



# **HAIMAIL ADVANCED SETTINGS**

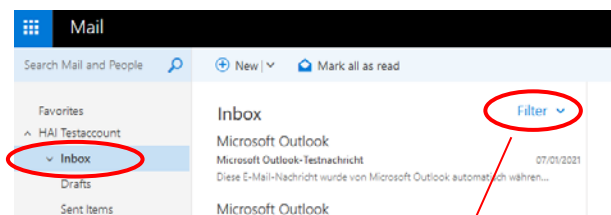
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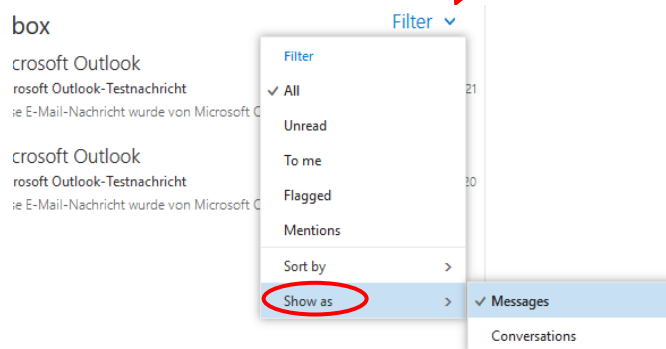
# DISPLAY OF E-MAILS IN FOLDERS AS MESSAGES OR CONVERSATIONS

- 1) Login to your HAlmail via <https://haimail.alumni.uni-heidelberg.de/>

After logging in, please choose the folder in the mail section for which you want to do the setting – in the example here it is "Inbox" – and open with the arrow next to "Filter" on the right the dropdown menu.



- 2) In the appearing menu please click on "Show as" and then choose between "Messages" or "Conversations" as your preferred way of e-mail display.



*What is the difference between Messages and Conversations:*

- "Messages" means that each e-mail is shown individually as a separate entry in the folder overview – even if there are several messages on the same subject and from the same sender
- "Conversations" means that e-mails from all involved in the mail conversation are grouped together and only appear as a single e-mail in the folder overview.

- 3) Please note: the type of display must be set separately for each e-mail folder.

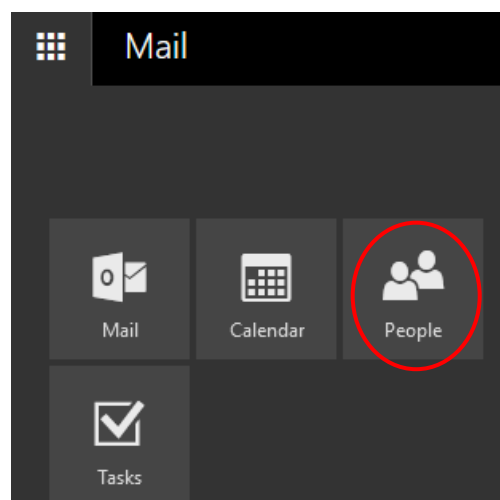
# ORGANISE CONTACTS

1) Login to your HAlmail via <https://haimail.alumni.uni-heidelberg.de/>

2) After logging in, click on the "tile" symbol on the left

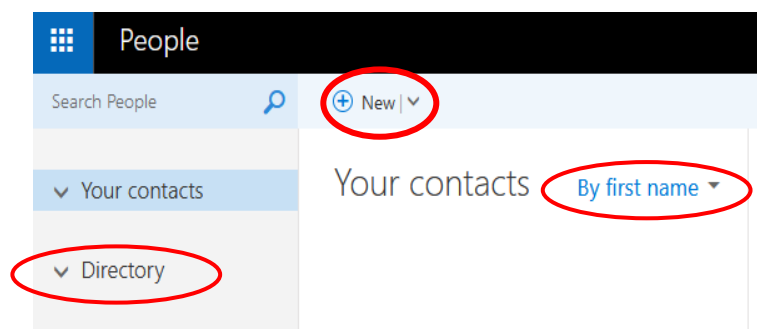


and then click on "People" in the selection that opens.



3) In the area that appears you can now e.g.

- Add new contacts
- Sort existing contacts
- Organise contacts in different lists
- And more



# MAILBOX USAGE

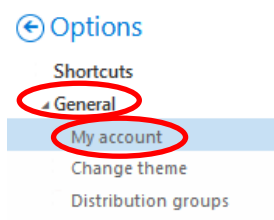
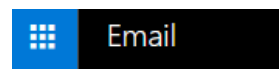
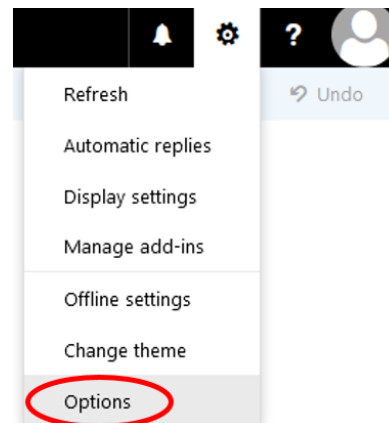
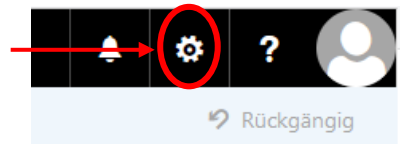
1) Login to your HAlmail via <https://haimail.alumni.uni-heidelberg.de/>

2) After logging in, click on the "wheel" symbol in the top right-hand corner

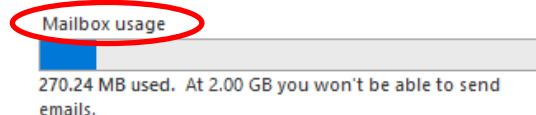
and then click on "Options" in the selection that opens.

3) In the menu that appears on the left, click on "General" at the top, then on "My account".

4) At the end of the right column, the bar chart "Mailbox usage" shows how much storage space you have already used on your account.



[Change your password](#)



If you have any further questions, please do not hesitate to contact the HAlmail administration via [postmaster@alumni.uni-heidelberg.de](mailto:postmaster@alumni.uni-heidelberg.de).