WUMail Basic Email Settings

After you log into your WUMail account, you have the ability to modify a number of default settings to better suit your needs. By clicking the **Options** link, located near the upper-right corner of the screen, you are presented with a list of the possible settings that you are able to modify. These settings and options are described in a little more detail below:

Mail – Settings:
This section is where a lot of the very basic options can be modified. Any changes you make will be saved after you click the Apply button (upper left corner of the dialog box).

- **Messages per page**: Number of messages will be displayed at once on the screen. If there are messages to be displayed, they will be carried over onto a new page.
- **Display Most Recently Received:** Select if you want the newer emails to be displayed first or last**.**
- **Compose Width:** The width of the Compose Message window.
- **Compose Height**: The height of the Compose Message window.
- **Compose:** HTML is recommended to view email messages that contain information other than plain text. This may include pictures, video or sounds.
- **E-mail Address:** Address that is displayed on every outgoing message sent from you.
- **Reply-to**: If you would like people to reply to your emails to a different email account, enter that E-mail address in this field.
- **Delivery Receipt:** The E-mail recipient will be prompted to send you back a notification that your email has been delivered.
- **Read Receipt:** The E-mail recipient will be prompted to send you back a notification that your email has been read.
- **Read Receipt:** When the E-mail sender attaches a Read Receipt to an E-mail addressed to you, you have the option to never send back a Read Receipt or be prompted to send a Read Receipt.
- **Reply:** When you reply to an E-mail you can discard the original Email, have the original E-mail address included directly in the reply, or have the original E-mail included but as an attachment.
- **Sent Folder:** You may change the folder name that sent messages are saved to.
    - **Save Sent Message**: Selecting No will discard all sent messages.
- **Draft Folder:** You may change the folder name that Draft messages are saved to.
- **Junk Mail Folder:** You may change the folder name that Junk Mail messages are saved to.
- **Trash Folder:** You may change the folder name that deleted messages are saved to.

Mail – Auto-Reply
This feature will automatically reply to any message sent to your E-mail address. You are able to specify both the Subject and Message that is automatically sent. You can activate and deactivate this feature by selecting **Yes** or **No** on the top of the window.

Mail – Forwarding
This feature allows you to forward any message sent to your E-mail address to another one. Simply enter the E-mail Address in the Forwarding Address field. If you would like the messages to remain in your WU Mail account, then check the box for **Keep a copy of each forwarded message in your Inbox**. You can activate and deactivate this feature by selecting **Yes** or **No** on the top of the window.

Mail – Signature
This feature allows you to add a signature to every outgoing E-mail address. Simply include your signature in the text box. You can activate and deactivate this feature by selecting **Yes** or **No** on the top of the window.