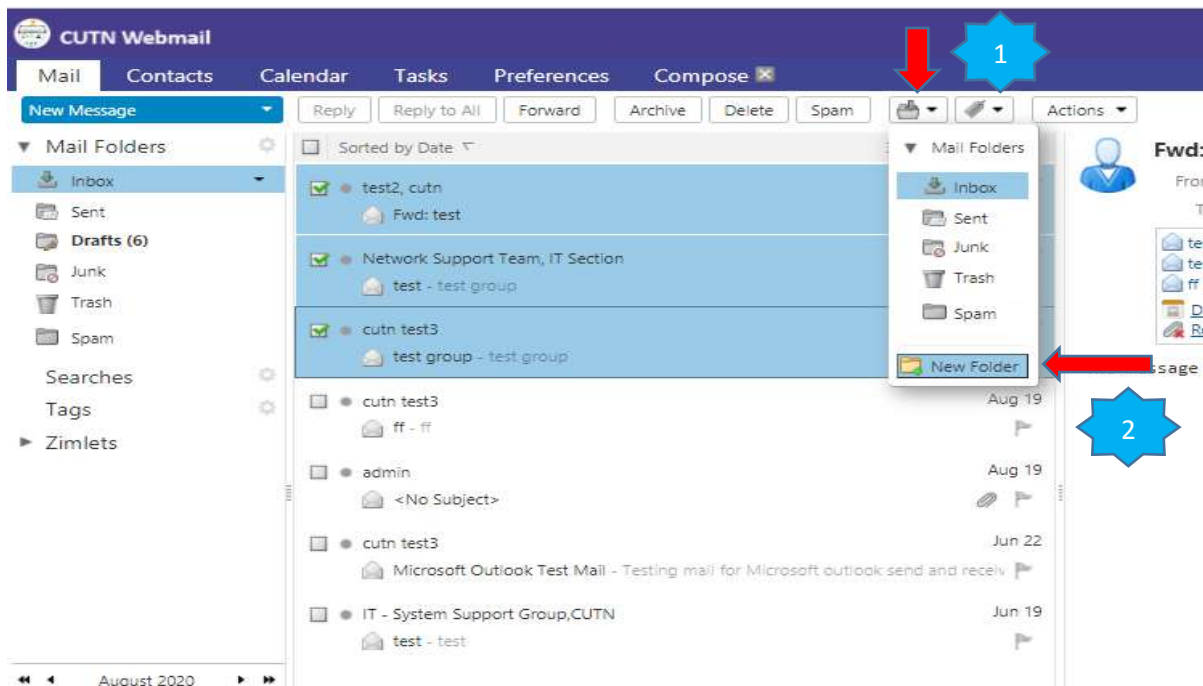
1. Login CUTN Webmail

Open <https://mail.cutn.ac.in> Enter your Username, password and click Sign In option.

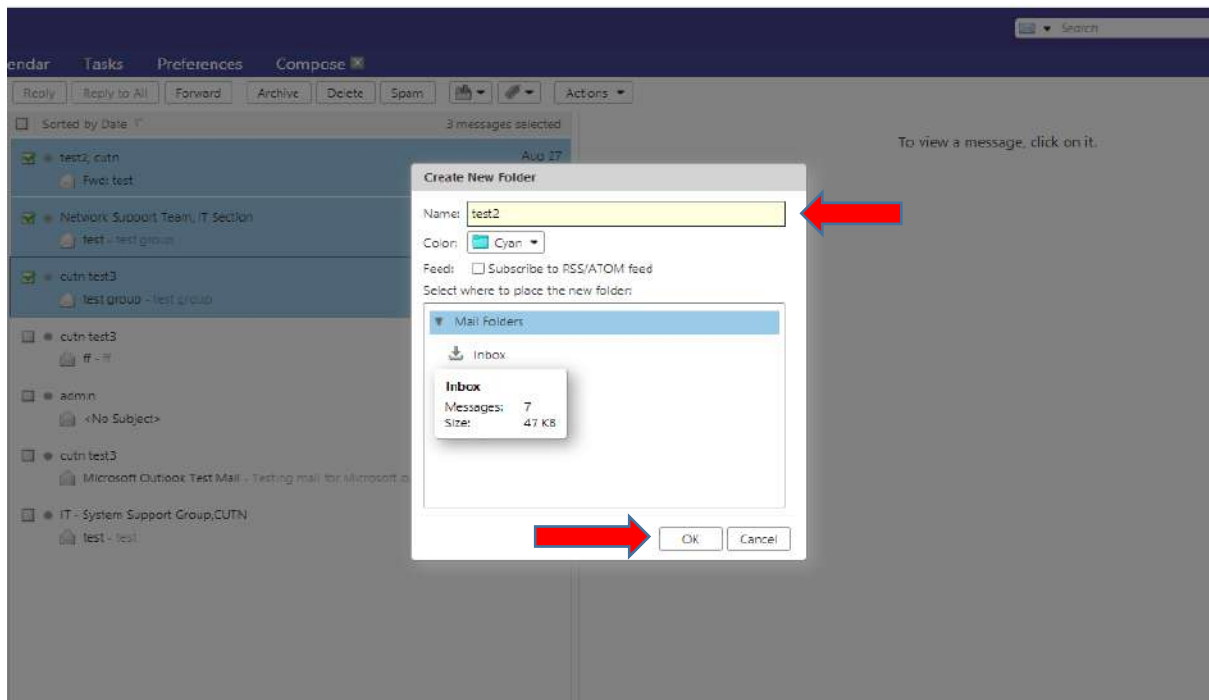


2. Move Option

Select multiple mails → Click move folder option → choose any one folder or create **New folder** option.

