邮箱使用指南

Guide for using Mailbox

1.登录 Login

请登录内网门户：https://portal.uic.edu.cn ，推荐使用 Chrome, Firefox

Please login UIC portal, https://portal.uic.edu.cn
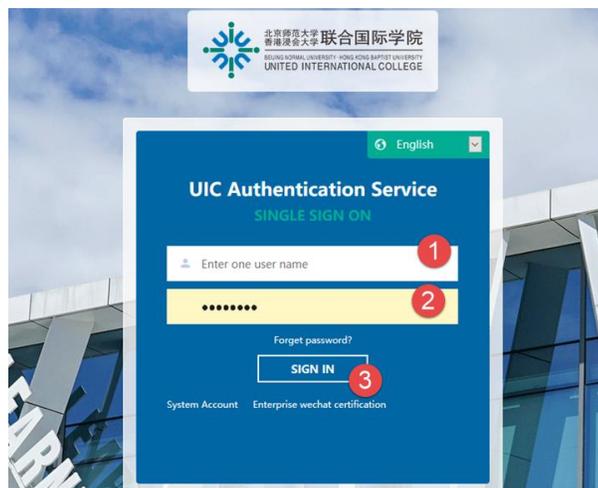
(1)输入 UIC 电子账号，

　　Enter the UIC account

(2)输入默认密码

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Enter default password
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(3)点击登录

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Click Sign in
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登录后在应用区，点击邮箱系统图标

In the Application area, click the Mail system icon

2.收邮件 Receive Mails

进入邮箱看到画面如下：

The page will be as following after login:
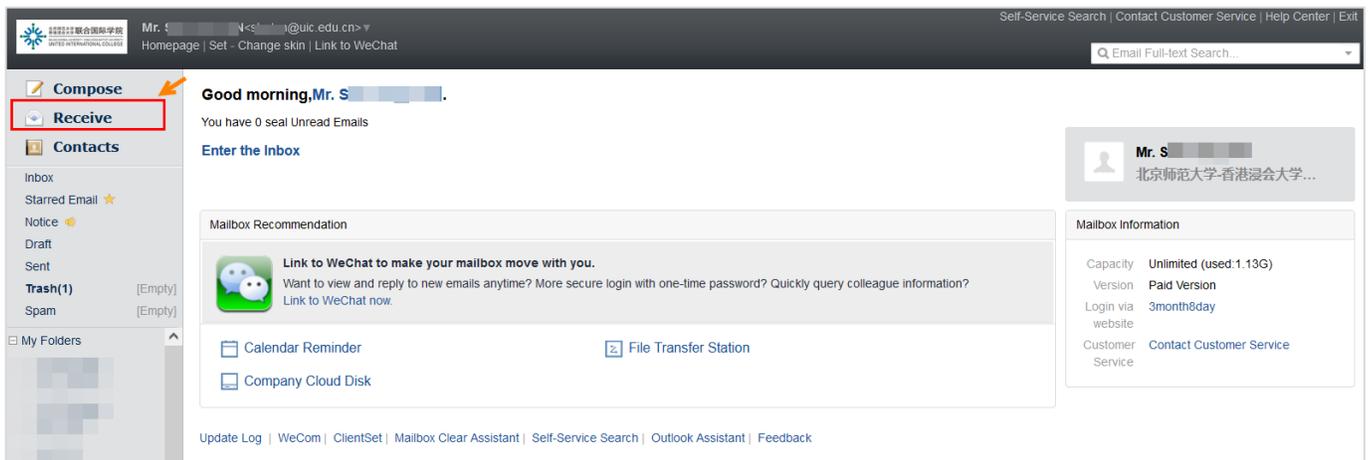
点击"收邮件"，查收最新的邮件：

Click 'Receive' to receive mails.
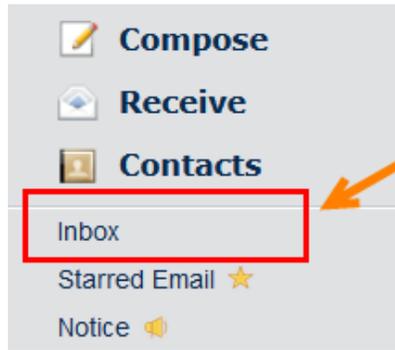
点击收件箱，显示邮件列表:

