

## Educator E-mail - Preferences

E-Mail Preferences control such things as

- Forwarding all e-mail sent to this account by entering the e-mail address to which you would like all e-mail sent.
- Entering a signature that will be appended to all outgoing e-mail.
- Changing the return address that will be displayed to the recipients of your e-mail messages.
- Setting your e-mail to reject e-mail from a specific e-mail address.
- Ability to set your SORT your inbox.

Forwarding address for mail sent to **occtrainer@occ.ucompass.com**:

  
 Preserve a copy of mail at **occtrainer@occ.ucompass.com** when forwarding.

Signature on outgoing e-mail:

  

Return-to address for mail sent from **occtrainer@occ.ucompass.com**:

  
 Reject all mail arriving from the Internet (outside occ.ucompass.com)

Reject mail from the addresses listed below (one address per line):

  

Open the following folder upon entering the program:

  

Open the following folder upon sending mail:

  

Default mail sorting option

  


**Helpful Tip:** It would be helpful to your instructor and for future reference if you include your course number and name in the subject of your email. You can also include a signature with your first and last name and default it to appear with all your messages.