

Logging in to PantherMail

1. Logging in to PantherMail can be done by using the link from the EIU Homepage or by going to <https://eiu.edu/Panthermail>.
2. Log in with your NetID and password

Reading Messages and Attachments

By default, the Messages pane contains a list of 25 messages per page (this may be edited in Preferences). Use the blue arrow buttons to move between pages

1. From the Message pane, click the message to view it in the Reading pane.
2. If appropriate, click the file name of the attachment.
3. Click the Open With and OK buttons.

Note: Click the Download or Download all attachments link to download one or all attachments in a message.

Replying to a Message

You can reply to the sender of a message or you can reply to the sender and all recipients of the message.

1. With the message selected, click the Reply or Reply to All button on the tool bar.

Note: A new message displays with the address(es) in the header and original message in the body.

2. Type your reply in the Body field.
3. Click the Send button on the toolbar.

Composing a New Message

1. From the Messages pane, click the New button on the toolbar.
2. Type the recipient's name or address in the To field.
3. Type a short message description in the Subject field.
4. Type your message in the Body Field.
5. Click the Send button on the toolbar.

Adding an Attachment

1. From the new message, click the Add Attachment button on the toolbar.
2. Click the Browse... button.
3. Double-click the file you want to attach.
4. When you are finished, click the Attach button.

Adding a Signature

1. From the Preferences tab, click the Signatures tab.
2. Click the Add Signature button.
3. Click the Edit button of the new Signature area.
4. Type a descriptive name in the Signature Name field.
5. Type your signature in the area under the Signature Name field.
6. From the Using Signature section, select where the signature should be placed in your message.

Note: Select Above... to add the signature to the end of composed text or Below... to add it to the end of an entire message.

7. Click the Save button in the upper left corner.

Email Forward Settings

Note: In place of forwarding your PantherMail, we recommend you POP (SPOP) or secure IMAP instead. Consult with your external provider for proper setup and configuration requirements. Automatic forwarding of email does not absolve the account holder from the responsibilities associated with email sent to the official EIU email address.

1. From the Preferences tab, click the Mail tab.
2. From the Receiving Messages section, type the email address you want your PantherMail forwarded to in the ...Forward a copy to: field.
3. Click the Save button in the upper left corner.

Mail Filters

1. From the Preferences tab, click the Mail Filters tab.
2. When you are finished, click the Save button.

Creating a Folder

Use folders, tags and flags to organize saved messages.

1. Click the New Folder button on the toolbar.
2. Click to select where you want to place your folder.
Note: The new folder will nest intended under your selection.
3. Type the name of the folder in the Name field.
4. Click OK button

Moving Messages to Folders

You are able to quickly drag and drop messages into folders. Follow these steps:

1. From the Message pane, drag and drop the message over the desired folder in the Overview pane.

Adding a New Contact

1. Click the New button's pull-down arrow on the toolbar and select New Contact from the list.
2. Enter any pertinent contact information.
3. Click the Save button on the toolbar.

Adding a New Contact Group

1. Click the New button's pull-down arrow and select New Contact Group from the list.
2. Type the name of the group in the Group Name field.
3. Type the email addresses, separating them with a comma, in the Group Members list box.
4. Click the Add Button.
5. Click the Save button on the toolbar.

Editing a Contact or Contact Group

1. From the Address Book tab, select the contact or contact group to be modified.
2. Click the Edit button on the toolbar.
3. Make any necessary changes.
4. Click Save button on the toolbar.

Deleting Messages, Contacts, Etc.

Deleted objects are placed in the Trash folder.

1. Click, drag, and drop the object over the Trash folder in the left-hand pane.
2. Right-click the Trash folder and select Empty Trash from the list.
3. Click the OK Button.

Printing Messages, Contacts, Etc.

Use the Print button on the toolbar to ensure that what you are printing is well-formatted and easy to read.

1. Click the object you want to print.
2. Click the Print icon

Creating a new tag

1. Click the down arrow next to New and choose Tag.
2. Enter a name for the tag.
3. Click OK button