

Email Use Tips

2025-3

Overview

BNBU mail is currently using the professional email service provided by Tencent



01

Security and Stability

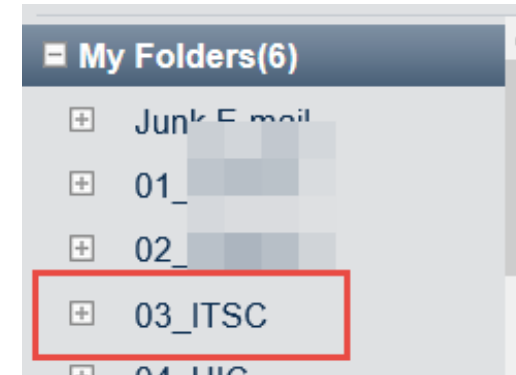
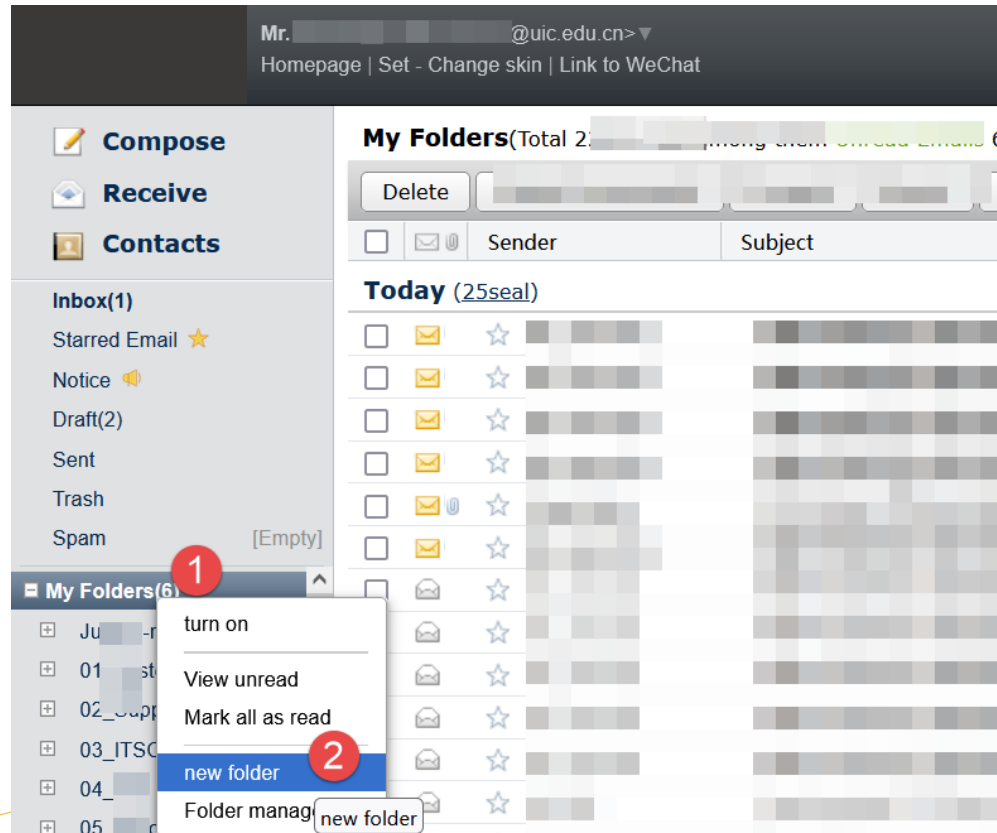
02

- Unlimited storage per account
- Wecom integration to provide more convenient and efficient work experience
- International mail sending and receiving

