# **Email Use Tips**

2025-3



**C** ] 腾讯企业邮



#### 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

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International mail sending and receiving

03

- Powerful spam filtering
- Strict data encryption and backup



### Mail merges automatically

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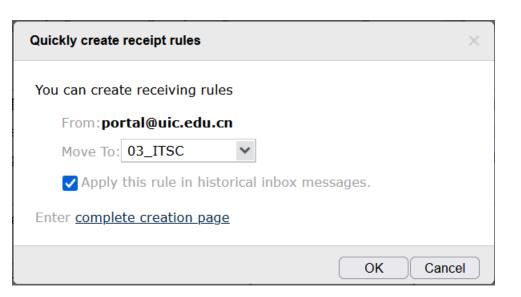
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💽 Receive	Delete				
Contacts		Sender	Subject		
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Starred Email ★		☆			
Notice ┥		☆			
Draft(2)		☆			
Sent		☆			ly Folders(6)
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03_ITSC     new folder	2	☆			
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Create a folder and set rules to automatically merge incoming mail into the folder, e.g. ITSC



### Mail merges automatically

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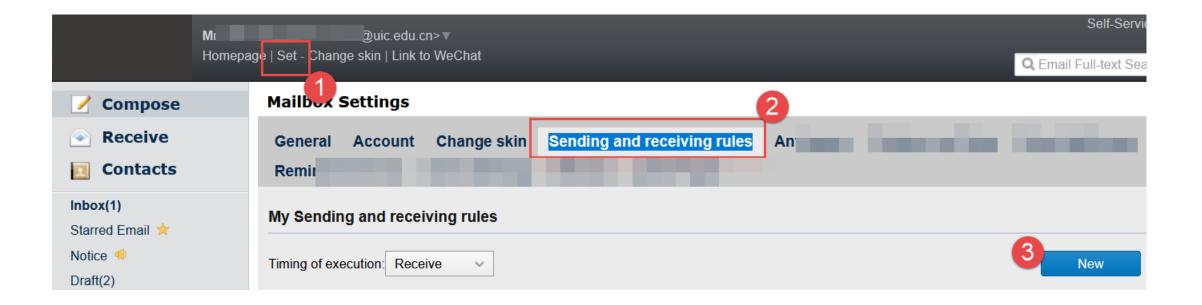
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Select an email, click the right mouse button on the subject, In menu, choose Create a receipt rule.





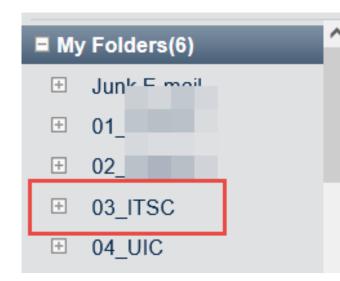
#### Sending and receiving rules - More Settings



#### You can customize more email rules











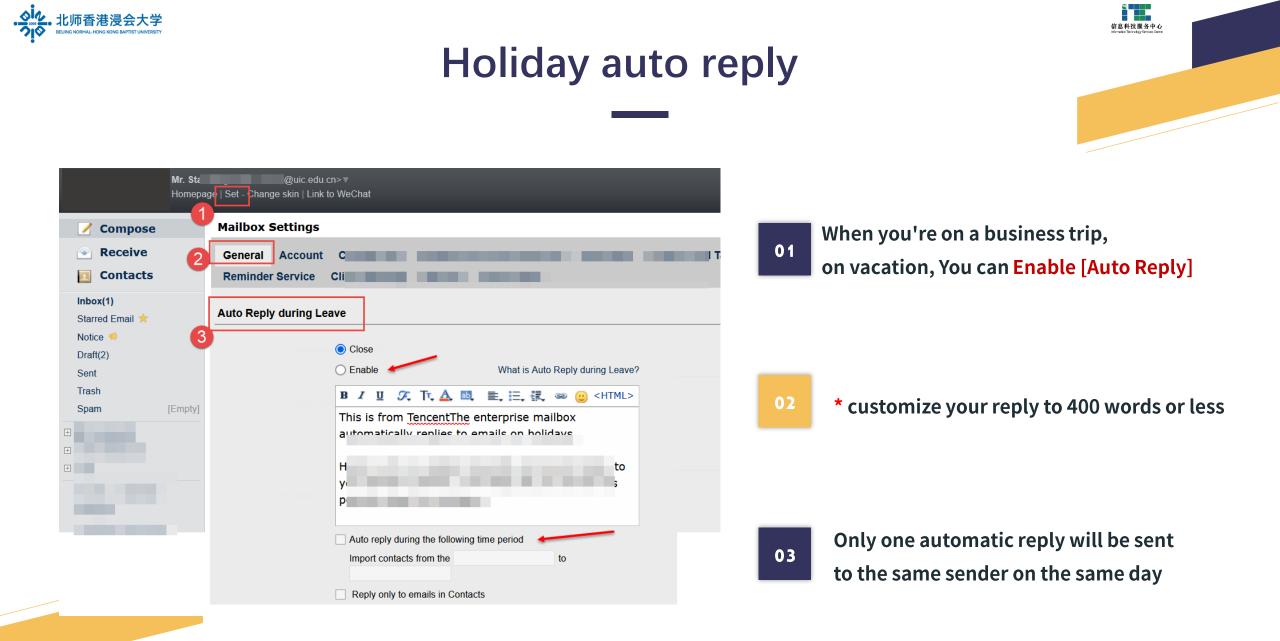
H+

+

Tag

My Folders(6)