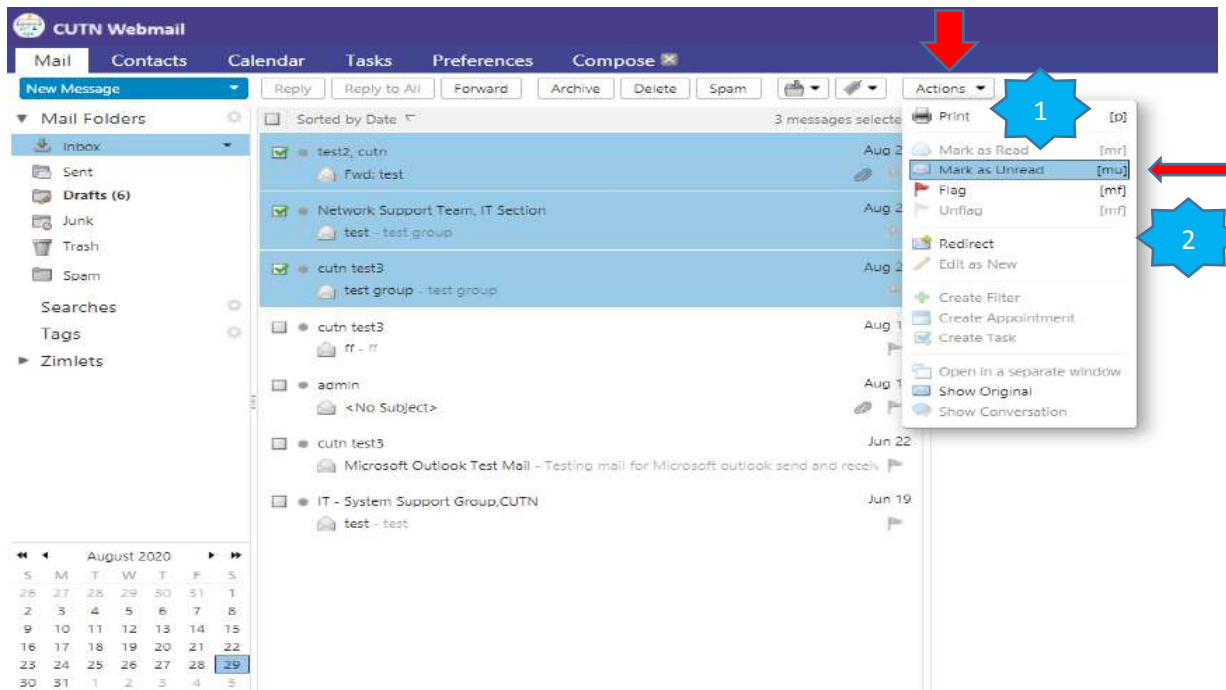


- Enter your folder name → click ok

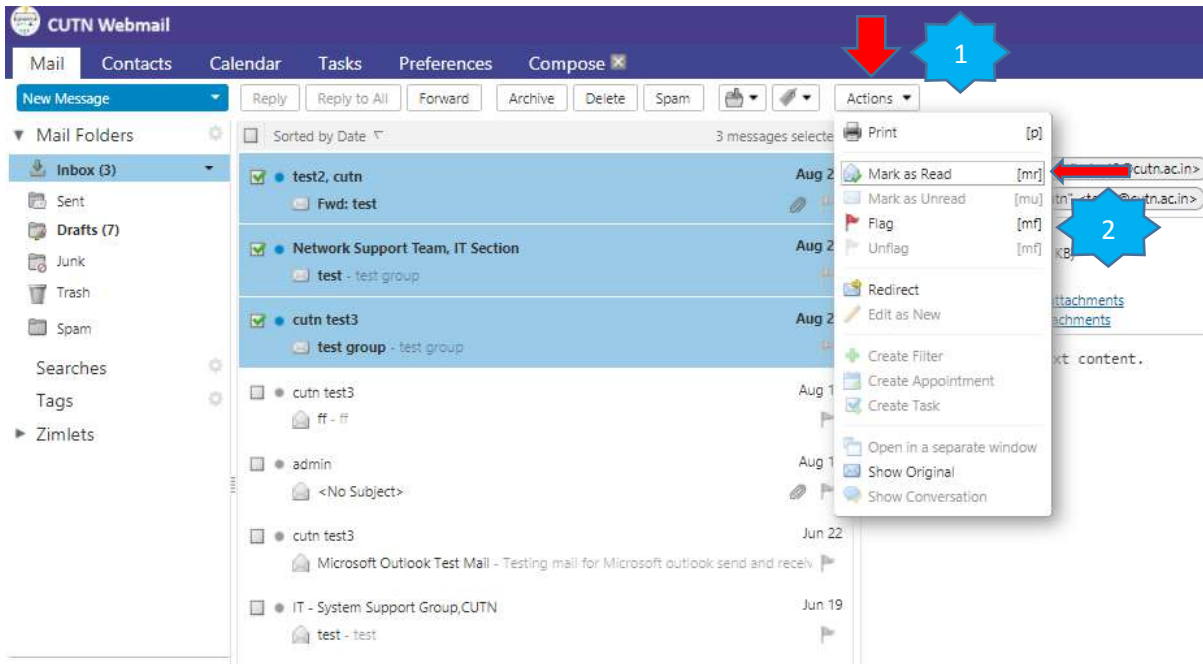


3. Read and Unread option

Select multiple mails → Click Actions option → select Mark as Unread

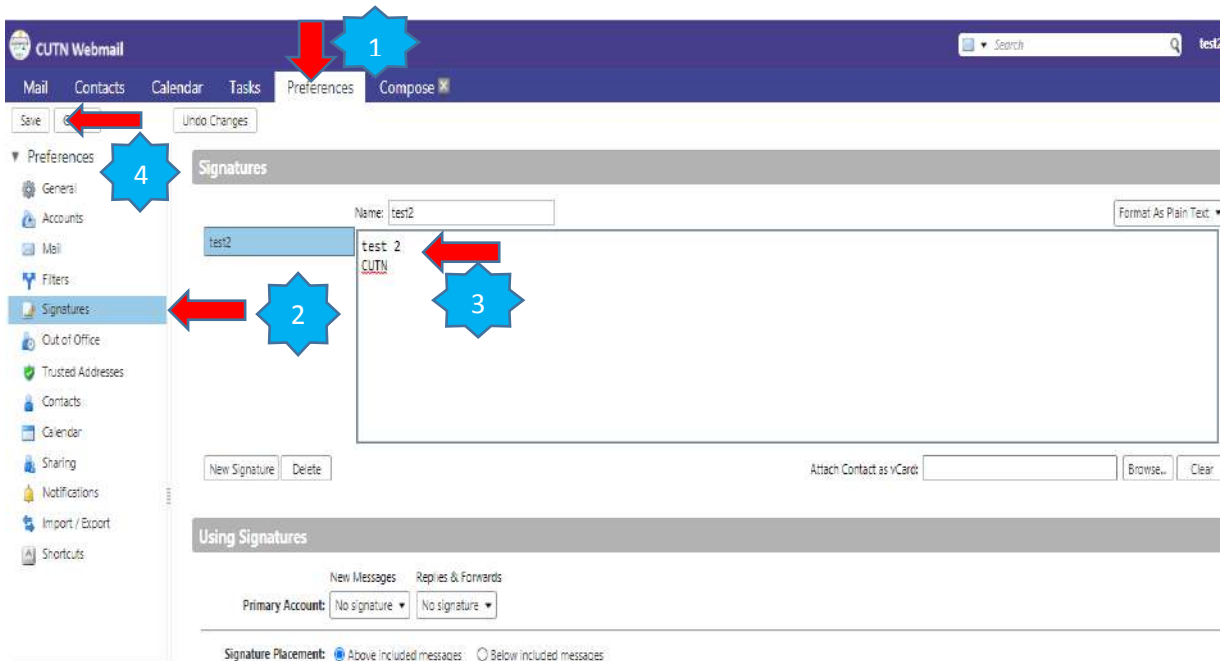


- Select multiple mails → Click Actions option → select Mark as Read option.



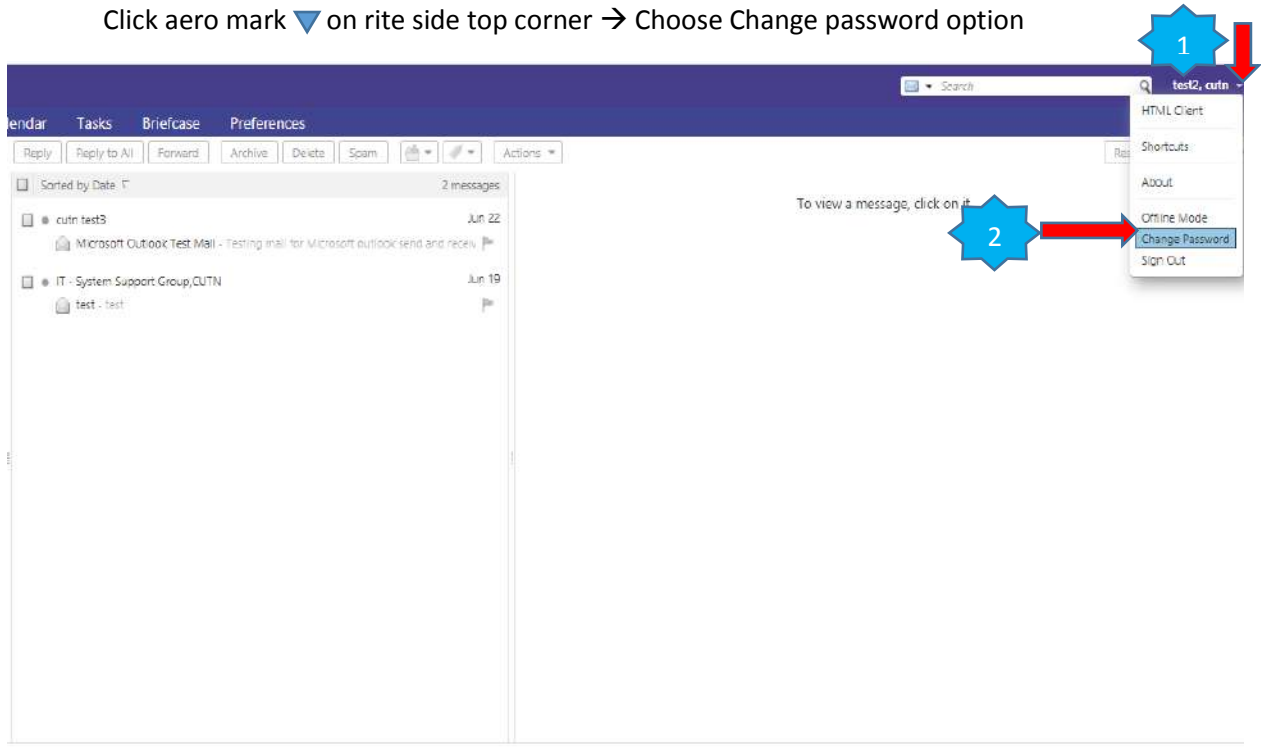
4. Add signature

Open preferences tab → Select signature option → Enter your signature → Click to Save

