

# Email Services

- @CSULB Email Technical Standards Guide
- Accessing a Shared Mailbox Using Outlook 2011 for Mac.
- Adding and Viewing RSS Feeds in Outlook 2010
- Adding a Second Time Zone in Outlook 2010
- Adding Fields to a View in Outlook 2010
- Adding Student Assistant (-sa@csulb.edu) Email in Outlook
- Adding to Safe Senders List in Outlook 2010
- Automatic Junk Filtering in Exchange
- Calendar Printing in Outlook 2010
- Campus Legal Guidelines for Email Service and Usage
- Campus Legal Guidelines for Email Service and Usage Frequently Asked Questions (FAQs)
- Configuring Mac Mail and iCal for CSULB Email
- Connecting to Outlook 2007/2010 from a Personal Computer
- Contacts in Outlook 2011
- Creating a Custom View in Outlook 2010
- Creating Additional Calendars in Outlook 2010
- Creating and Sharing a Department Calendar
- Creating Email Templates in Outlook
- CSULB Mailing Lists for List Owners and Moderators (L-Soft)
- Customizing the Ribbon in Outlook 2010
- Delegating Access in Outlook 2010
- Delete an AutoComplete Address in Outlook
- Deleting an AutoComplete Address in Outlook
- Distribution Groups in @csulb Email
  - Distribution Group Member Management in Outlook on the Web
  - Distribution Group Member Management on an Outlook Client
  - Distribution Group Migration Known Issue
  - Using Moderated @csulb Distribution Groups
- Email Account Clean Up Process for Compromised Accounts
- Email Broadcast Process Flow
- Email List Standards
- E-mail sender denied
- Email Setup on Mobile Devices
  - Android Email Setup
  - Android Tablet Email Setup
  - BlackBerry Email Setup
  - iPad Email Setup
  - iPhone Email Setup
  - Windows Phone Email Setup
  - Windows Phone Email Setup v2
- Exchange Quotas
- Finding the Action Button in CSULB WebMail
- Granting Access to your Mailbox for Another User
- How to Add an Additional Mailbox in Outlook 2011
- How to Configure "Out of Office" in Outlook 2010
- How to create an Outlook 2010 mail merge
- How to Mark Unwanted Email as Junk
  - Junk Email options in Outlook 2011 for Mac
  - Labeling Unwanted Email as Junk (in Outlook and OWA)
- How To Reduce The Size of a Full or Nearly Full Outlook Mailbox
- How to Remove Suggested Contacts
- Ignore a Conversation in Outlook 2010
- Importing a .csv contacts file into Outlook 2010
- Mailbox Sharing and "Send on Behalf of..." Permissions
- Managing Accounts in Outlook 2010
- Managing Folders in Outlook 2011
- Managing Quick Steps in Outlook 2010
- Marking an Appointment as Private in Outlook 2010
- Mass (Bulk) Email Best Practices
  - Words and Phrases Some Email Systems May Block or Filter
- Microsoft Lync 2013 Client Includes Full Upgrade to "Skype for Business"
- Office 365
  - About Office 365
    - CSULB & Office 365 Support Framework
  - Accessing Email After Office 365 Email Migration
    - Mac Mail Email Client
    - Office 365 Email Setup on Android Devices
    - Office 365 Email Setup on Apple Devices (iPhone, iPod, iPad)
    - Office 365 Microsoft Outlook App Email Setup

- Outlook (OWA) SSO Chiclet
  - Outlook Email Client Post Migration Notification
  - Outlook on the web (formerly called OWA) Login Process
  - Outlook on the web (formerly known as OWA) Initial Setup Process
- Email Migration: What to Expect Before, During, & After
- Get Prepared for Office 365
- O365 Email Migration Frequently Asked Questions (FAQs)
- O365 Timeline
- OneDrive
- Open another user's mail folder
- Opening another Users Mail Folder in Outlook 2010
- Opening Shared Calendars in Outlook 2010
- Outlook 2010 Email Retention
- Out Of Office In Outlook 2011
- OWA - Outlook Web Access
  - Exchange 2016 and Exchange Online Supported Outlook Clients
- OWA Settings on Login Page
- OWA Sharing Calendars
- Owners Guide for Mailing Lists (aka ListServ, L-Soft)
- Preferred e-mail address change for employees
- Printing a Calendar within the Outlook Web App (OWA)
- Quick Access Toolbar in Outlook 2010
- Recover Deleted Items in Outlook 2010
- Scheduling Meetings in Outlook 2010
- Scheduling Meetings in Outlook 2011
- Search Email with the Filter Tool
- Search Folders in Outlook
- Send as a Distribution List in Outlook 2011 for Mac
- Setting an Email Signature in Outlook 2011
- Shared Account Message Forwarding in Outlook
- Shared Mailbox Access - Mobile Devices
- Shared or Delegated Mailbox Sent Items and Deleted Items Fix
- Sharing a calendar from a shared department account
- Sharing a Calendar in Outlook 2010
- Sharing Calendars in Outlook 2010
- Sharing Calendars with MAC Outlook 2011 users
- Show or Hide Local Folders in Outlook 2011
- student email in outlook
- Student Email Used for CSULB Communications - Frequently Asked Questions (FAQs)
  - Original Email Sent by CSULB-CIO to All Active/Matriculated Students on 5/11/18
  - Reminder Email Sent by CSULB-CIO to All Active/Matriculated Students on 7/31/18
- Taking and Tracking a Vote in Outlook 2010
- The Home Tab in Outlook 2011
- Transfer Contacts from @student Email Account to Employee Email Account
- Transfer Email from a CSULB Student Account (BeachMail) to an Employee Account
- Turn off Automatic Tentative Meeting Processing in Outlook 2010
- Updating preferred e-mail address in MyCSULB for employees
- Updating preferred e-mail in MyCSULB for employees
- Using and Customizing Auto-Correct in Outlook 2010
- Using Custom Contact Groups in Outlook 2010
- Using Notes in Outlook 2011
- Using Search in Outlook
- Using Shared Accounts
- Using Tasks in Outlook 2011
- Using the Calendar in Outlook 2011
- Using the Journal in Outlook 2010
- Videos
  - Appointments - Outlook 2010 Video
  - Auto Signatures - Outlook 2010 Video
  - Beach ID - Video
  - Calendar Views - Outlook 2010 Video
  - Contacts - Outlook 2010 Video
  - Junk Email - Outlook 2010 Video
  - Outlook Today - Outlook 2010 Video
  - Out of Office - Outlook 2010 Video
  - Recalling Messages - Outlook 2010 Video
  - Recovering Deleted Items - Outlook 2010 Video
  - Searching and Filtering - Outlook 2010 Video
  - Sheduling Meetings - Outlook 2010 Video
  - The Home Ribbon - Outlook 2010 Video
  - Using Folders in Outlook - Outlook 2010 Video
- Viewing Calendars Side-by-Side in Outlook 2010

- [Workaround for Keeping Synchronization Logs Out of "Unread Mail" Folder](#)
- [Working with Calendar Groups in Outlook 2010](#)
- [Working with Tasks in Outlook 2010](#)