Email

UConn supports communication and collaboration among its community by providing and protecting individual email accounts and delivering services that enable business functions.

⚠️ Institutional email accounts for faculty and staff are intended for business purposes. Emails and attachments are potentially public information and are subject to Freedom of Information (FOI) requests.

Related Services

- Distribution Lists
  - Creating a Distribution Group in Outlook Client or Outlook 365 Web Access
  - Creating a File for Bulk Addition or Bulk Removal Subscription Operations
  - Managing Distribution Groups in Office 365 Web Access
- Gmail
  - Archiving Gmail Emails on Mac
  - Backing Up G-Suite Data
  - Changing or Resetting a Google Password
  - Forwarding UConn G-Suite Emails
  - Gmail FAQs
  - Moving All Spam Messages to Junk Folder in Gmail
  - Opting In to Google Core Services
  - Opting-in to Public Services for G-Suite
  - Setting Filters for Incoming Emails in Gmail
  - Setting up a G-Suite Account for the First Time
  - Setting up Gmail in Outlook 2016 in Mac OSX
  - Setting up Gmail in Outlook 2016 on Windows
  - Setting Up Gmail in Thunderbird
  - Setting Up Gmail on a Desktop
  - Setting Up Gmail on a Mac
  - Setting up Gmail on a Mobile Device
  - Setting up Gmail on Windows
  - Setting up Your UConn Student Gmail Account
  - What is the Difference Between G-Suite Core and Public Services?
- Handling Your Compromised Account
- Internet Message Access Protocol (IMAP)
  - Configuring POP-IMAP Settings for Gmail
- Listserv
  - Adding an Email Address as a Sender of a Listserv
  - Adding Owners to a Listserv
  - Adding soapbox@uconn.edu as a Sender
  - Adding Subscribers to a Listserv
  - Creating a Login Account for Listserv
  - Managing Attachments on Listserv
  - Managing Subscribers in Listserv
  - Removing Subscribers from a Listserv
  - Sending a Message to a Listserv List
  - Set Email Submitted to Listserv to be Sent to an Editor First
  - Subscribing and Unsubscribing from a UConn Listserv
  - Using Email Commands to Manage a List or Account
- Mass Mail
  - Adding a Mass Mail Account in Outlook 2016 for Windows
  - Adding a Mass Mail Account in Outlook for Mac
  - Configuring a Mass Mail Account as a Separate Profile
- Outlook on Office 365
  - Archiving Gmail Using Outlook
  - Archiving Outlook Emails on Mac
  - Archiving Outlook Emails on Windows
  - Backing up Outlook Emails to Desktop
  - Book a Meeting Room or Location in Outlook
  - Changing Your Outlook Desktop Client or Office 365 Web Access Password
  - Configuring Mail Clients Using IMAP for Office 365 Mailboxes
  - Creating a Group in Outlook
  - Creating an Email Message in Outlook
  - Creating a New Contact List Using People in Office 365 Online
  - Creating a New Contact Using People in Office 365 Web Access
  - Creating a New Group Using People in Office 365 Web Access
  - Creating an Out-of-Office Automatic Reply for Windows
  - Creating an Out-of-Office Automatic Reply on Mac
  - How to Stop Legitimate Email Messages from Going into the SPAM Folder
  - Importing an Email Backup onto Desktop Email Client
  - Increasing Junk Mail Protection in Office 365
  - Increasing Junk Mail Protection in Outlook
  - Inviting Others to Join an Office 365 Group
  - Joining an Outlook Group
• Office 365 Web Access FAQs
• Outlook Features
• Overview: Re-Configuring Mail Clients When Switching to Office 365
• Protecting Your Office 365 Information
• Recovering Deleted Emails in Outlook Client and Office 365 Online
• Removing an Email Account from a Desktop Mail Client
• Removing an Email Attachment on Mac
• Removing or Saving Email Attachments in Windows
• Reporting Suspicious Emails for Analysis
• Requesting a New Conference Room in Outlook
• Resetting Your Outlook Desktop Client or Office 365 Web Access Password
• Restricting Permissions on Sent Mail in Outlook
• Saving an Email Attachment on Mac
• Setting Up an Office 365 Email on a Desktop
• Setting Up Office 365 Email on Mobile Devices
• Setting Up Spam Rules for Outlook
• Spell-check an Email in Outlook for Mac
• Spell-check an Email in Outlook for Windows
• Troubleshooting Automatic Replies from Office 365 to Gmail
• Turning Clutter On or Off in Outlook
• Turning on Cached Modes in Outlook
• Turn on the Auto-Complete List in Outlook
• Using Email Encryption for Office 365
• Using Office 365 Web Access Email
• Using People in Outlook 2013 for Windows
• Using the Global Address Book in Outlook
• What is the Mass Mail Service?
• Removing an Email Account From a Mobile Device