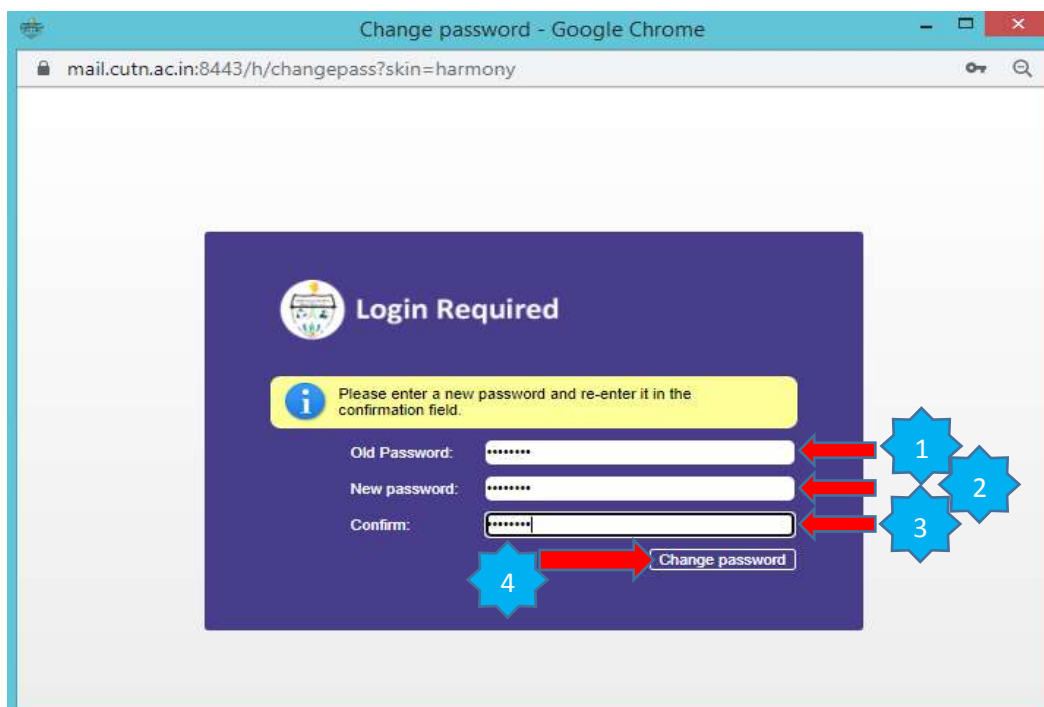


5. Password Changing

Click aero mark ▼ on rite side top corner → Choose Change password option

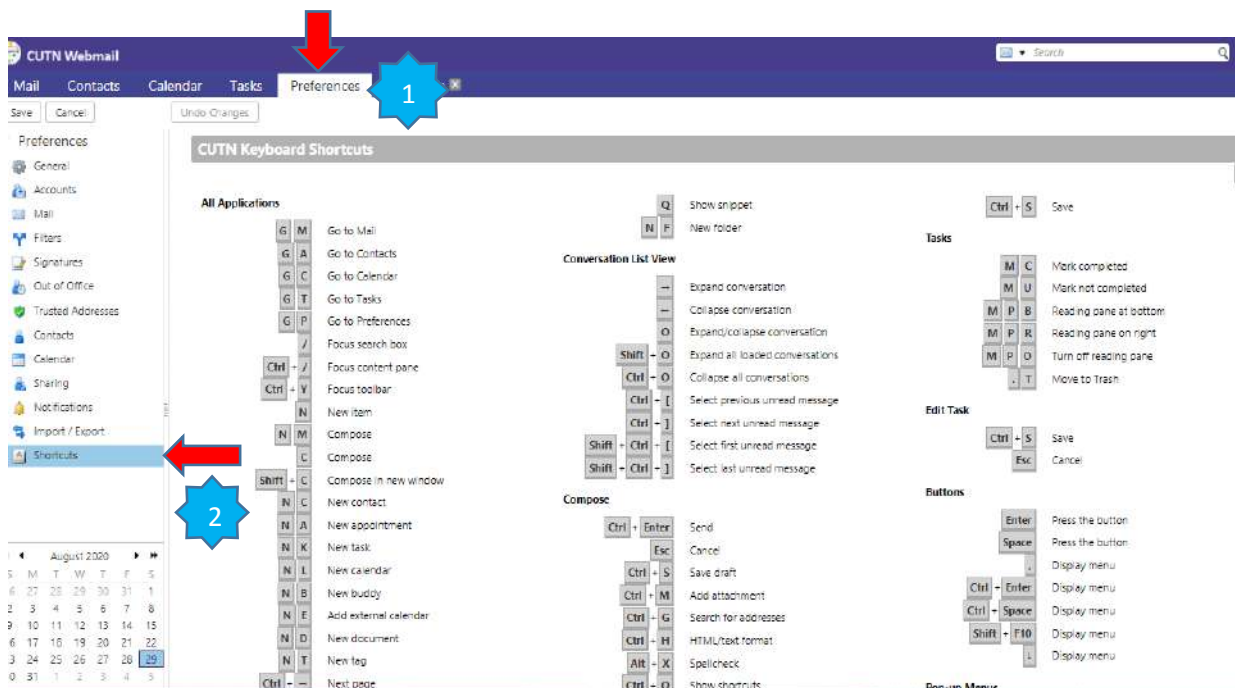


- Enter old password → Enter New password and Conform password → Click to Change password



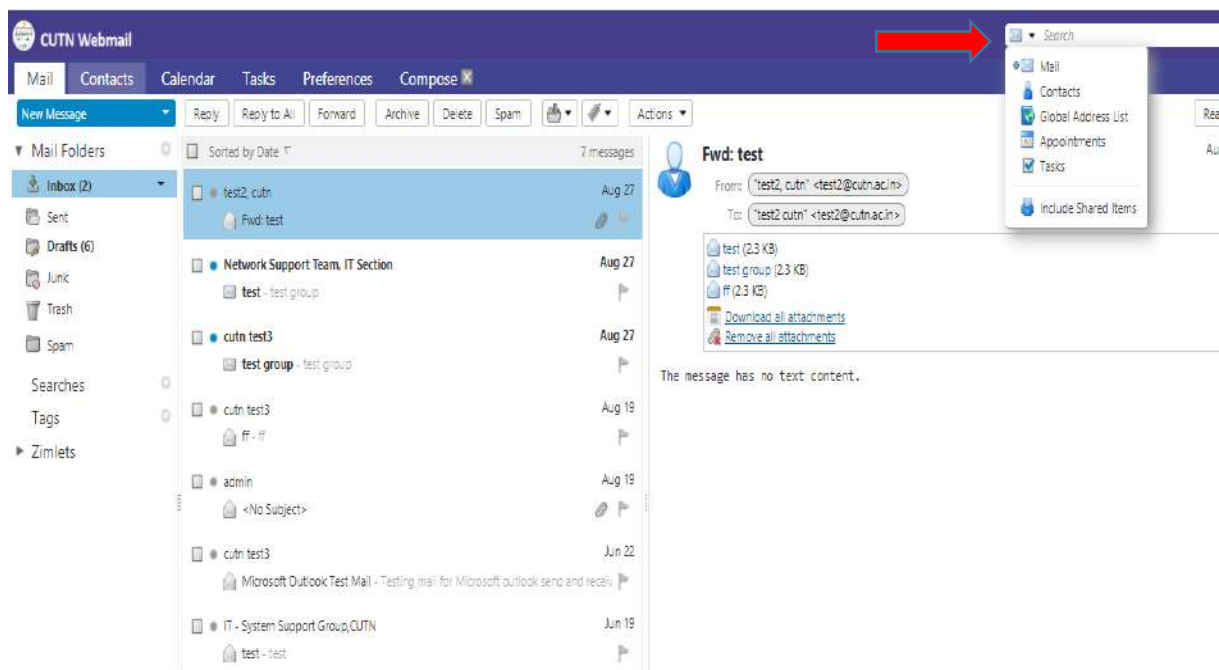
6. CUTN webmail keyboard shortcuts

Open preferences tab → Click Shortcuts



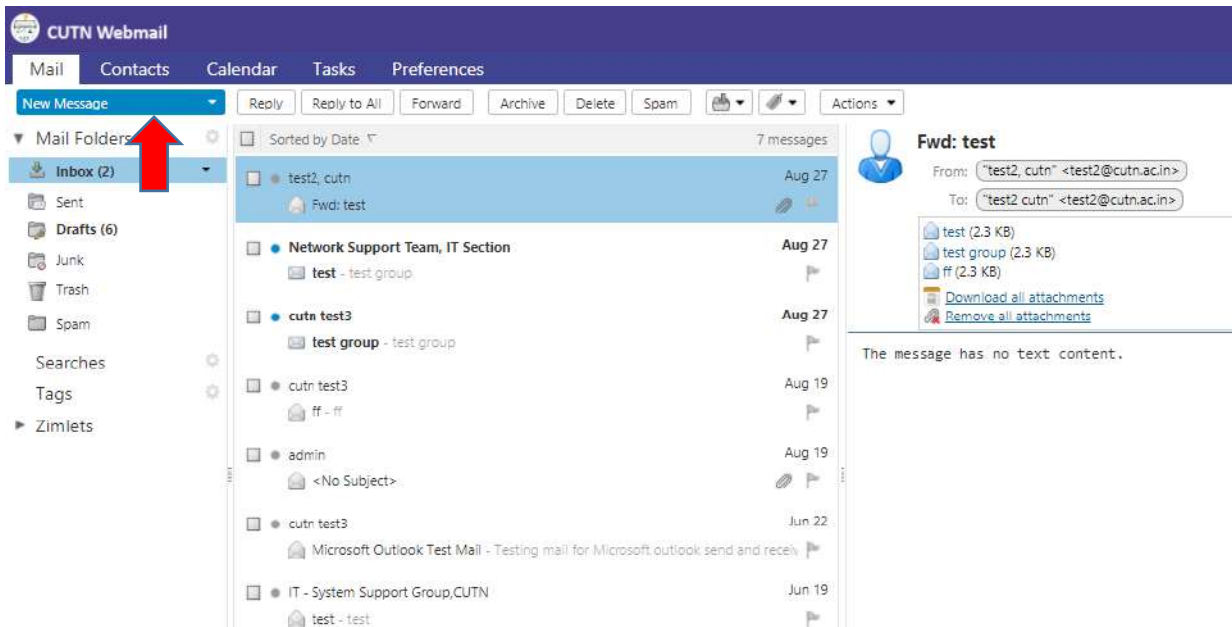
7. Advanced search option

Choose you want to search Mail, Contacts and Tasks.

