

# Using Email - UAlbany Mail

## Quota

- [UAlbany Mail Retention Policies](#)
- [Checking mail quota usage in Outlook](#)

## Organizing, Archiving and Recovering Email

- [Recovering Deleted Items in UAlbany Mail](#)
- [Forward All UAlbany Mail To Another Address](#)
- [Archiving UAlbany Mail](#)
- [Clutter Feature in UAlbany Mail](#)
- [Mailbox folders](#)
- [Removing a mailbox from my folder list in Outlook](#)

[Setting up archiving in Outlook](#)

## Shared Mailboxes

- [Sending Emergency Messages from Off Campus](#)

## Attachments

- [Alternate Ways of Sending Large File Attachments](#)
- [Message and Recipient Limits on UAlbany Mail](#)

[How to Attach a file or other item to an e-mail message](#)

## Delivery/Read Receipts

[Be notified when e-mail messages are delivered or read \(Outlook 2016\)](#)

## Other

[Print a page or part of an e-mail message](#)

[Send Out of Office notices automatically](#)

- [Sending Email from UAlbany Mail account with Gmail](#)
- [UAlbany Mail - Email Encryption](#)
- [Sending Email from a Distribution Group Address](#)
- [Sending Email from Another Address in Outlook](#)
- [Message and Recipient Limits on UAlbany Mail](#)
- [Changing Your Mail Alias](#)
- [Encrypt Microsoft Office Documents](#)
- [Sending Email From Another Address in Outlook Web App \(OWA\)](#)
- [UAlbany Mail - Currently Signed Into Account Message](#)
- [Clear Outlook Cached Credentials in Windows Credential Manager](#)
- [How to recall an email in Outlook](#)
- [UAlbany Mail - Account Blocked Message](#)
- [UAlbany Mail - Automatic Reply](#)

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