03

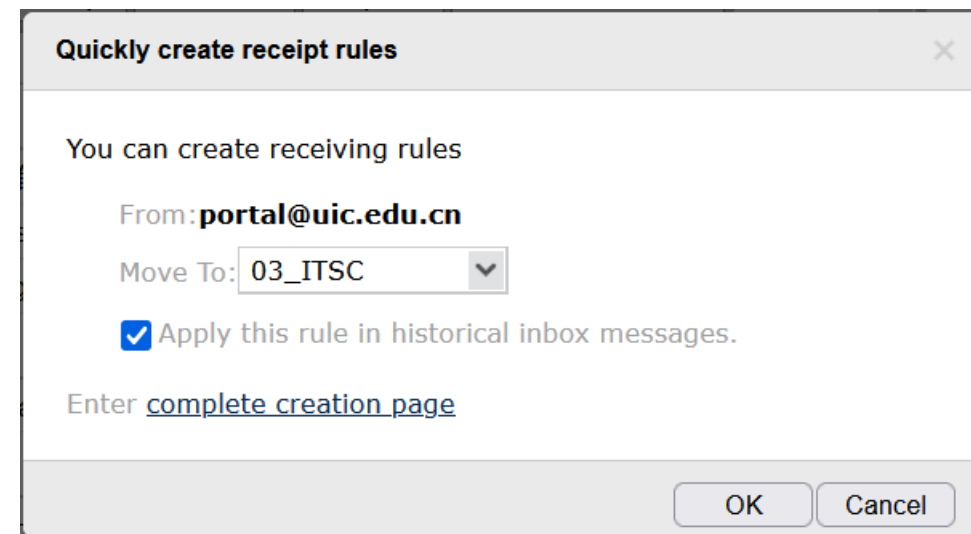
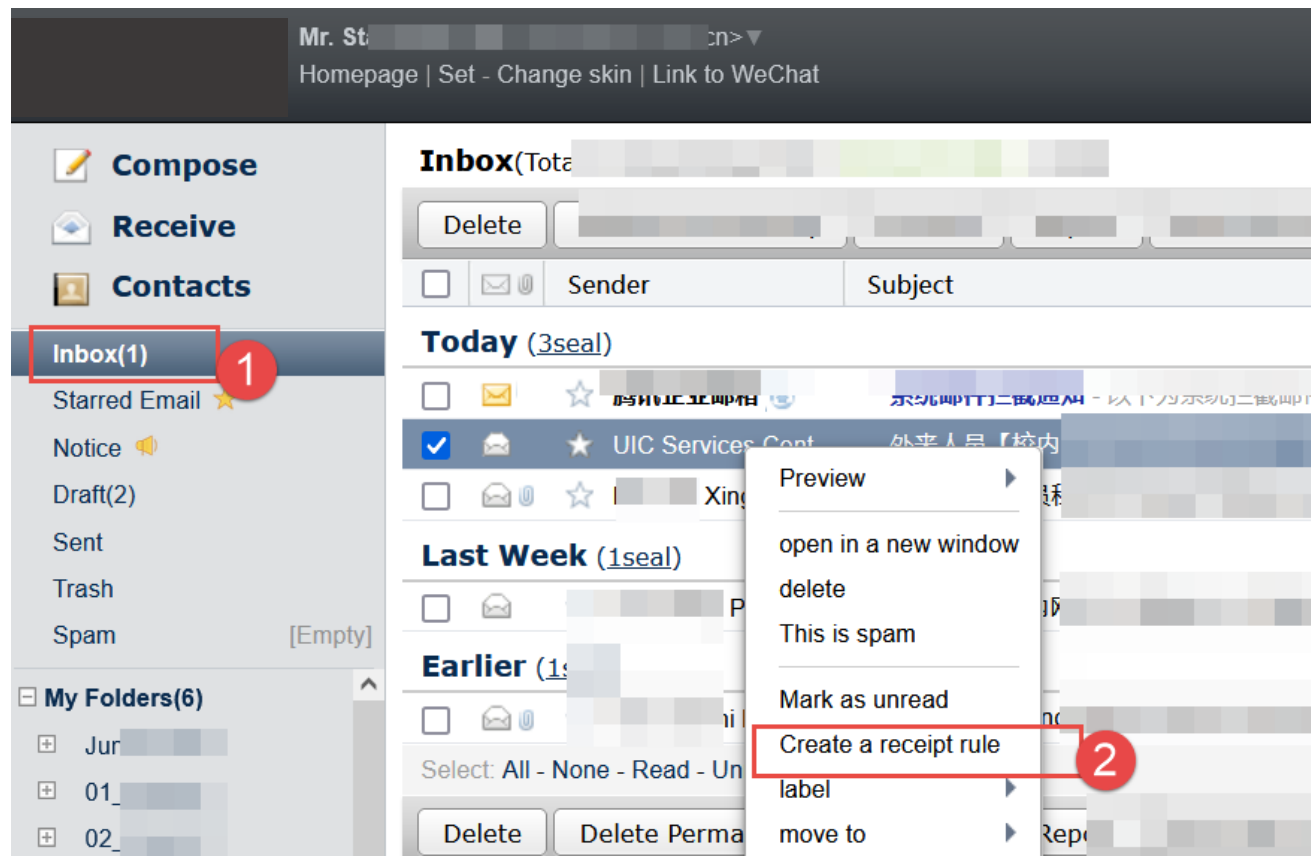
- Powerful spam filtering
- Strict data encryption and backup