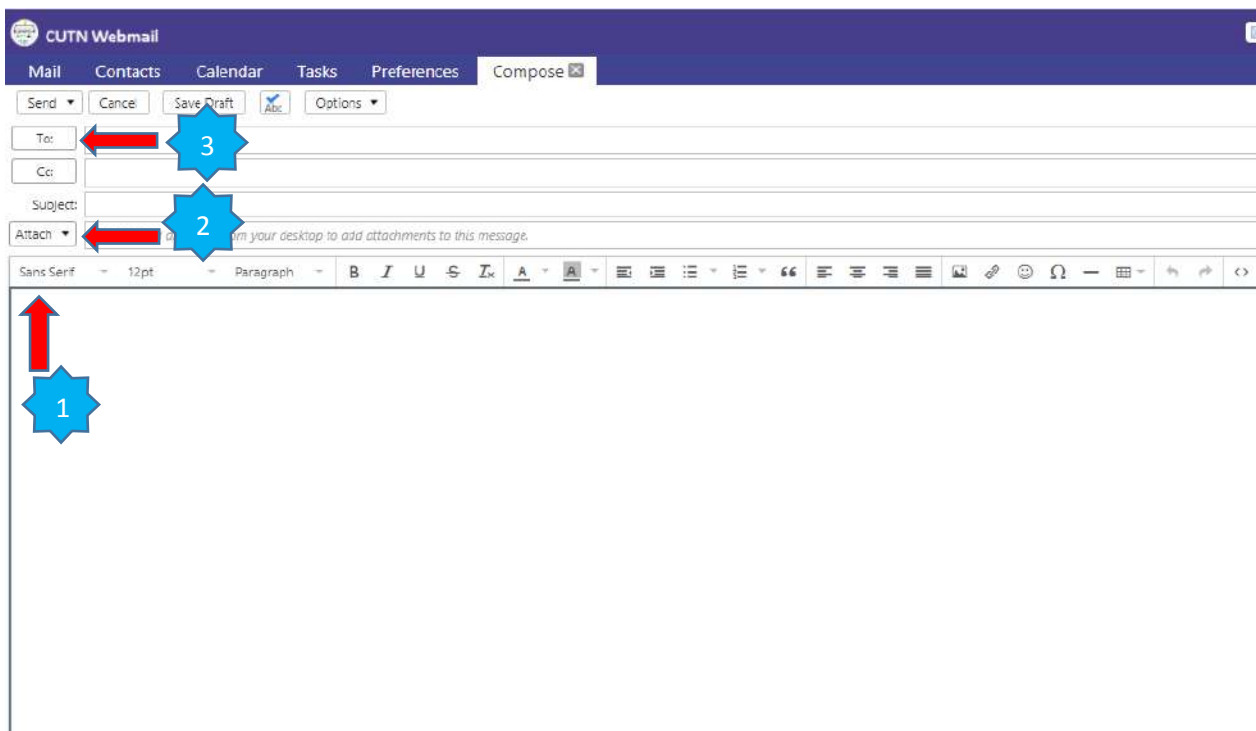


8. Compose email

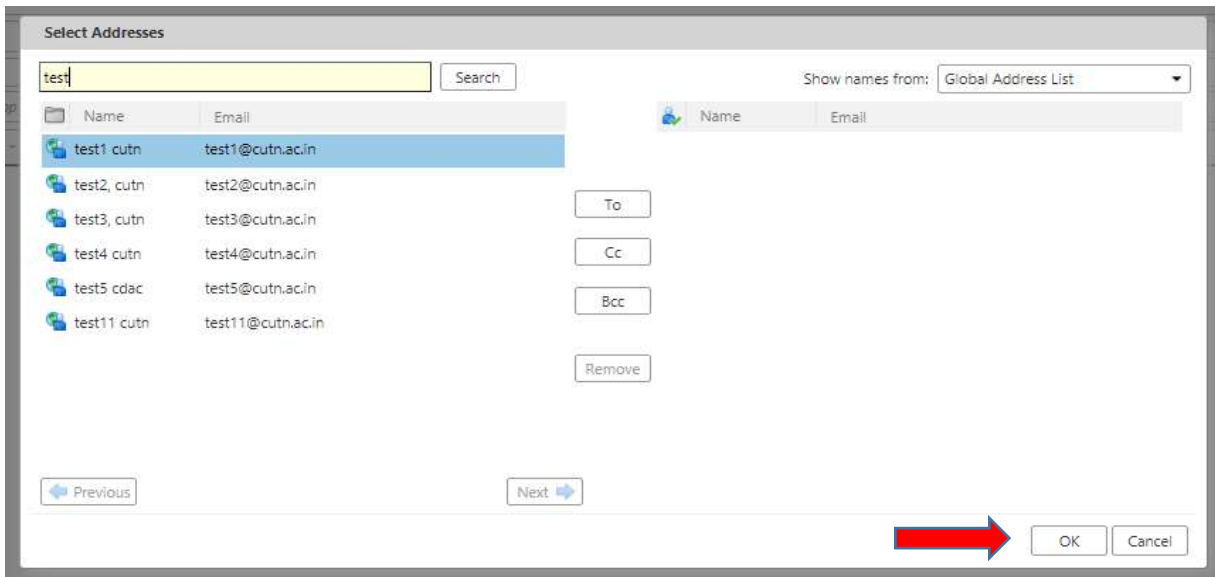
- Click New Message option



- Change font types
- Attached documents
- Choose Global address to add **To:** Address → Click To: option

