

# How to your Asycuda World email.

After logging into Asycuda World, you are taken to the home screen which part of it is shown on the left below:



To access **emails**, click the email icon →  which is located on the **menu bar**.

Figure 1: Asycuda World window

The screen shot below shows the parts of the Asycuda email facility, and the paragraph below it briefly explains each of the parts and their functions:

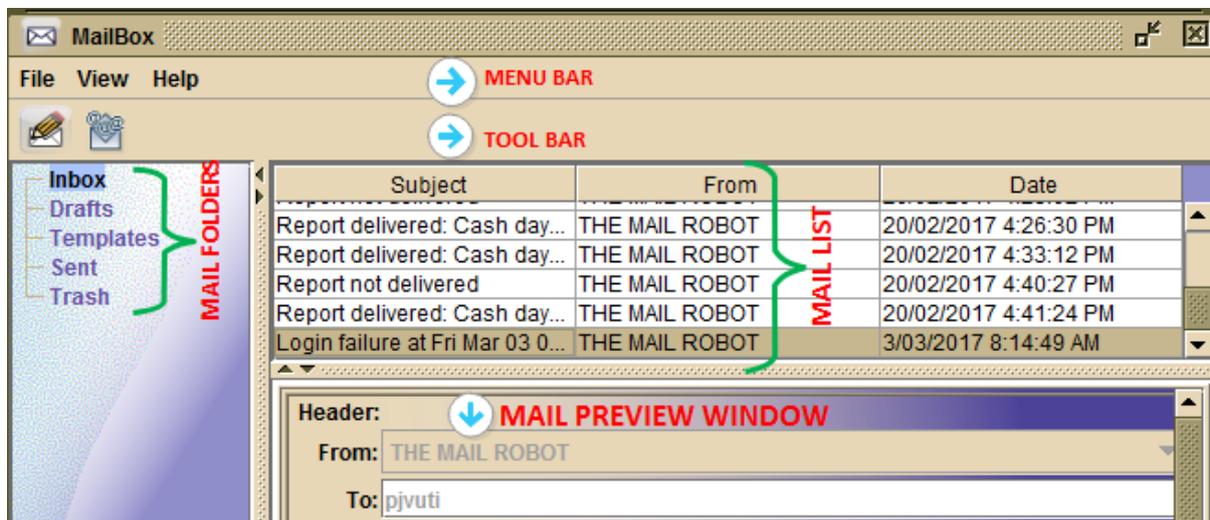


Figure 2: Asycuda World e-mail window

**Menu bar** —shows the three main menus

**Tool bar** – Shows the “New message” icon  and the “View mail groups” icon 

**Mail Folders** – Shows the list of all the default folders. You can always create new subfolders by right clicking a folder and clicking “**New Subfolder**” then assigning it a name.

**Mail list** – Shows all your emails, and by default the mails are sorted by date. It is a good idea to delete your old emails every now and then to keep your email list short. When deleting don't forget to empty the "Trash" folder.

**Mail preview window** – Shows the preview of the mail that is selected on the mail list. It can also be regarded as a reading pane.



Figure 3: The lower part of the AW email window

**Attachments** -- this tab at the bottom of the email window, contains all attachments of any selected email.

**NOTE:** This email facility is internal within Asycuda World only at the moment, which means you can only send to Asycuda World users if you know their usernames. There are plans to configure it to send to external emails but that will come at a later stage.

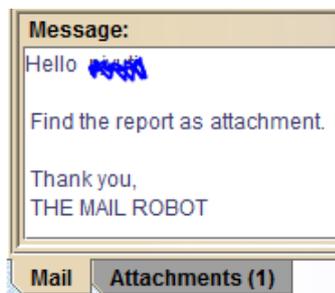
**Sending an email** – is easy as any email system

**Receiving email notifications** – If you have new emails, you will be notified immediately or as soon as you are logged in. The notification message is show below:



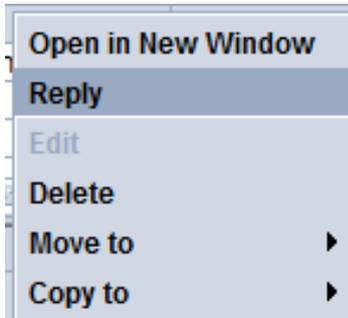
You have the choice of checking the email now (Click the **tick**) or close the notification (the red **X**) to read the email later.

**Requesting reports** – If you request a report from the system, the reports is run and the system converts the output to a pdf file and emails it to you. Below is an example of the system generated email for a report request; note that it has an attachment.



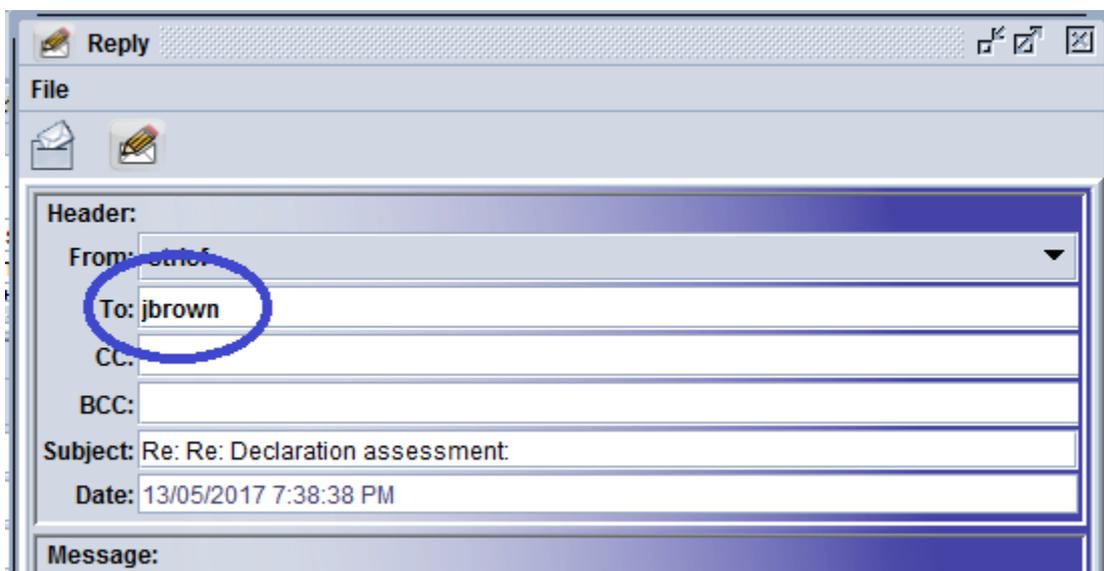
### How to Reply to an Email from a User

If you receive an email from another User, you can reply on the email by *right clicking* on the email in the Mailbox Inbox and select “Reply”:



### How to Forward an Email

A workaround to forwarding an email is by *right clicking* on the email in the Mailbox Inbox and select “Reply”, but replace the user in the “To” field with the username of the user you wish to forward the email to:



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End of Documentation