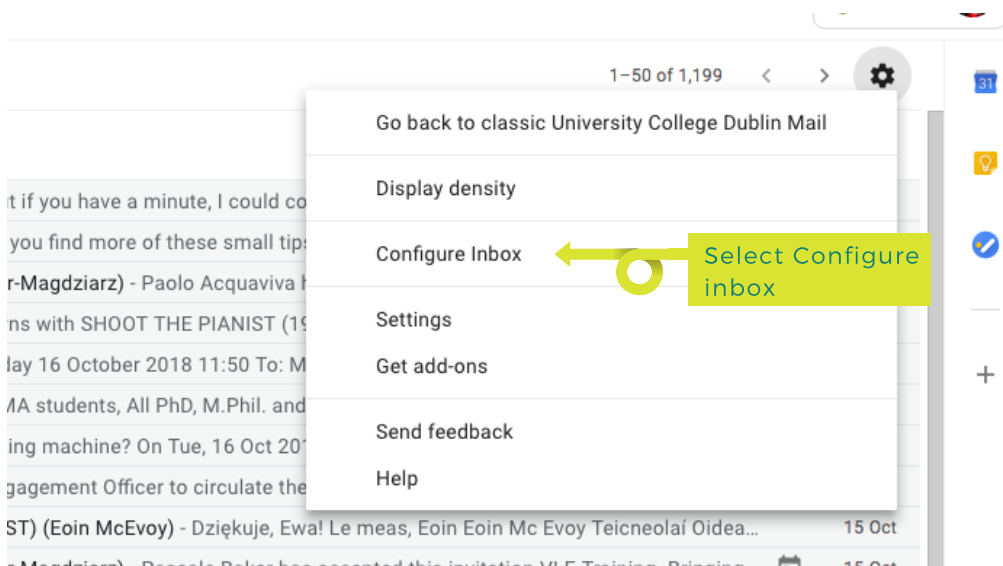
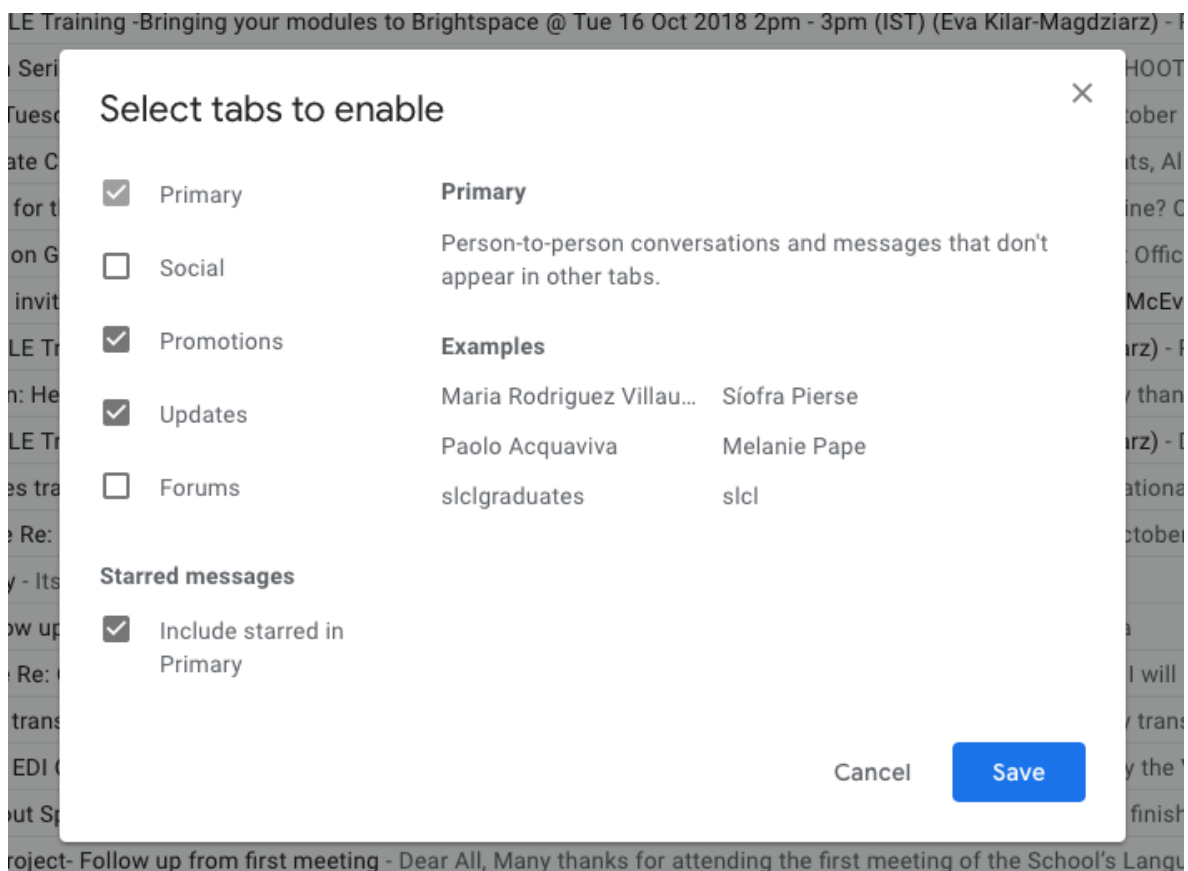


MANAGING YOUR UCD MAIL INBOX

1. Log in via www.ucd.ie/connect or Gmail
2. Go to Settings in the top right corner



3. That will allow you add categories to your inbox. The available categories are listed below and you cannot change these



4. If you hover over the listed categories, it will show what type of incoming mail will be getting there. Once happy with the settings select Save.