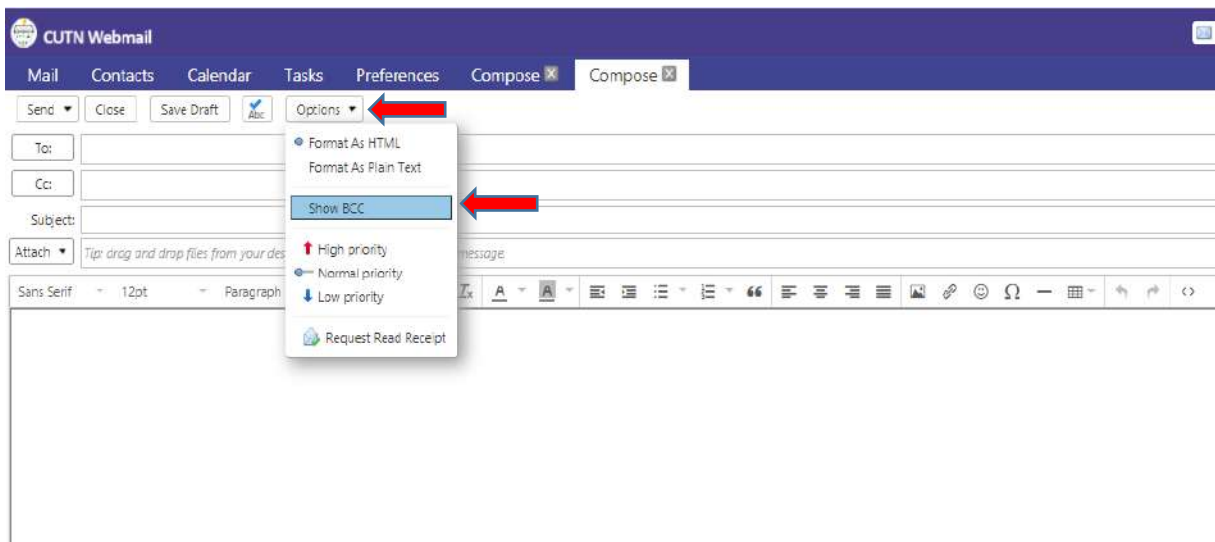


- Search all the global address on CUTN webmail → Select address → ok

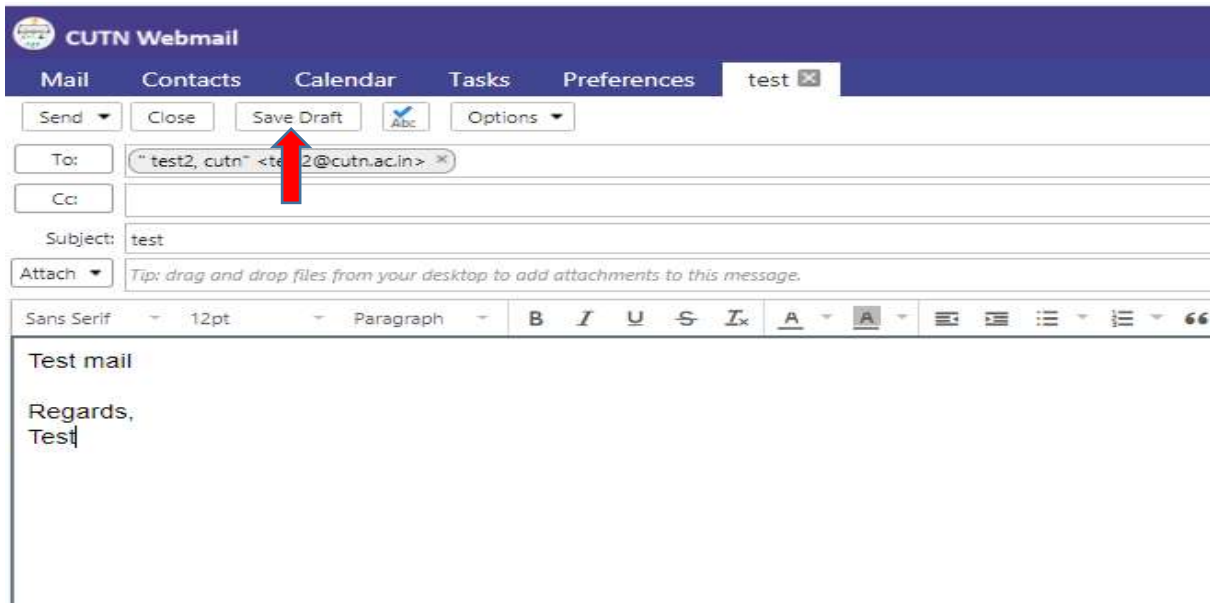


Add BCC

- Click option icon → Choose Show BCC

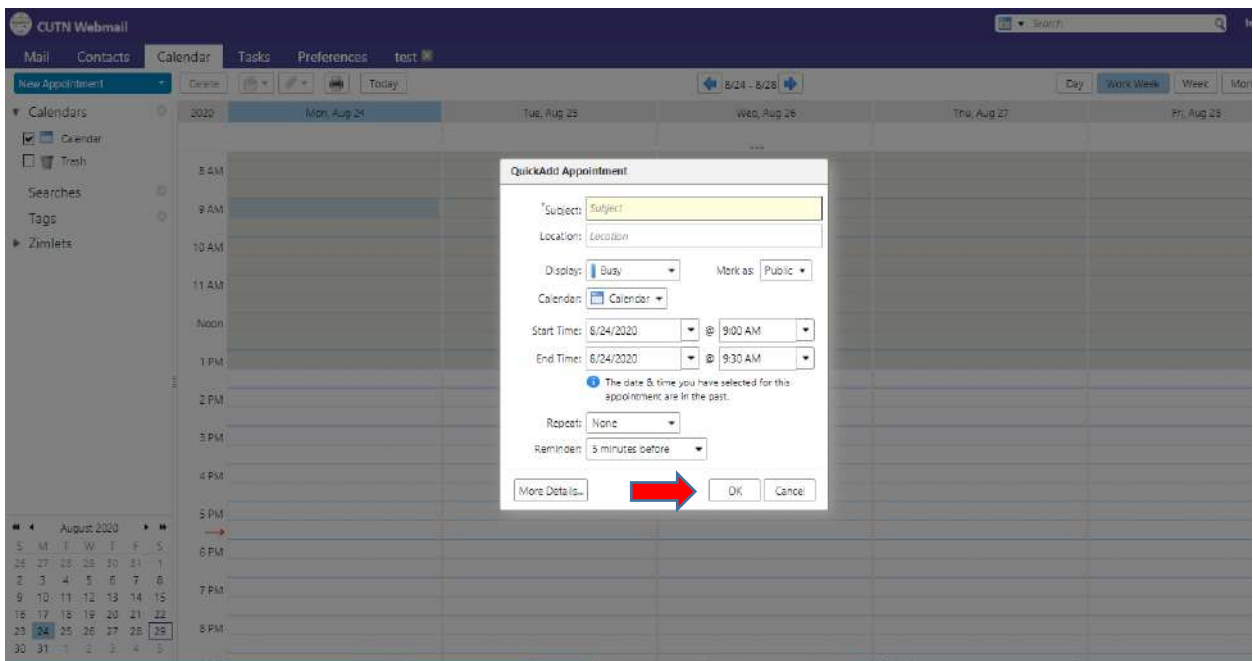


- Save Draft



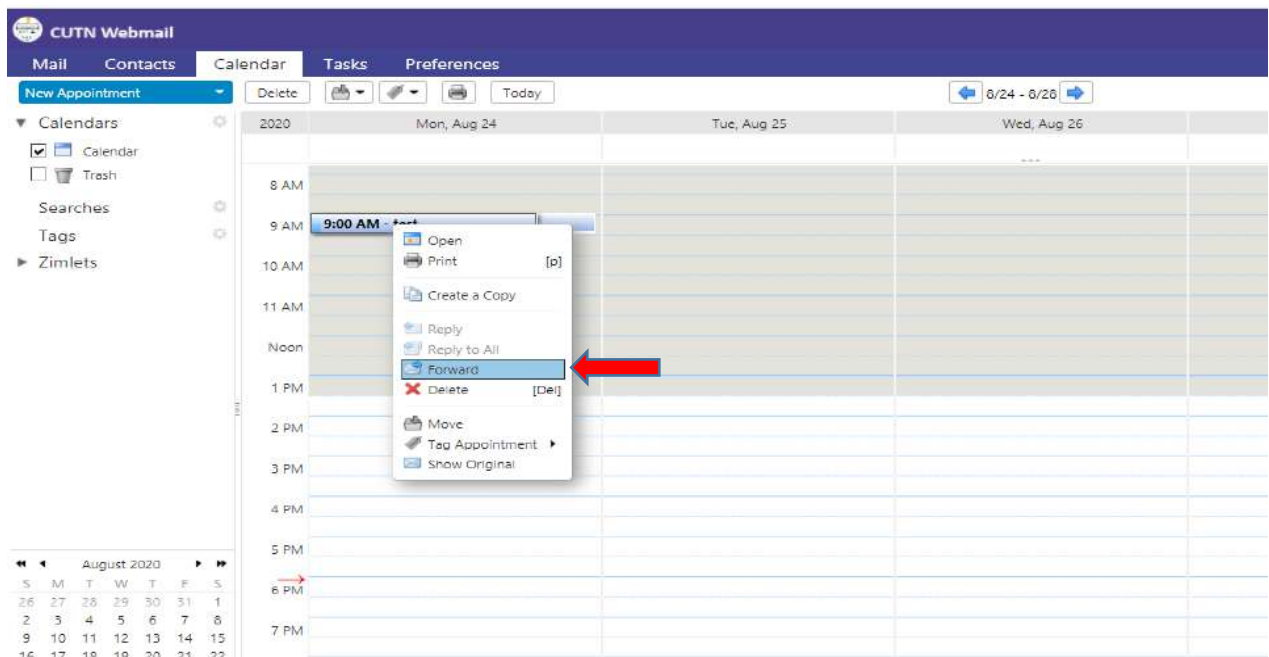
9. Add calendar and Sent Remainder mail option