Mail merges automatically



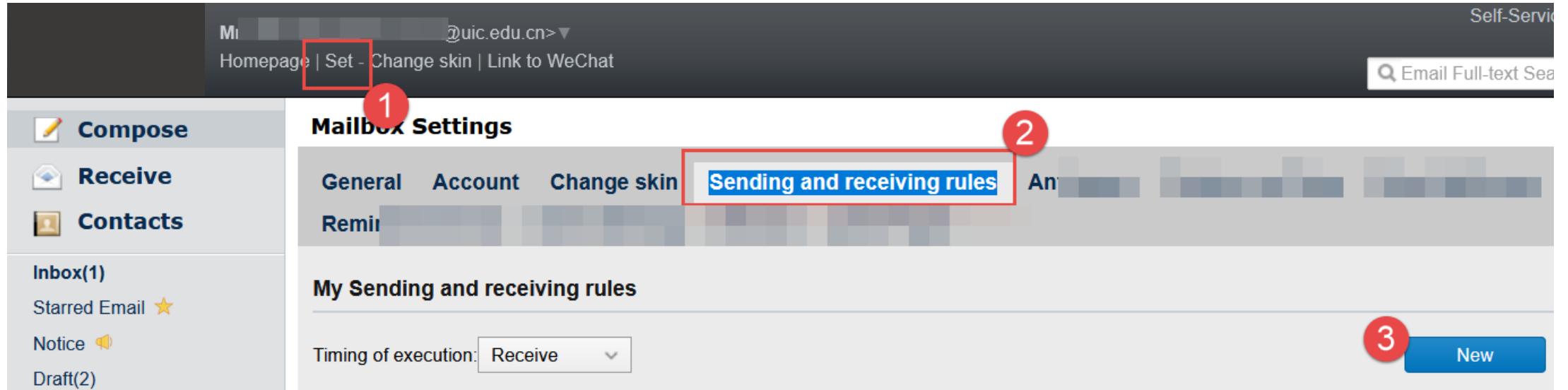
Create a folder and set rules to automatically merge incoming mail into the folder, e.g. ITSC

Mail merges automatically



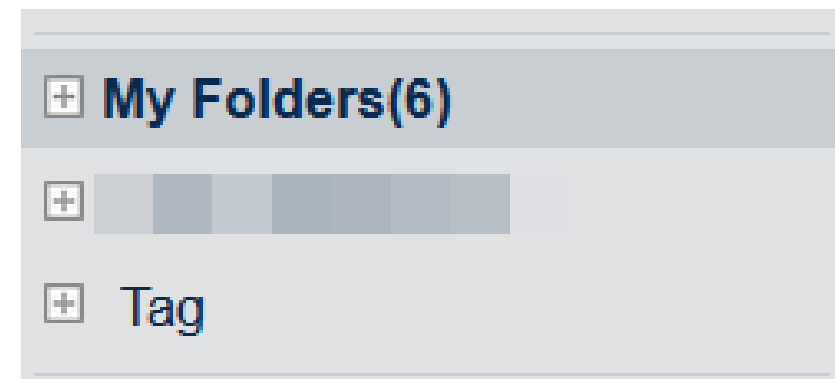
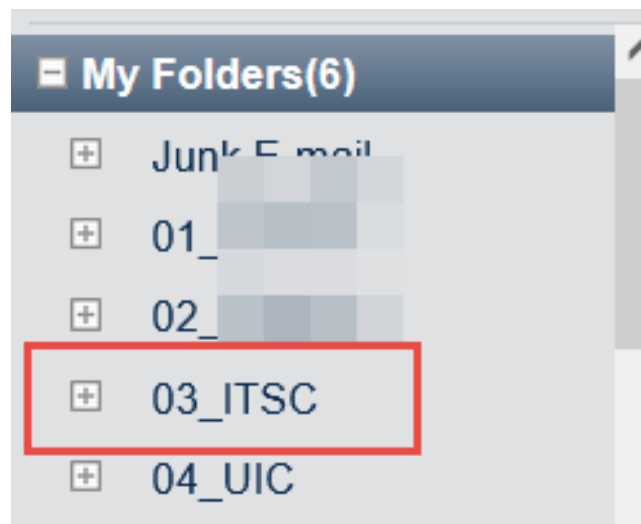
Select an email, click the right mouse button on the subject,
In menu, choose **Create a receipt rule**.

