



LawMail FAQ

Mailbox Access

How do I login to the LawMail system?

Go to <http://www.law.uconn.edu/students/>

How do I change my password?

Login to your mailbox. Then, click on **Preferences** on the top-right corner of your mailbox. In the Preferences window, click on **Security** (on the left) and then on **Change**, under 'Change Internet Password' (first button from the top). Your password must be *at least 8 characters long*. We recommend the use of pass-phrases.

What is my username and password?

Your username is your name in the form of: **firstname lastname** (note the space in between). If you do not know your password or need to reset it, stop by the Law School Help Desk (LIB234) or go to <http://www.law.uconn.edu/form/request-password-change>

Can I access the LawMail system using Outlook or another email client?

Access to the LawMail system is *web based only*.

Mailbox Management

Is there a mailbox size limit?

Yes. Your mailbox size limit is 130MB. At 125MB, you will receive warning messages and will need to delete some emails and empty the Trash folder.

Tip: Sort your Inbox by size (click on the Size column header) so that the largest messages appear on top and remove those. Also check your Sent folder.

How do I find my mailbox size?

Login to your mailbox. A bar graph indicating your usage is available in the top left corner. Click on that bar graph for more details.

How can I send large attachments without going over the limit?

The dropbox is a system available to all users affiliated to the University, which allows you to send a link to a document uploaded to a server instead of the actual document (thereby minimizing the email size). More information is available at <http://dropbox.uconn.edu>

How do I forward my LawMail to another account?

If you want to forward your LawMail elsewhere, please fill out the form at <http://www.law.uconn.edu/form/request-email-forwarding>

I changed my name; how do I change my email address?

First, request a name change through the Registrar's office and make sure that the change is reflected in PeopleSoft. Then, contact the Law School Help Desk at 860-570-5158

Mailbox Features



How do I check for new messages?

By default, your Inbox view is updated every 5 minutes.

You may also manually check for new messages by clicking on your mailbox's Refresh button

How do I create a signature?

Click on **Preferences** on the top-right corner of your mailbox. Then, click on **Mail > Signature**.

What is the "All Documents" view?

All Documents is a view that displays the entire content of your mailbox. Under this view, you will see received emails, as well as sent items. You will also see Calendar entries and Contacts if you have any. When you delete a message from this view, you will also remove it from the folder that contains it.

I deleted an email a couple of days ago and now it is no longer in the Trash folder.

Messages that you delete from your Inbox go to the Trash folder. After 48 hours, deleted messages in Trash will be automatically removed and will no longer be available.

Other

I cannot send/reply messages (or get an error when reading email).

Typically, pop-up blockers will prevent certain functions such as sending and replying to messages. Depending on your web browser, you will need to set it to allow pop-ups from our site: *.law.uconn.edu

What address should I use to register my Westlaw/Lexis ID ?

We strongly recommend you use your LawMail address with Westlaw & Lexis.

I received an email from the "Spam Firewall", which blocked a message.

For security reasons, certain file types, such as zip files, are filtered. In this case, contact the sender and ask them to upload the file using the dropbox <http://dropbox.uconn.edu> and email you the link to the file.

I have a Mac and have problems accessing the LawMail system.

Please access your mailbox using Mozilla Firefox.

You may download it for free at <http://www.mozilla.com/firefox/>

HuskyMail

What is Huskymail?

Huskymail is the email system at the main campus Storrs. Every student in the University has a Huskymail mailbox. The primary email account used at the Law School is LawMail. However, some messages from the Registrar's office and Student Finance will go to your HuskyMail address, so you should check this account periodically.

How do I access my Huskymail mailbox?

Go to <http://huskymail.uconn.edu> and login using your NetID account credentials.

Can I forward messages sent to HuskyMail to another email account?

Yes. Go to <http://huskymailforwarding.uconn.edu/>

Other Accounts

Net ID: Access to Huskymail, Wireless Network and certain pages of the Law School website.

If you need to obtain a new password, please contact the Storrs Help Desk at 860-486-4357.

Peoplesoft ID: Access to the Student Administration System (Registration and Finances information)

If you need to obtain a new password, please contact the Registrar's Office at 860-570-5136