Choose Calendar tab → Add QuickAdd Appointment

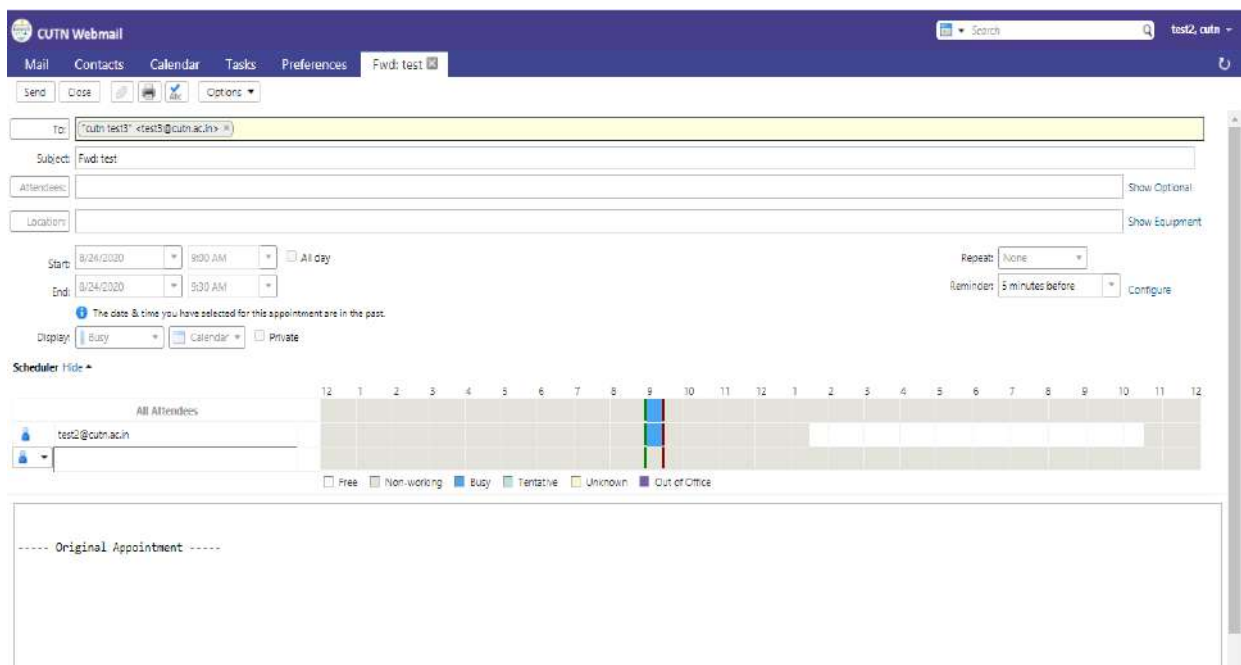


Sending Reminder Email

- Right click on reminder → Choose Forward option

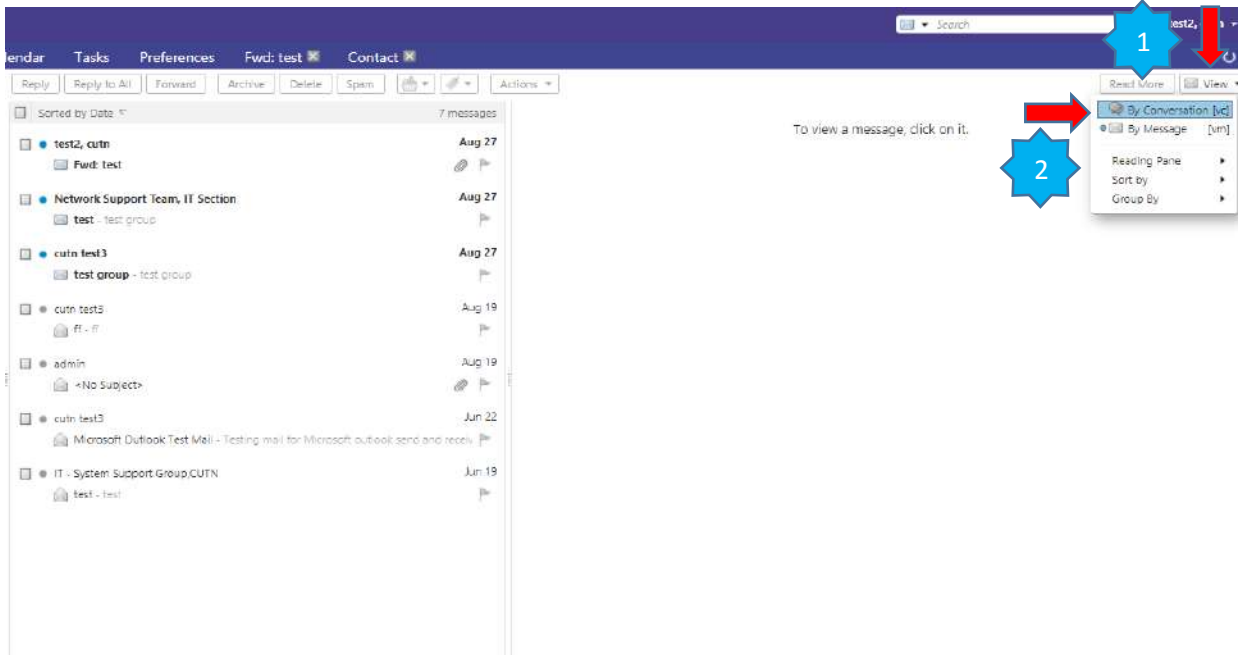


- Sending Appointment mail to another users.

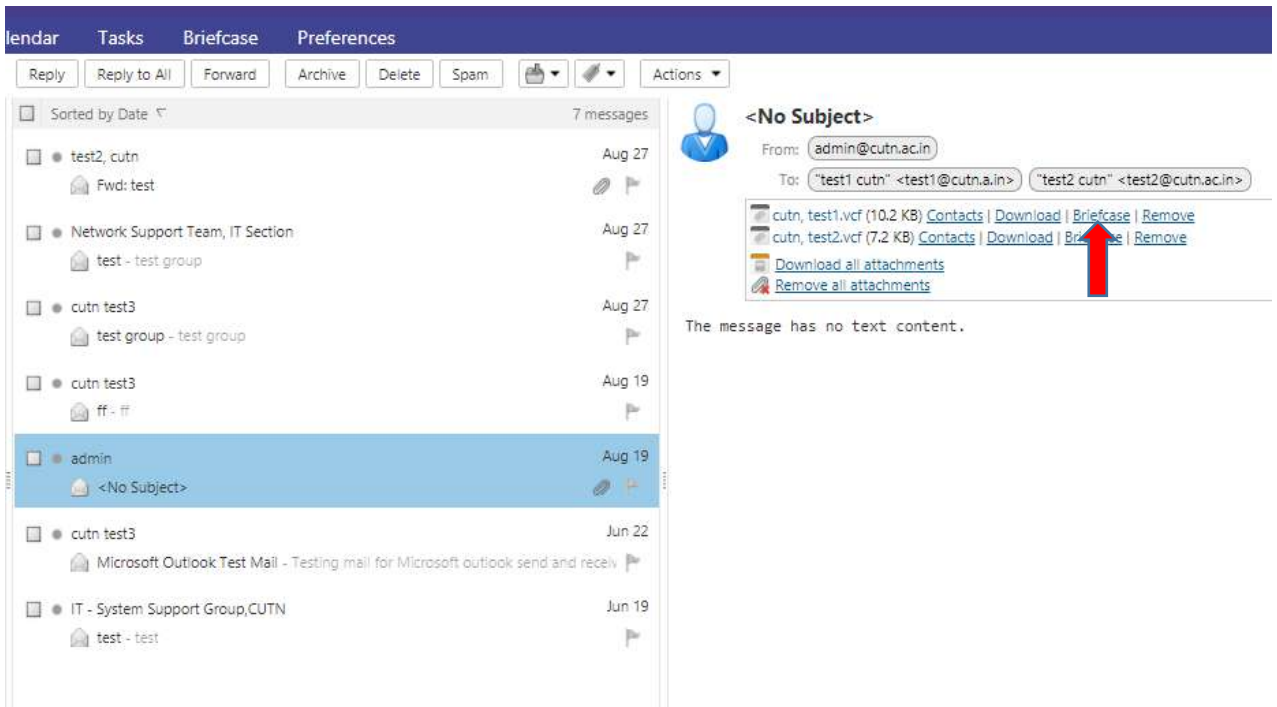


10. Email Conversation

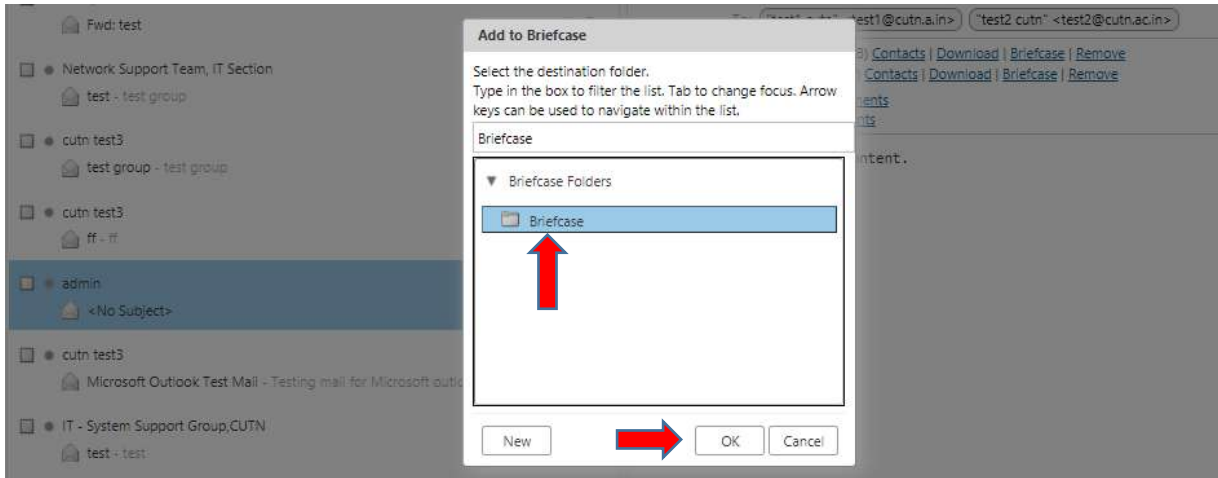
Click View option → Choose **By Conversation [vc]**