Sending and receiving rules - More Settings



You can customize more email rules

Folder & Tag



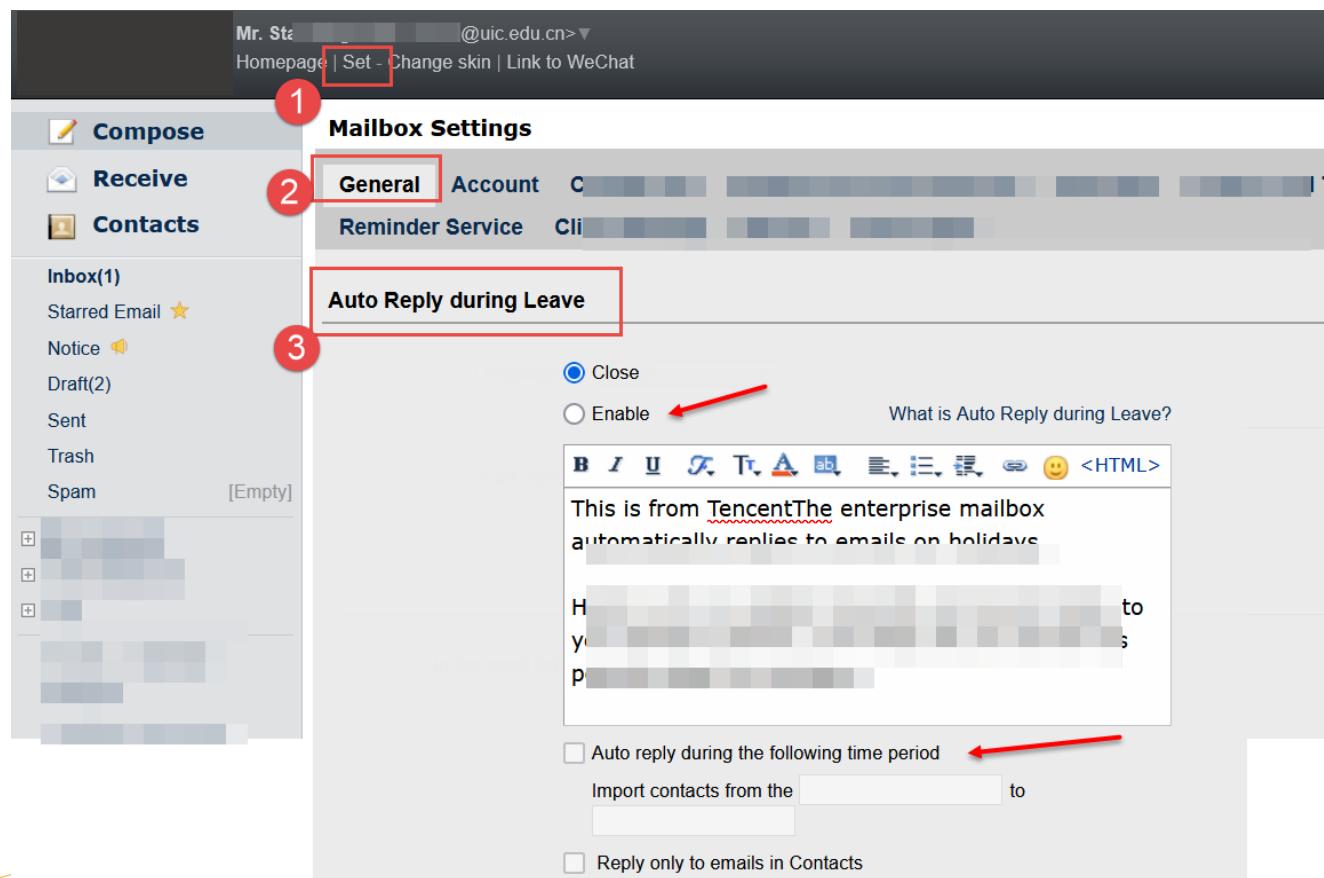
01

Maximum number of folders: 2000

02

Folder has a higher display
priority than the Tag

Holiday auto reply



01

When you're on a business trip, on vacation, You can **Enable [Auto Reply]**

02

* customize your reply to 400 words or less

03

Only one automatic reply will be sent to the same sender on the same day

Add Cc , Bcc

Ordinary mail

Meeting

Notice

Send

Schedule Send

Save as Draft

Close

Recipient

Add Cc - Add Bcc | Recipient

Subject

01

Add Cc

All recipients can see the sender of the email and the email addresses of other recipients

02

Add Bcc

The sender and other recipients of the message cannot view the recipient address of the BCC.

Send Separately

Ordinary mail Meeting Notice

Send Schedule Send Save as Draft Close

Recipient

Add Cc - Add Bcc Recipient

Subject

Send Schedule Send Save as Draft Close

Recipient

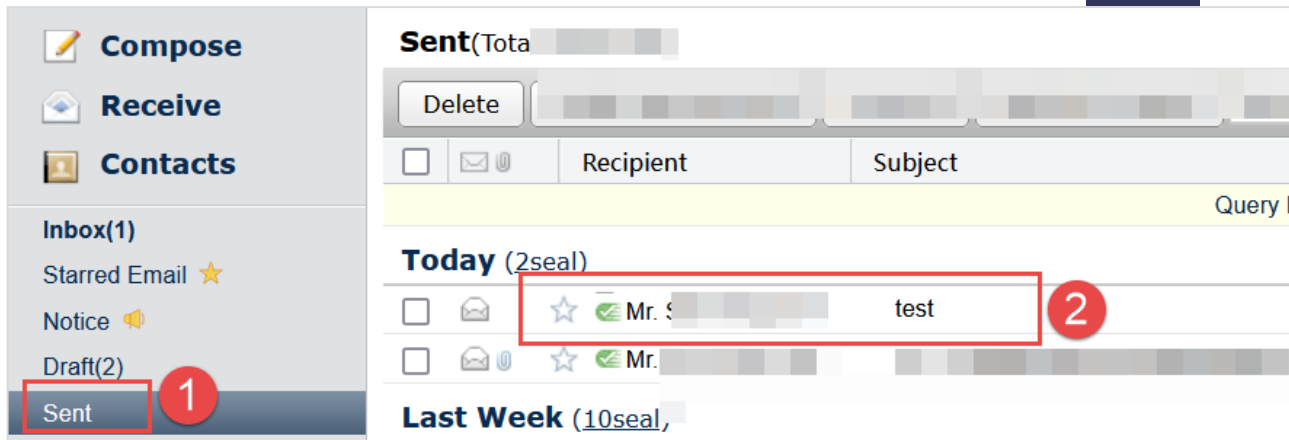
Each recipient will receive a separate email sent to him/her.~~cancel~~Recipient

