

## USING PANTHERMAIL

### ABOUT PANTHERMAIL

PantherMail is Georgia State University's campus wide email system for students. PantherMail is hosted by Windows Live and includes new features such as Hotmail, Spaces and Calendar. The system is user-friendly and customizable.

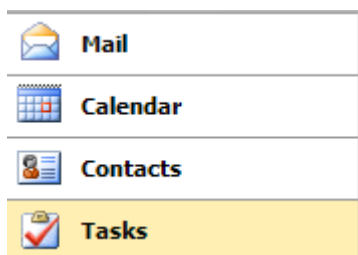
### GETTING FAMILIAR WITH THE PANTHERMAIL ENVIRONMENT

The purpose of this documentation is to familiarize you with the PantherMail environment. PantherMail has many features, including Mail, Calendar and Contacts, which are all easily accessible from the email interface. Before using this guide, login to PantherMail using your email address and panther number.






### USING THE SIDEBAR


The sidebar contains links to your email **folders, Calendar, Contacts and Tasks**. Use the sidebar, located on the left-bottom of the screen, to navigate between folders and features.

1. Select the **Mail** option to access your email messages.
2. Select the **Calendar** option to access your calendar, edit events and create appointments.
3. Select the **Contacts** option to add new contacts to your address book.
4. Select **Tasks option** to access your task and flagged messages.



### USING THE NAVIGATION PANE

1. Select the drop down beside **New**  to create a new message, appointment, meeting request, contact, distribution list, task, or to post to the Inbox.
2. Select **Delete**  to move messages to **Deleted Items**.
3. Select **Move**  to transfer messages between folders in your mailbox. The icon can also be used to copy to folders. Be sure to select the message first.
4. Select **Apply Categories**  to color categorize your messages.
5. Select **Filter**  to sort your current view.

5. Select **Change the View**  to organize how you see your messages.

6. Select **Check Messages**  to refresh your inbox and check for new messages.

#### FURTHER SUPPORT

Further support for using PantherMail is available from the IS&T Help Desk at 404.413.4357.