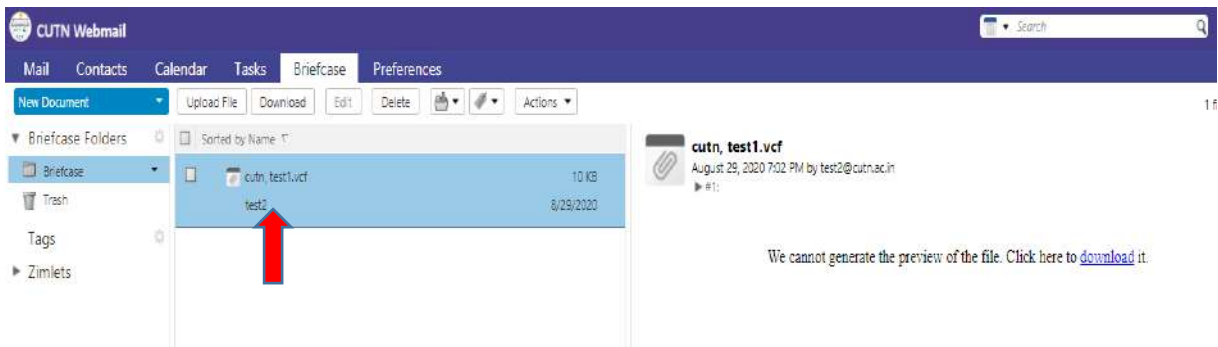
11. Incoming mail attachments to save in the Briefcase




- Select Briefcase → Click ok

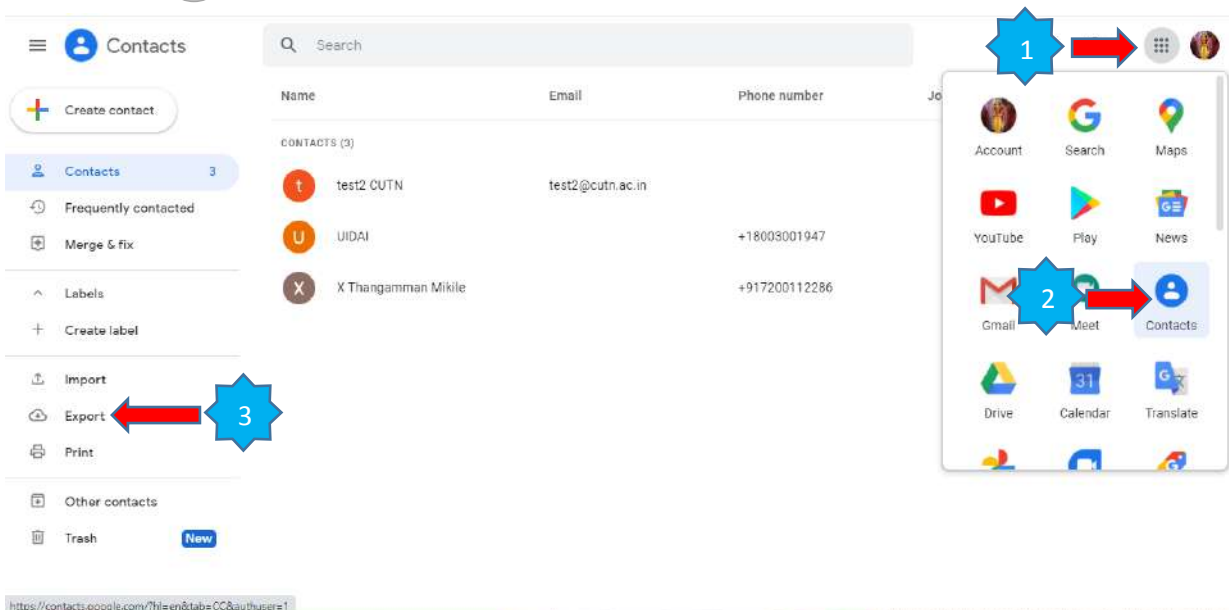


- Open Briefcase tab

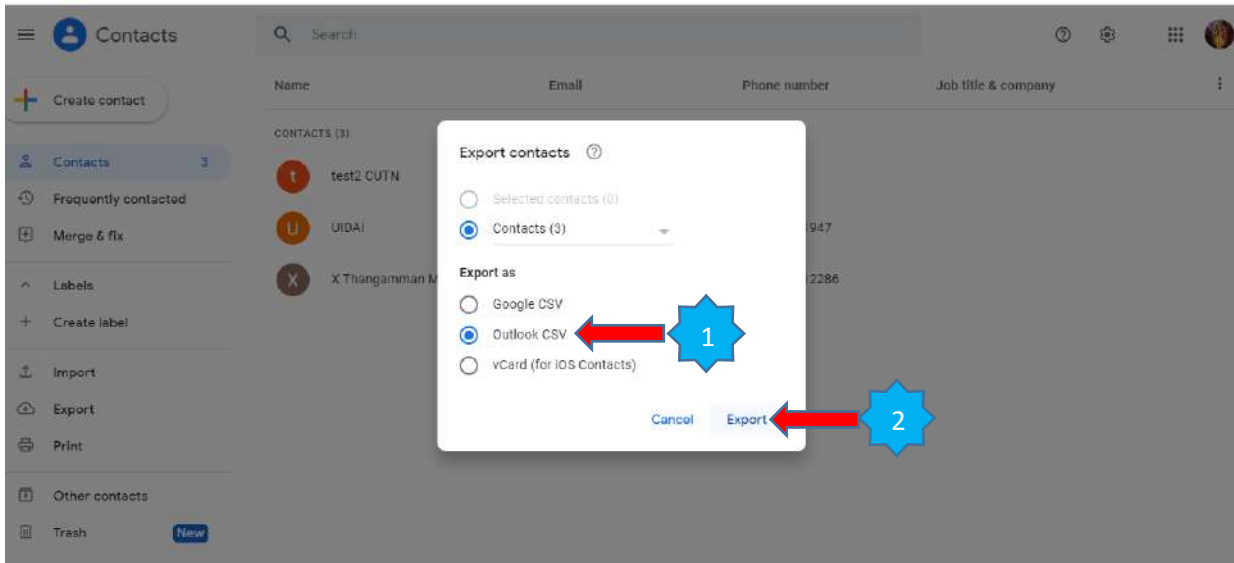


12. Contacts Import/ Export Gmail to CUTN Webmail

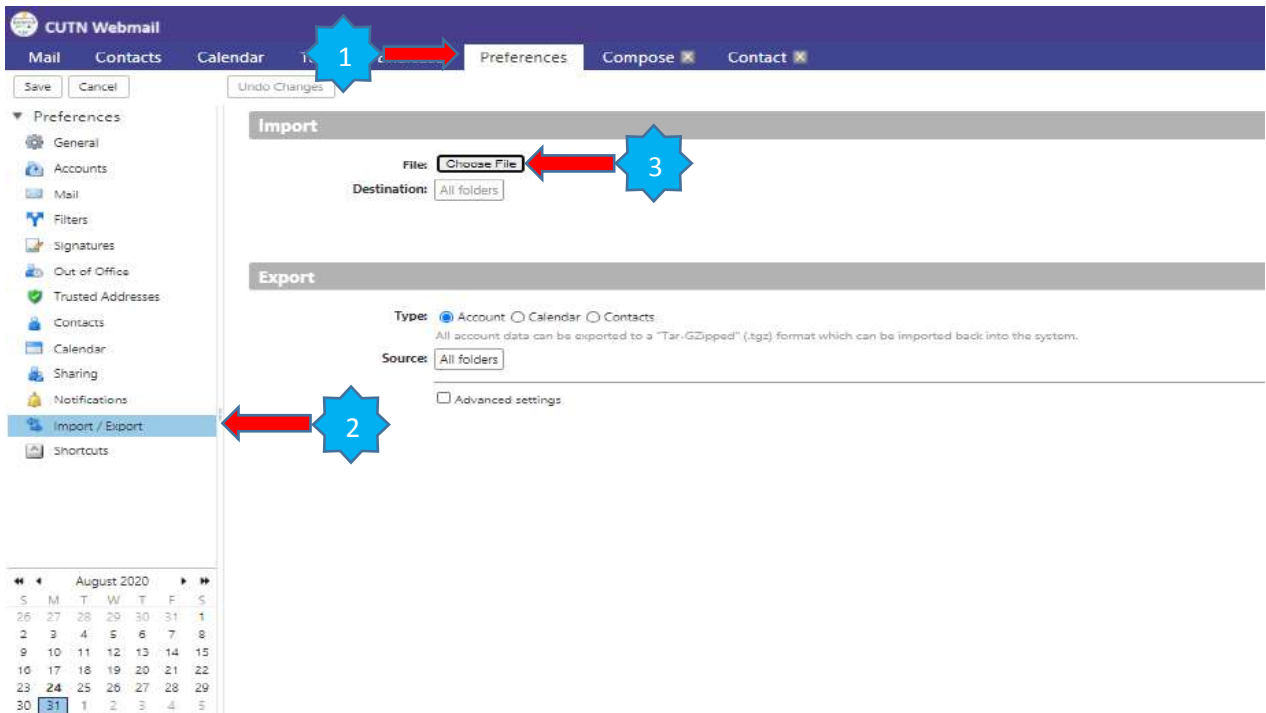
- Open Gmail account
- Click  → Open contacts Icon → Click to Export option