03

Send Separately

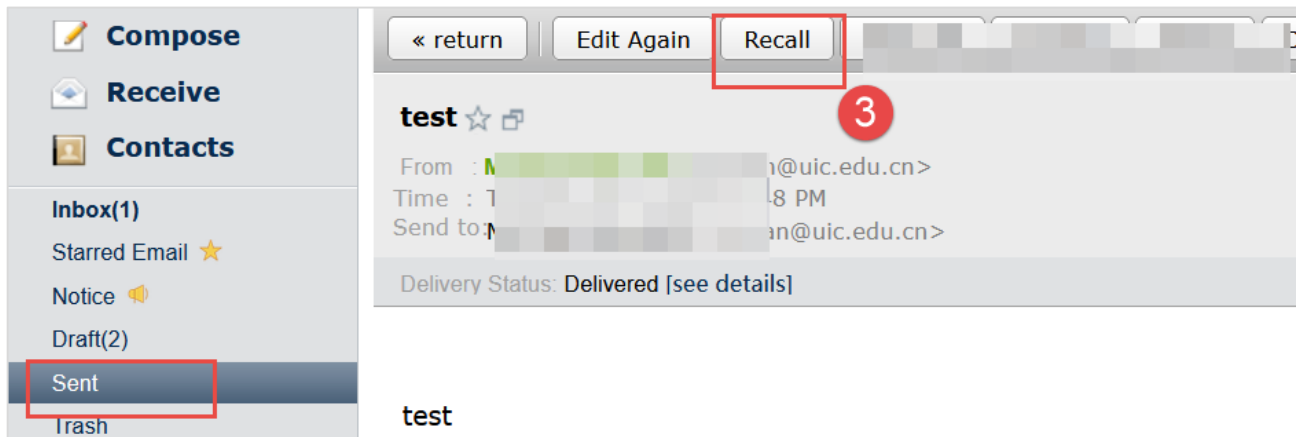
Each recipient will only see that the email was sent to them individually, and will not be able to see other recipients' email addresses

Recall Email

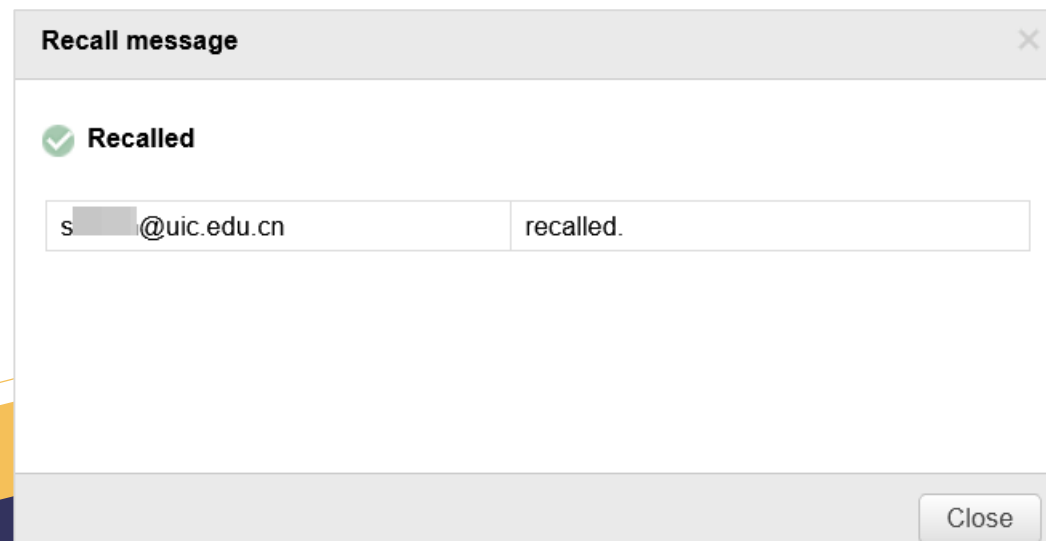
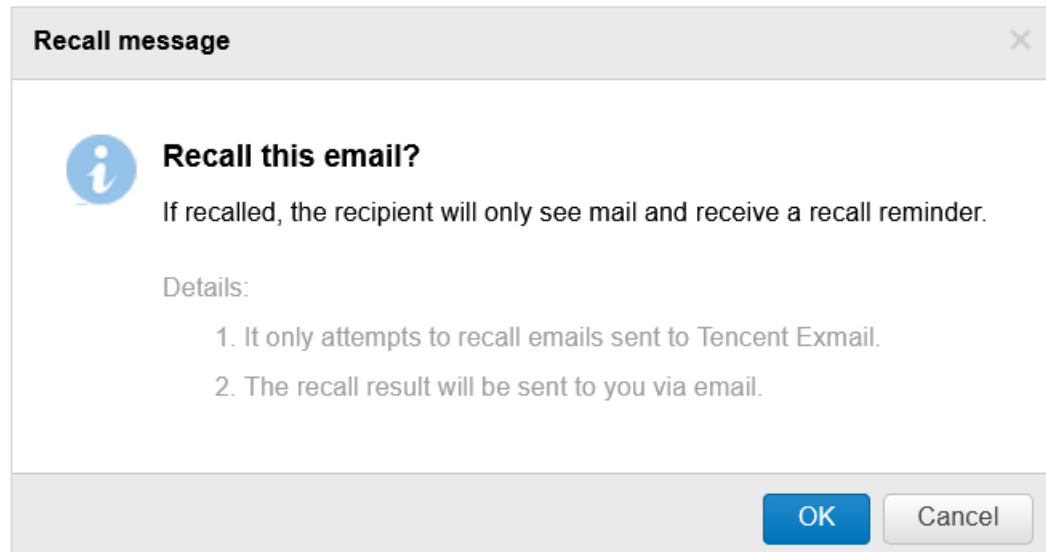