Folder has a higher display priority than the Tag





#### Add Cc, Bcc

Ordinary	mail	Meeting	Notice	
Send	Schedule	e Send Sav	ve as Draft Cl	ose
Recipient				
А	dd Cc - A	dd Bcc   Recipi	ent	
Subject				

#### Add Cc 01

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



Add Bcc

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







Send	Schedule Send Save as Draft Close	0						
Recipient		2						
	Each recipient will receive a separate email sent to him/her.cancelRecipient							

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**

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Receive	Delete	
🔲 Contacts	Recipient	Subject
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Inbox(1) Starred Email ★	Time : 1 Send to p	8 PM
Notice 🥠	Delivery Status: Delivered [see	details]
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For sent emails, you can click "Recall" (support the withdrawal of emails sent within 24 hours)

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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**

#### **Recall message** Recall this email? If recalled, the recipient will only see mail and receive a recall reminder. Details: 1. It only attempts to recall emails sent to Tencent Exmail. 2. The recall result will be sent to you via email. Cancel OK **Recall message** Recalled @uic.edu.cn recalled Close

#### 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**

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**01** The important content of the title is quoted with []

The actual topic prefix cannot contain more than three Re or Fw

When sending a help email to someone, put what needs the recipient's help first, then the context of the matter

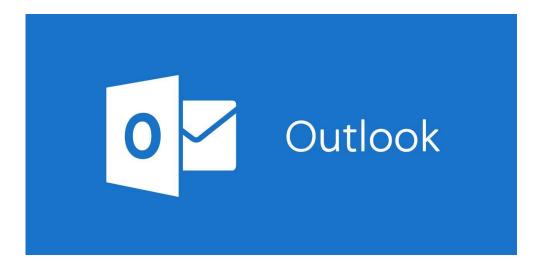
03

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**





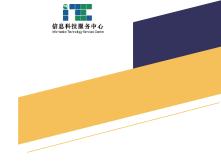
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## Tencent mail management software, the interface is simple

Part of the Microsoft Office suite

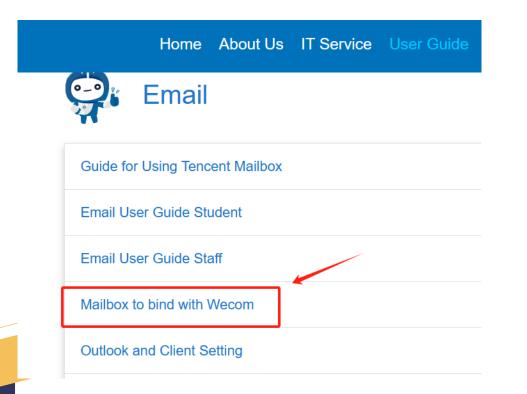


### **Mobile Terminal APP**



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

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



Some Other Apps e.g.





#### **Email Client Software**

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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]

Compose     Mailbox Settings       Receive     General Account			
Contacts Reminder Service			
Inbox		♥ ♥ Co Mobile Client	Receive Emails in "My Folders"(valid for POP3, Receive notifications for spam blocking(valid for Save sent emails to server(valid for SMTP proto Restrict inbox software from deleting emails(val V lect Al  E-mail(valid for POP3 a Al Last 2 years Last year Last year Last 3 months ent



### **Security - Phishing Emails**

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#### Fake mail



#### **Black and white lists**

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	Homepage   Set - Change skin   Link to WeChat	Q Email Full-text Search
📝 Compose	mail setup	
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Ser	(If you don't want to receive someone Mail f	rom a site, You can add your email address to the blacklist. )
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± Tag	(Letters from the mail whitelist, Only affected	d by your custom mailing rules, The system does not automatically block.)
To-I		

01

02

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

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



### **Mail Security Tips**



Don't reply E-mail provide account password

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

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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

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f-Service Search

Q Email Full-text Search.

Help Center |

Mr. ⊉uic.edu.cn>▼ Homepage | Set - Change skin | Link to WeChat

📝 Compose	Self-Service Search										
Receive	Login record	Send record	Inbox record	Delet	te record	Report	record	Othe	er Mailboxes	Moving record	
Contacts	_			2							
Inbox	Receiving reco	ords in the last	180 day(s)								Cannot receive emails?
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