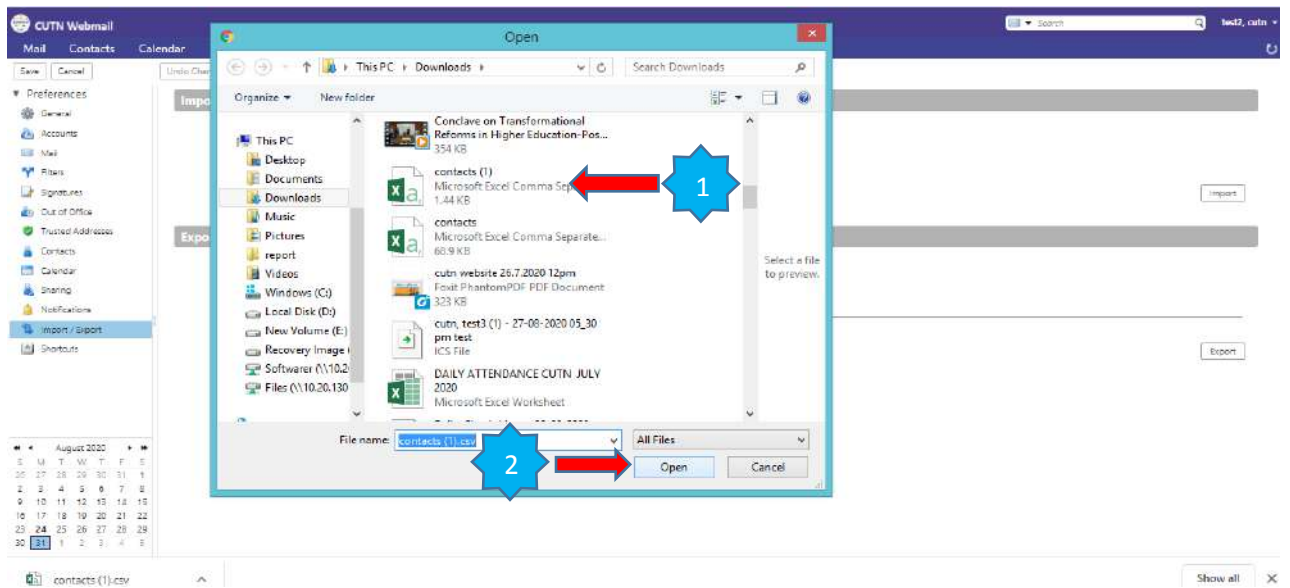
- Choose Outlook CSV → Click to Export



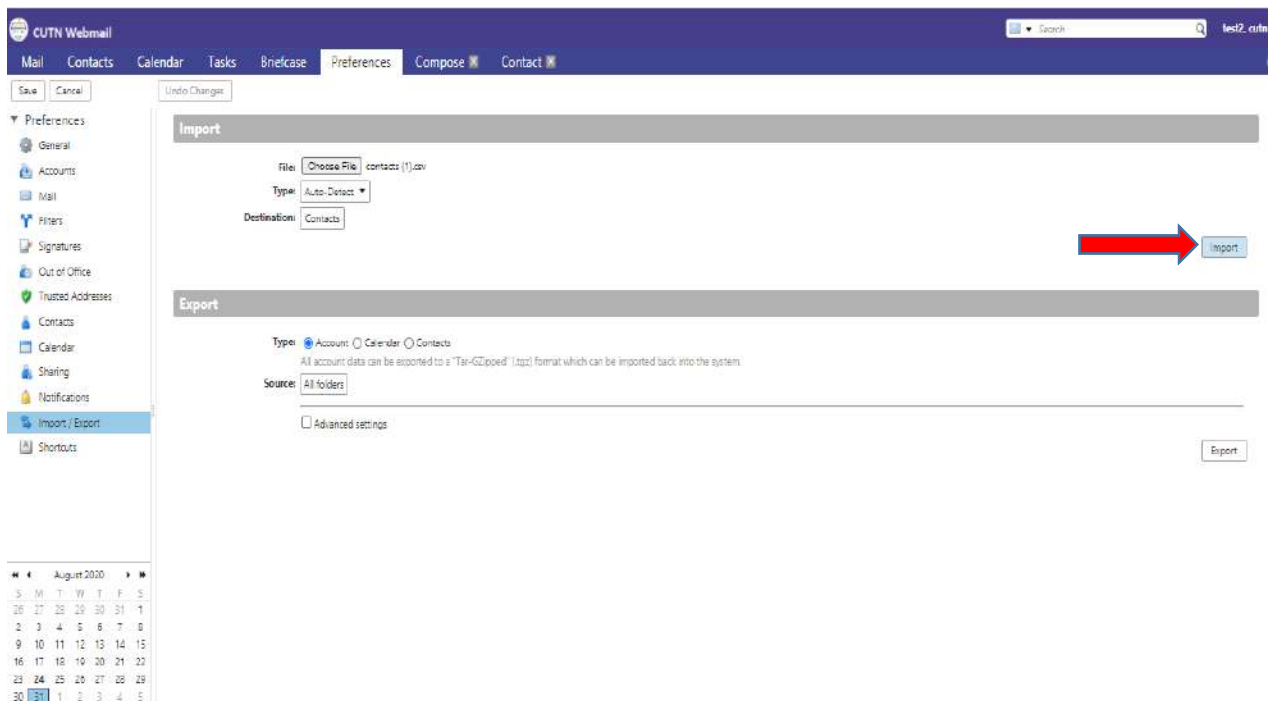
- Downloaded CSV file (Ex. Contacts.csv)
- Open CUTN webmail
- Preferences → Click Import/Export → Click Choose file



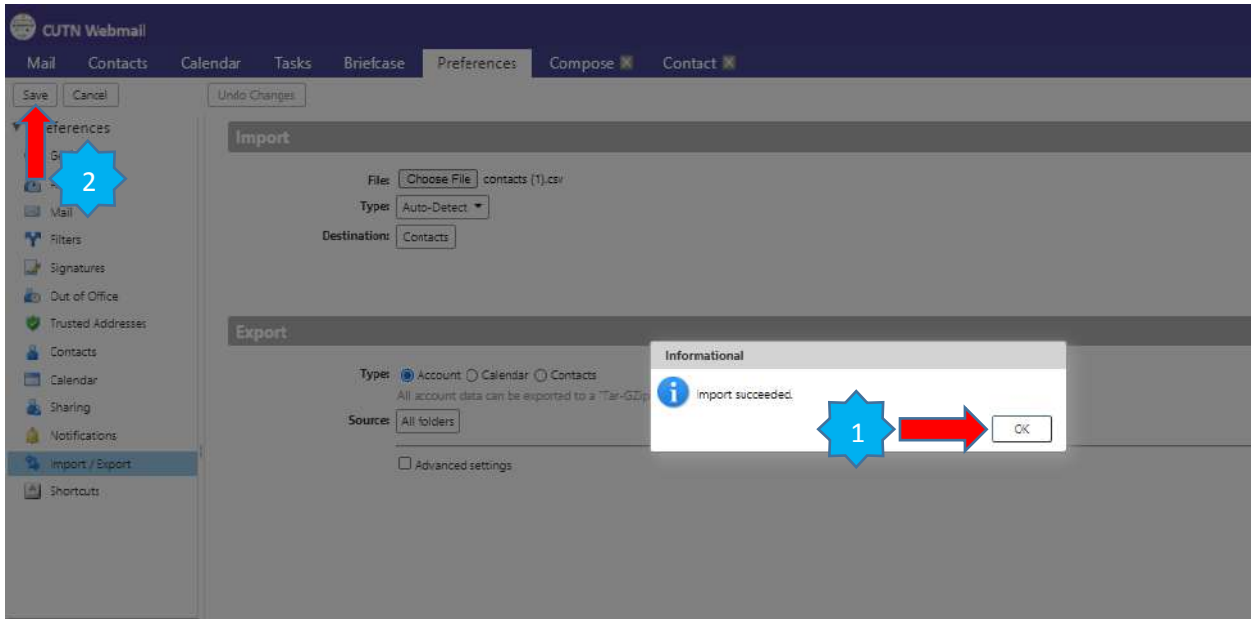
- Choose CSV file (Ex. Contacts.csv) → Click Open



- Click import



- Click ok → click Save option



- Open contact option view all contacts.



THANK YOU

Kindly contact IT Service Desk, if you need any help in this regard.

Telephone: 04366-277290 Email: mailsupport@cutn.ac.in