For sent emails, you can click “Recall” (support the withdrawal of emails sent within **24 hours**)

You can wait for the result to be displayed on the page, or close the window and then view the result notification sent by the system email.



Recall Email



03

Notice:

- If the recall is successful for the recipient, the message will become a message with a certain subject has been recall, and the message content and attachments will be cleared
- It only supports the emails sent to Tencent corporate mail and QQ mailbox, and **does not support recall emails sent to other third-party mailboxes** such as Gmail
- Cannot recall email that has been saved to the recipient's local client

Efficiency improvement - Tips

- 01 The important content of the **title** is quoted with []
The actual topic prefix cannot contain more than three Re or Fw
- 02 When sending a help email to someone, put what needs the recipient's help first, then the context of the matter
- 03 Describe the attachment. Take a few seconds to **write a few keywords in the attachment** instead of [FYI] when writing the body, so that you can type the keywords in the search bar and find the attachment faster.

Email Client Software



Tencent mail management software, the interface is simple

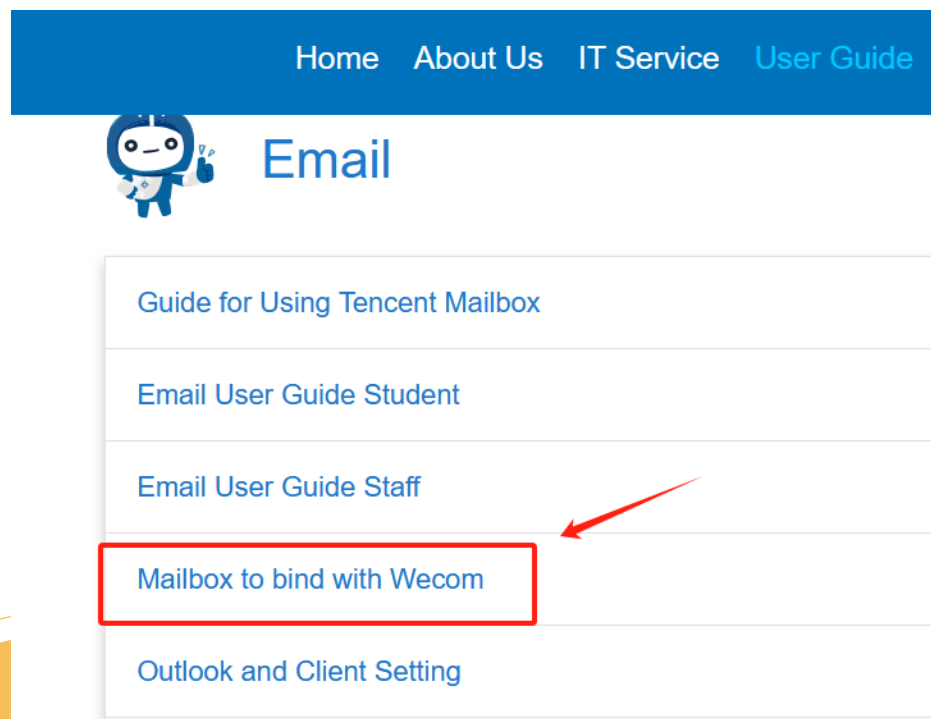


Part of the Microsoft Office suite

Mobile Terminal APP

Mobile devices such as mobile phones are recommended Use WeCom to receive emails

Refer to <https://itsc.uic.edu.cn> - User Guide - Email



Some Other Apps e.g.