Click on the Inbox to display the mailing list:
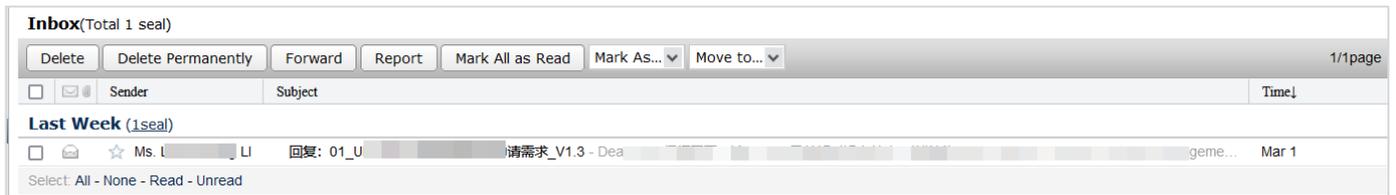
备注：可以删除、转发、报告垃圾邮件、标记邮件，移动邮件到指定文件夹；

Remarks: delete, forward, report junk mails, flag mails, move mails to specified folders are available.

3.发邮件 Send Mails
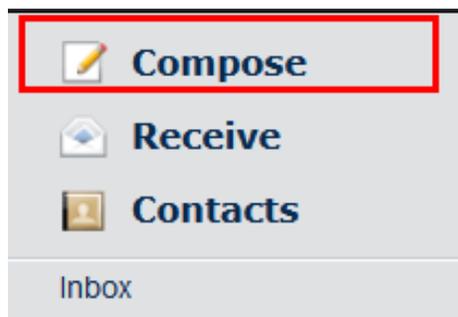
点击 Compose 写邮件：

Click 'Compose' to create a new mail.

(1) 收件人地址 recipient

可以选择抄送，密送，单独发送

You can add CC, BCC or Recipient (Sending separately)
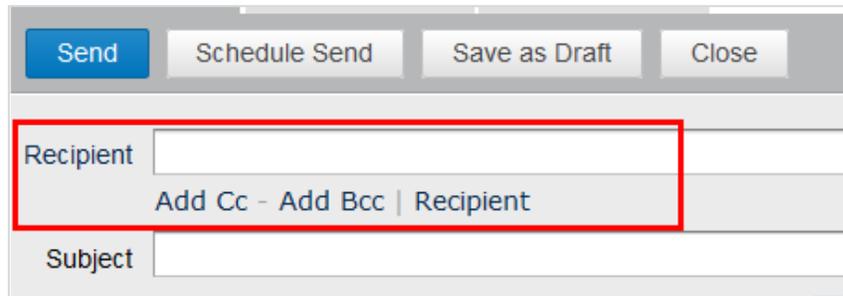
(2) Subject: 输入邮件主题 Email Subject

(3) 添加普通附件及大容量附件（目前支持 2G 附件，大容量附件有效期请以系统提示为准）；

New functions: send large size attachment (current 2G, the validation for the Oversized attachment is subject to the reminder of the system),
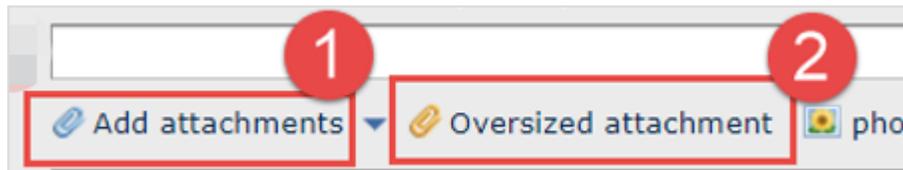
发送附件有 2 种方式：（1）一般附件（50M 容量以下）（2）超大附件（支持最大 2G 容量）

UIC 职员或学生收到的邮件包含 50M 以上的附件时，请到邮箱(首页 – 左边功能菜单下方)的文件中转站(File transfer station)查看和下载附件

There are two ways to send attachments in UIC staff mailbox :(1) general attachments (less than 50M capacity) (2) Oversized attachments (supports maximum 2G capacity)

If UIC staff/Student receive mail containing more than 50M attachments, please go to the File Transfer station of mailbox to view and download the attachments
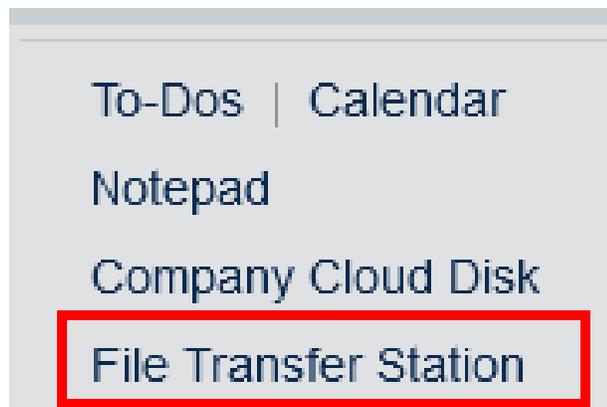
4.搜索邮件 Search

