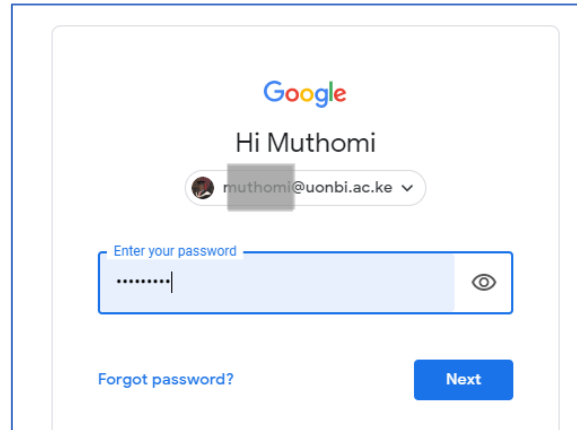
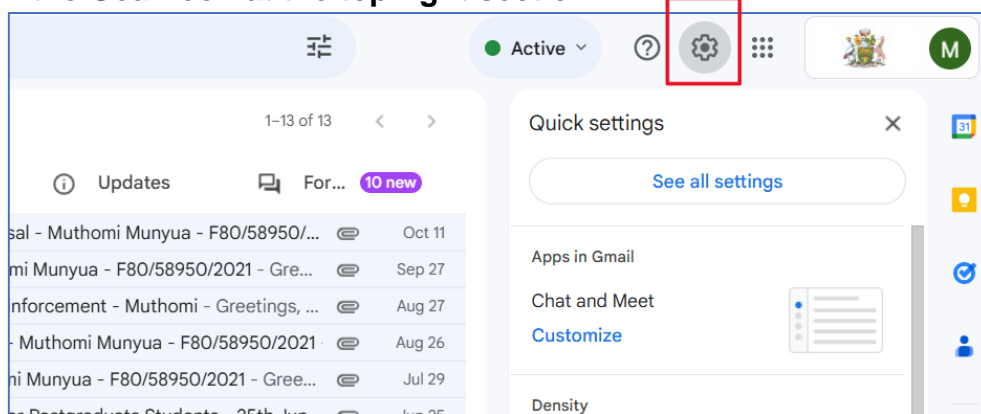


A Quick Guide to Managing Your University Email Account

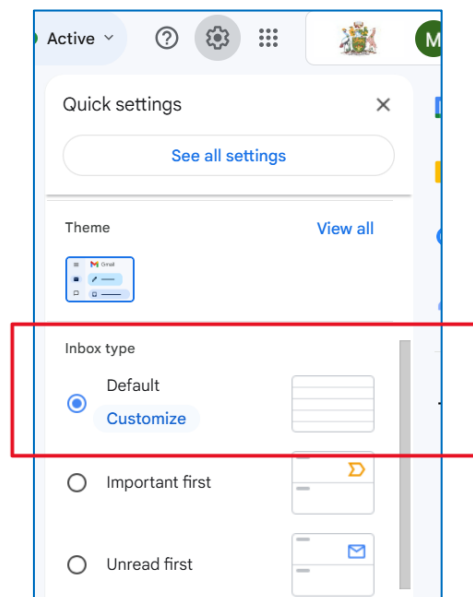
1. Go to a Web browser such as Google Chrome, Mozilla Firefox or Internet Explorer and log into your university email account.



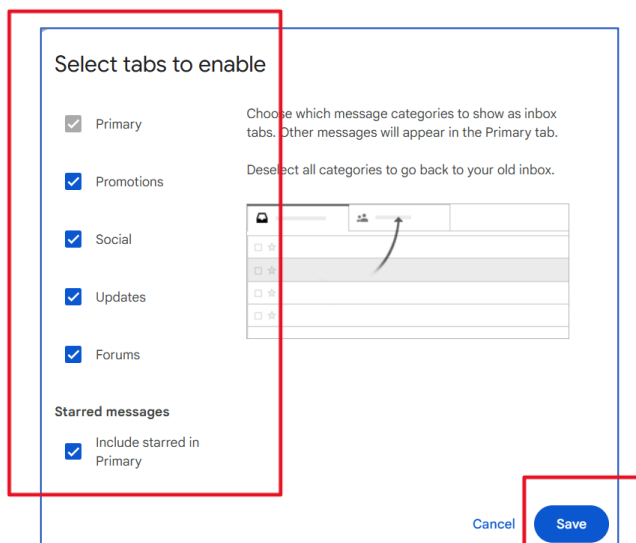
2. Click the Gear Icon at the top right section.



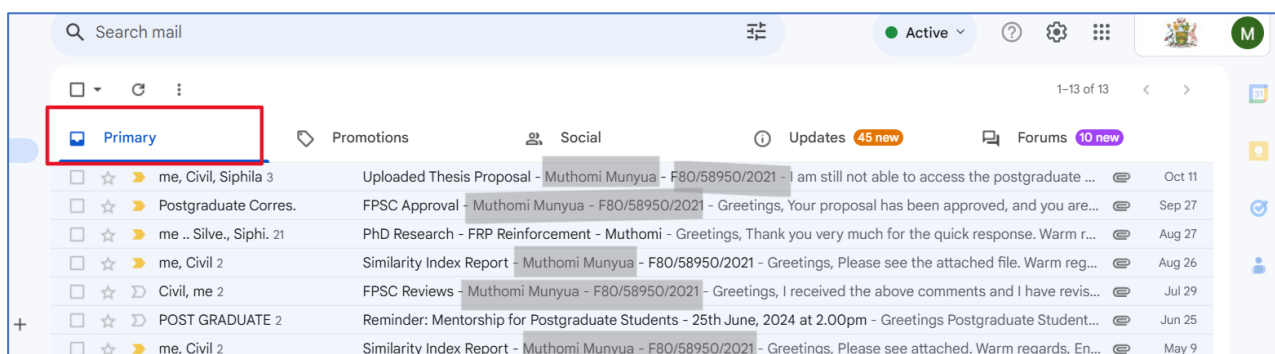
3. In the pop-up window that appears, scroll down to 'Inbox type', select the 'Default' option and select 'Customise'.



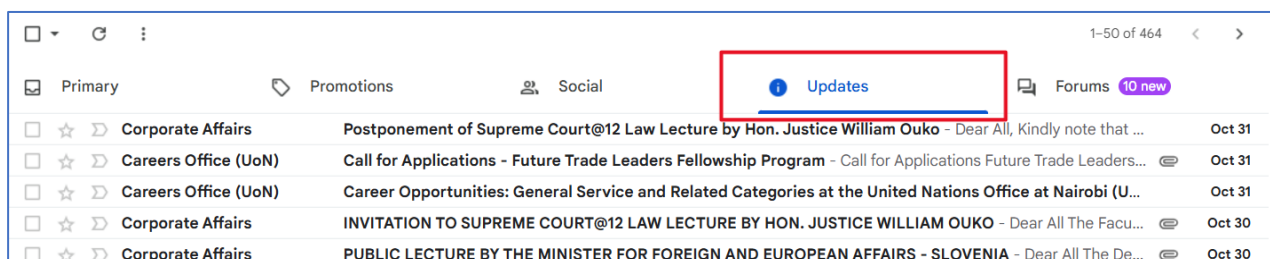
- A new pop-up window appears, ensure all the boxes are checked and click 'Save'.



- Once done, all important emails that require your attention and action, will now in your 'Primary' tab while status updates will now be in the 'Updates' tab. The 'Forums' will show emails from email lists.



- Navigate to the 'Updates' section to read important information that does not require action and is only for your information.



- Once this is done, you can keep using your Email account as always.