QQ 邮箱

QQ 邮箱，常联系！



邮件

效率

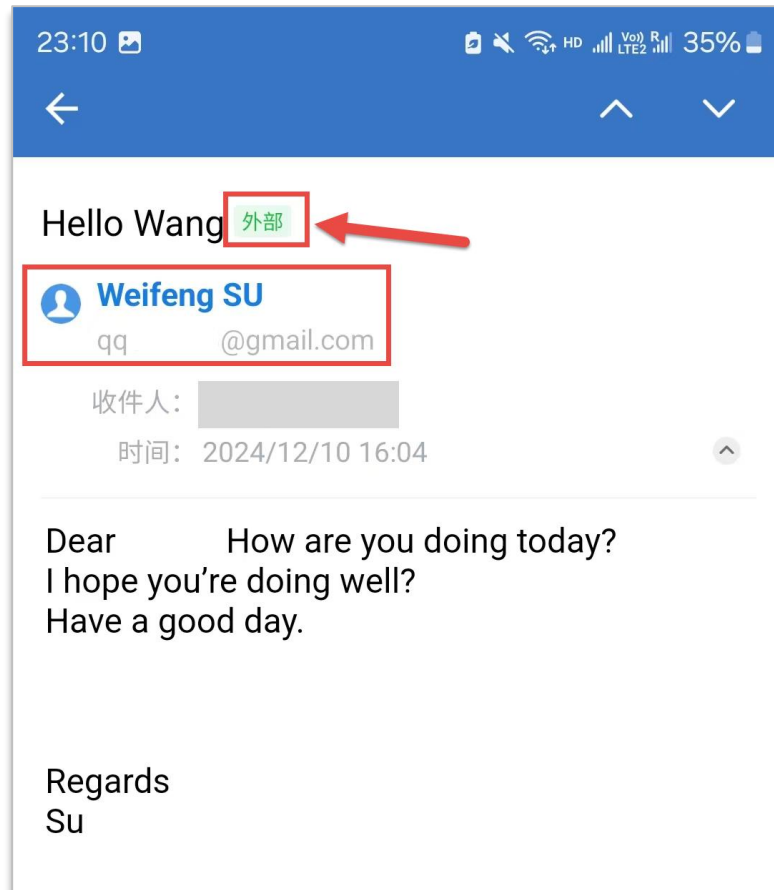
Email Client Software

Because the Tencent Mail supports the client software to receive emails from the last 30 days by default, if you use Outlook, Foxmail, or mobile APP to receive emails through IMAP, POP, etc., please adjust the relevant options:

Log in to the mailbox through a computer web browser, click [Set] - select [Client Settings]

