

Office of Information Technology



Hints & Tips

Managing your new inbox:

Our Lincoln family is now almost entirely online with the most current email system available, Microsoft Exchange 2007. But with anything new there is always some growing pains and Exchange is no exception. A few people have experienced a challenge locating “my old mail” or seem to not be receiving any new mail. Here is a short tip that should make keeping track of your emails a bit easier.

The small box just to the left of your Mailbox will have either a (+) or a (-); clicking this box will either expand or collapse (as illustrated below) your folder list. When you collapse your Mailbox, Personal Folders, and Archive Folders, you can clearly see three different locations.

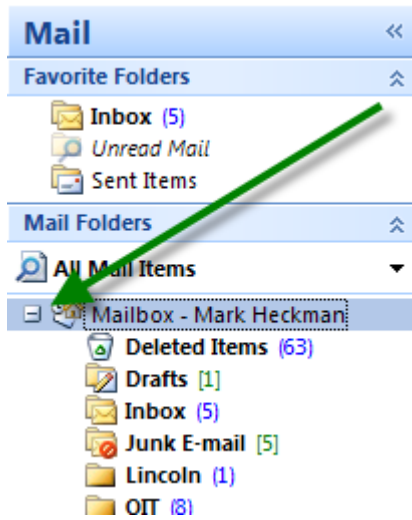
Your **Mailbox** (Illustrated below as: Mailbox – Mark Heckman) is actually on the email server (not on your local hard drive); this location allows you to access not only your mail but your calendar and contact list from anywhere via the internet at <https://webmail.lincolnu.edu>. Because the email server has a **Mailbox** for everyone on campus, there is a maximum size per mailbox of 500mb.

Your **Personal Folders** is located on your computer’s hard drive, so you will have to be in your office to view these folders. Because your **Personal Folders** are not on the server, you have virtually unlimited storage, and you can easily “drag and drop” current emails into your personal folders for safe keeping.

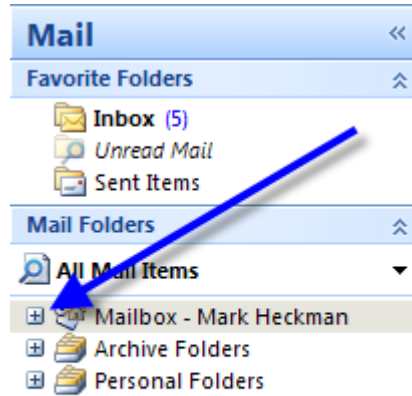
Lastly the **Archive Folders** are also located on your computer’s hard drive, and designed to store emails you will rarely need to access. Common practice is to put all emails older than six months into the **Archive Folders**.

You can move mail from **Personal Folders** or **Archive Folders** into your **Mailbox**, but remember the space limitations and try to move only items you will need to access from home or remote locations. Due to the volume and importance of email the necessity to “stay on top” of your Mailbox will require daily attention, but if you utilize your **Personal Folders** and your **Archive Folders**, you will be able to keep all your important emails and access your current ones from anywhere in the world.

Mailbox Expanded



Mailbox Collapsed



The OIT helpdesk can be reached by phone at: 681-5898 or email at: helpdesk@lincolnu.edu
Summer hours: 7:30am to 6:00pm, Monday – Thursday.