1. TOOLBAR
Clicking on the red downward arrow provides access to Mail, Contacts and Tasks views.

2. ACTION BUTTONS
The button function changes on view and completes desired actions shown – whether it’s to Compose in Mail view or Create New contact in Contact view.

3. SIDEBAR
Quick access to Mail which you have classified as Starred or Important and to Sent Mail, Drafts and More (Chats, All Mail, Spam, Trash and Create/Remove Labels)

4. INBOX
Your primary Mail repository. You can view your mail in ‘no split’ mode (default) or change it in Settings to vertical or horizontal split preview panes.

5. CONTACT SEARCH
Search for your contacts or Mail recipients within the Haas or Campus mail directory by typing in this box. bConnected’s predictive function will show you recipient options as you input letters.

6. FREQUENT CONTACTS
As you send and receive Mail, bConnected will keep track of your most frequent Mail senders and recipients in this list. Once the list is populated you can click on any name here to instantly compose Mail for that chosen name.

7. SEARCH BAR
Search for items/topics within Mail or the web (via Google search engine)

8. LABELS
bConnected’s version of Folders. Labels make it easier to classify, group and search for your Mail. Multiple labels can be assigned to every mail.

9. APPS LIST
Click this button to access other bConnected Apps, including: Calendar & Drive (where Docs is located)

10. SETTINGS
Section which allows you to configure settings for your Mailbox Views, Inbox, Themes, as well as access to Labs, for advanced settings configurations.
bMail Labels & Search Tips

CREATING LABELS
1. Place mouse pointer over the Sidebar and click the More shortcut
2. Click the Create new label shortcut
3. Enter a label name in the Please enter a new name box
4. Optional: Click the Nest label under box, click the arrow in the Please select a parent box, and select a group name for the label from the resulting menu
5. Click the Create button

LABELING A MAIL MESSAGE
1. Check the box next to the message you want to label
2. Click the Labels button on the toolbar
3. Check the boxes next to the labels you want to apply
4. Click Apply when you have finished
Note: If you have not already added the label you want to apply you can do so quickly. Click the Labels button and enter a name for the label in the Label as box. Click the (create new) shortcut. Click the Nest label under box and select a parent label. Click the Create button

EDITING A LABEL
Once you have created a label, you can edit or customize it.
1. Find the label you want to edit in the Sidebar and place your mouse pointer over it
2. Click the arrow which appears
3. Select editing options from the resulting menu

ORGANIZING AND DELETING LABELS
You can determine where labels are displayed
1. Click the Settings button
2. Select Settings from the resulting menu
3. Click on the Labels tab
4. Select the show, hide, mark as unread, remove or edit shortcuts in the Show in label list, Show in message list and Actions columns

SEARCHING MESSAGES
You can search for email messages from a specific person or for messages containing specific information or keywords.
1. Click the downward arrow in the right most corner of the Search Bar
2. Enter your search criteria in the dialog box
3. Click the All Mail button to specify location(s) you want to search
4. Click the Search (magnifying glass icon) button
NOTE: Search Bar may also be used to search items on the web

bCalendar Tips

bCalendar is a sharable service which displays your own calendar as well as other contacts’ schedules and events. To get started, click on the Apps List button and select Calendar

ADDING AN EVENT TO YOUR CALENDAR
1. Click the Create button
2. Enter the name of your event in the Event Title box
3. Do one of the following:
   - To enter the time and duration of the event, enter the starting and ending times in the time and date boxes. Check the boxes to indicate whether the event should run All Day or Repeat
   - To add information about the event, enter details into the Description box. You can also click the checkboxes to indicate the color of the event on the calendar
   - To add guests to the event, enter email addresses into the Add Guest box and click Add
   - To set the visibility of the event, check the Privacy buttons. You can set your event as Default, Public or Private
4. Click the Save button

VIEWING YOUR CALENDAR
You can toggle between several views for your calendar from the available top row buttons, including:
- Day: shows hour by hour appointments for a single day
- Month: shows a 42 day view
- Four Days: shows a more compact hourly view of the next four days
- Agenda View: shows your schedule in a list format

SHARING CALENDARS
1. In the left hand sidebar, click the downward arrow button beside Other Calendars
2. From the resulting menu, select Add a Friend’s Calendar
3. Enter a contact’s email address in the Contact Email box
4. Click Add
5. Optional: To change the color of your friend’s calendar events, click the downward arrow beside the calendar you wish to edit. Check the color box to select the default color you wish to use or click Choose Custom Color to select a new color
6. Optional: To display only the shared calendar, click the downward arrow button beside the calendar you wish to display. Select Display Only this Calendar from the drop down menu
7. Optional: To hide a shared calendar, click the downward arrow button beside the calendar you wish to hide. The shared calendar will no longer display on your calendar