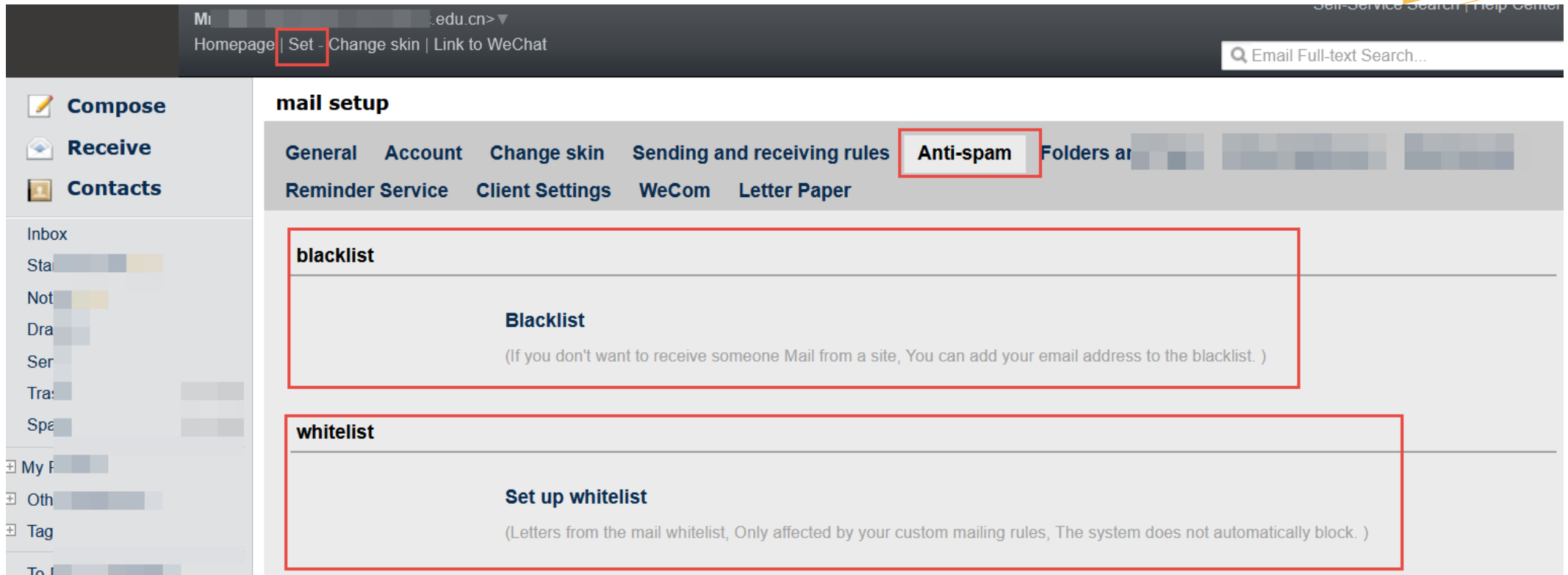
The screenshot displays the Tencent Mail web interface. At the top, the user's name and email address are shown, along with navigation links for 'Homepage', 'Set', 'Change skin', and 'Link to WeChat'. The left sidebar contains buttons for 'Compose', 'Receive', 'Contacts', and 'Inbox'. The main area is titled 'Mailbox Settings' and includes tabs for 'General', 'Account', 'Change skin', 'Sending and receiving rules', 'Anti-spam', 'Folders and Tags', 'Reminder Service', 'Client Settings', 'WeCom', and 'Letter Paper'. The 'Client Settings' tab is highlighted with a red box and a red circle labeled '1'. Below this, the 'Receiving Options' section is shown, with a red box and a red circle labeled '2' around the 'Collect' dropdown menu. The dropdown menu is open, showing options: 'All', 'Last 2 years', 'Last year', 'Last 3 months', and 'Last 30 days'. The 'Last 30 days' option is highlighted with a red box and a red circle labeled '3'.

Security - Phishing Emails



Fake mail

Black and white lists



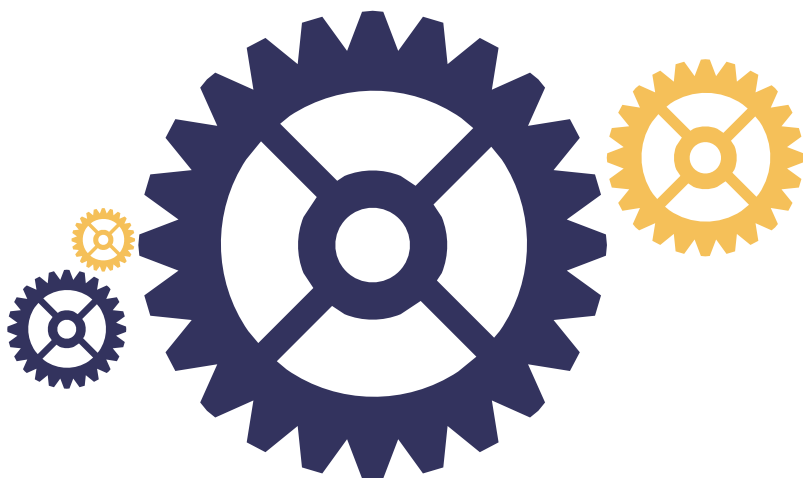
01

If you don't want to receive some Mail, You can add email address to the blacklist

02

Letters from the mail whitelist, Only affected by your custom mailing rules, The system does not automatically block

Mail Security Tips



01

Don't reply E-mail provide account password

02

If the sender address is an external email address, but the content is impersonating someone on campus, it is likely a phishing email

03

The email address of the sender of phishing emails can be added to the blacklist; Mark the message as "spam"

04

Change the system account password regularly, do not use your birthday or mobile phone number and other common information as a password

Self-Service Search to retrieve Email blocked by the system

Mr. @uic.edu.cn>▼

[Homepage](#) | [Set - Change skin](#) | [Link to WeChat](#)

1

Self-Service Search | [Help Center](#) | [Feedback](#)

Compose

Receive

Contacts

Inbox

Starred

Notified

Drafts

Sent

Trashed

Spam

My Favorites

Other

Self-Service Search

Login record

Send record

2Inbox record

Delete record

Report record

Other Mailboxes

Moving record

Receiving records in the last 180 day(s)

Cannot receive emails?

All

Inbox and Folder

Spam

3Mail Blocking

time	Sender	Subject	Deposit location	Operation
1.6				
Morning 10:06	subscriptions		Blocked (Blocked by system)	4Add to Whitelist Retrieve
1.4				
Night 10:54	gr	Offl Top Q...	Blocked (Blocked by system)	Add to Whitelist Retrieve



End