(1) 在右上角，搜索：

The Searching button is in the upper right corner

(2) 点击高级搜索，可以按发件人，主题，邮件内容，时间等搜索邮件

Click Advanced Search to search with sender, themes, contents and time.
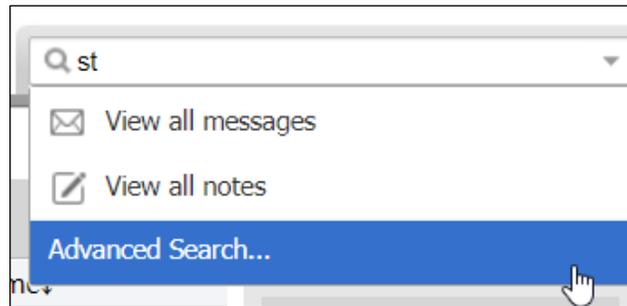
5.联系人及联系人组 Contacts and Contact group

点击联系人 Contacts，管理邮箱联系人信息

Click 'Contacts' to manage the contact information.

(1) 个人联系人地址本，可以添加联系人，联系人组

Contacts and contact groups can be managed in Personal Director

(2) 企业（UIC）邮箱地址本 Corporate Directory

(3) 工具：可以导出，导入联系人信息

Tool can be used to import and export contacts information
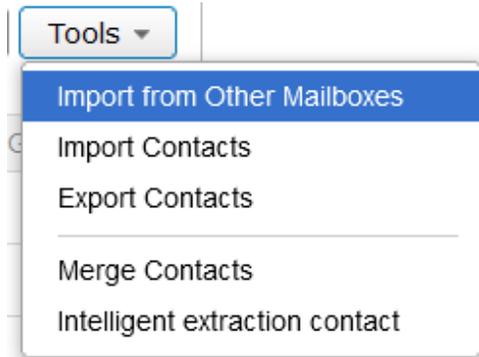
6.日历 Calendar

在日历中可以新增日历和提醒，定时发出提醒邮件，可按照月和日展示日历，

You can manage your event and reminder in the calendar, to send reminder mail in the specified time, DAY or MONTH display is selective

可共享日历 Share calendar is available：
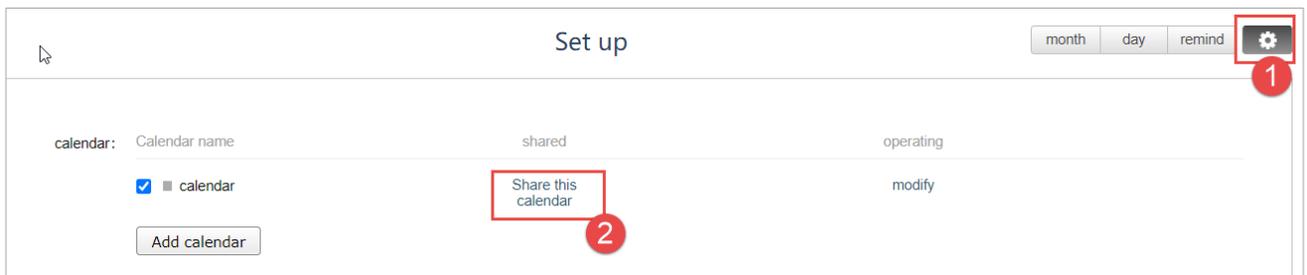
7.个性设置 Preference Settings

点击 Set，可以进行个性化设置：

Click Set and for the preference setting:

举例 e.g.:

(1) 常规设置，例如默认语言，字体，邮件签名，自动回复

Regular setting: language, font, signature and auto-reply.

(2) 收件规则：自动把符合条件的邮件移入指定文件夹

Receipt Rules: Automatically move the filtered emails to specified folders.

