

TOP 10 Transition Tips

some helpful hints from current UDmail and UDcalendar users

- **After migration, unread messages in Lotus Notes will appear as read in UDmail.** If this is an issue, log in to Lotus Notes to verify which messages are marked as unread and mark them appropriately in UDmail.
- **Messages formerly stored in folders in Lotus Notes will display in your UDmail Inbox with labels.** To prevent these messages from displaying in your UDmail Inbox, select messages that have a label, then click Archive.
- **Your signature displays with 2 dashes (e.g. "-- Rudy Flyer") by default.** If you do not like this, enable the Signature Tweaks Lab in your UDmail settings to place your signature before quoted text in a reply and remove the "—".
- **Finding an autosaved messages.** UDmail saves messages frequently as you are typing them, as well as when you navigate away from the message without sending it. If you've "lost" a message in-process, check the "Drafts" label in the left navigation pane.
- **UDmail works differently within different web browsers.** As a Google product, UDmail is optimized to work best with the Chrome web browser. You may find some functionality differences between browsers. (For example, Chrome and Firefox display a red squiggly line under suspected misspelled words; Internet Explorer does not, so you need to manually check spelling.)
- **You cannot search for partial words in your email.** In other words, if you are looking for a message that has the word "tickets" in it, Google Search will not find it if you search for the word "ticket." (Unfortunately, there are no wildcards, either.) If you are not finding a particular message, you may need to search on another term.
- **You may need to re-subscribe to external list-servs with your new UDmail address.** If you subscribed to an external list-serv with your <username>@notes.udayton.edu address, you will still receive messages (they will be forwarded to your UDmail account.) However, if you want to post to an external list-serv, you may need to re-subscribe with your new UDmail address. The list-serv will process the @notes.udayton.edu and @udayton.edu addresses as different addresses.
- **Be sure to check your Spam frequently to ensure that mail is not being processed incorrectly.** If UDmail processes particular messages consistently as Spam, you can create a Filter to "Never send it to Spam".
- **Calendar entries created in Lotus Notes may not process changes/updates in UDcalendar.** If you reschedule a calendar entry that was originally created in Lotus Notes, your participants will receive a notification about the change but may not be able to automatically update their calendars with the new information.
- **All-day events do not automatically block out your calendar.** When scheduling an All day event (e.g., a vacation day), select All day in the calendar entry PLUS select "Show me as Busy" to block out your calendar.