(3) 黑白名单 Anti- Spam

(4) 文件夹和邮件标签管理， Folders and tag

(5) 提醒服务可以设置企业微信，绑定个人微信，QQ 邮件提醒

Reminder Service to set WeCom, WeChat binding and QQ email reminder

8.修改密码 Change Password

(1) 如果你需要修改密码，请登录内网门户后（https://portal.uic.edu.cn），在工具栏右边点击个人登录账号，在菜单选择修改密码

if you need to change your password, please login portal, https://portal.uic.edu.cn ，In the toolbar, click to view personal login account，Choose to Change Password
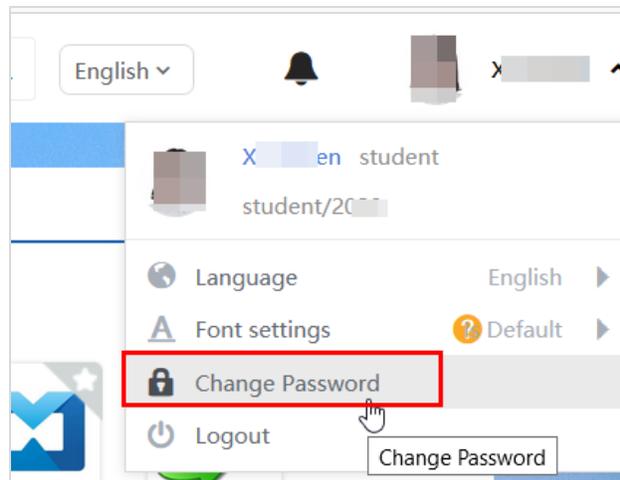
(2) 每次在 Portal 修改密码后，第一次进入邮箱需验证，请点击验证按钮

Every time the password is changed in Portal, To verify is required when entering the mailbox for the first time, Click To verify button
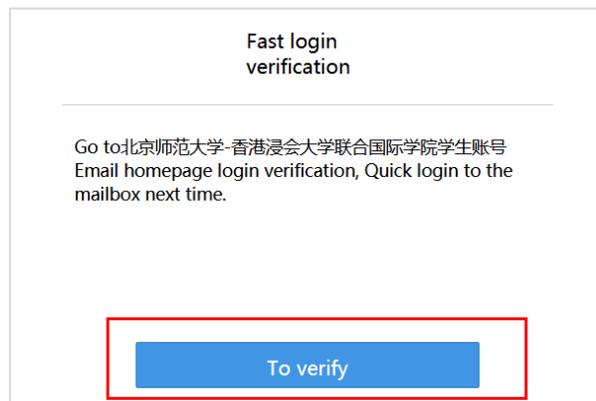
(3)进入腾讯邮箱登录页面，点击账号密码登录

Enter the Tencent Enterprise email web page and click "Account Password Login"
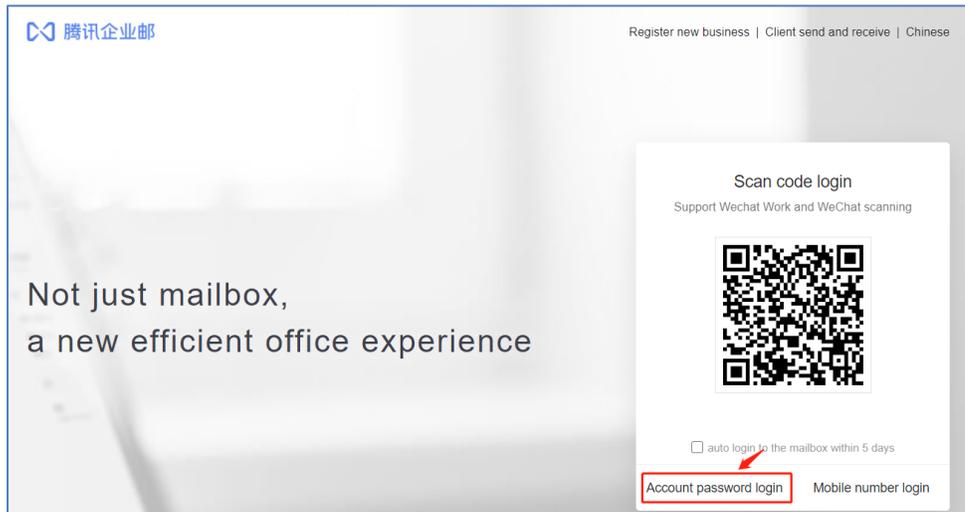
(4)输入你的 UIC 电邮完整地址和密码，进行授权

Enter the UIC email address and password , login for the verification, eg:
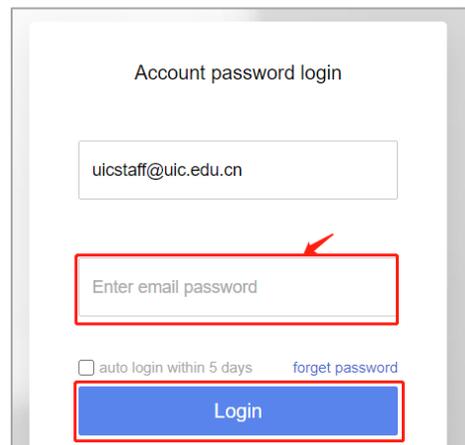
以上步骤即完成 UIC 邮箱激活和密码同步

The above steps complete the UIC mailbox activation and password verification.

注意：请不要在邮箱里修改密码，否则无法同步 UIC 所有系统

Note: Please do not change the password in the mailbox system, otherwise all UIC systems cannot be synchronized.

The End.

Prepared by ITSC