

# University Mail box

## *Guide*



# 1. Log into the university system InSIS



## Personal administration

- [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)



## Admission procedure

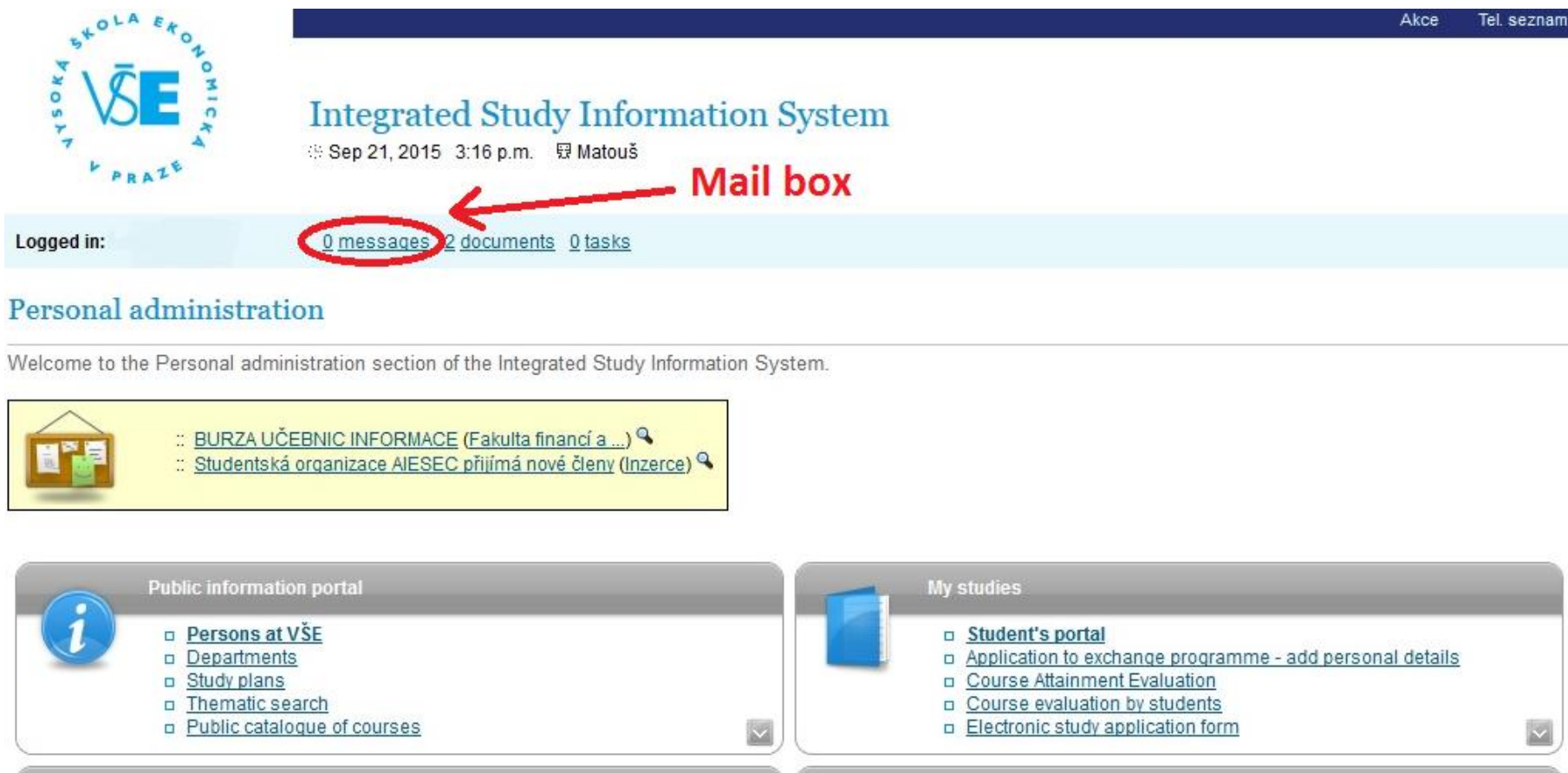
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Course application](#) • [Application to U3V](#)




## Information about VŠE

- [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Types of ID cards in use](#)
- [Public document server](#)

## 2. Click on the Messages and get into the Mail box



 **VŠE** V PRAZE

Akce Tel. seznam

### Integrated Study Information System


Sep 21, 2015 3:16 p.m. Matouš

**Mail box**

Logged in: **0 messages** 2 documents 0 tasks

#### Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

-  :: [BURZA UČEBNIC INFORMACE \(Fakulta financí a ...\)](#)
- :: [Studentská organizace AIESEC přijímá nové členy \(Inzerce\)](#)

#### Public information portal

- [Persons at VŠE](#)
- [Departments](#)
- [Study plans](#)
- [Thematic search](#)
- [Public catalogue of courses](#)

#### My studies

- [Student's portal](#)
- [Application to exchange programme - add personal details](#)
- [Course Attainment Evaluation](#)
- [Course evaluation by students](#)
- [Electronic study application form](#)

# 3. Now you are in your University Mail box

## Mail box - Inbox

[New message](#)   **Mail box**   [Group messages](#)   [Contacts](#)   [Settings](#)   [Mail box migration](#)

Use this application to display the content of the mail folder. The electronic messages in the folder can be read, replied to, deleted, forwarded, bounced and moved to other folders.

 [Update folder](#)








-  **Inbox** (3)
-  [Sent](#) (0)
-  [Trash](#) (0)
-  [Unfinished mail box](#) (0)
-  [Spam](#) (0)

 [Folder administration](#)

E-mails in total: 3  
Unread: 0  
Quota: 50 MiB  
Full: 0.70%



Date in a descending way   Arrange   [filter settings](#)

	Tags	Sender	Subject	Received	Size	Actions
<input type="checkbox"/>	+	Oddělení síťové infrastruktury	<a href="#">Information about the computer netw...</a>	12. 09. 2015 07:07	6 KiB	  
<input type="checkbox"/>	 +	VSE Exchange	<a href="#">University of Economics, Prague -- ...</a>	07. 08. 2015 16:36	333 KiB	  

Messages displayed 1 - 2 from the total of 2 messages

Select all   Unselect all

ticked   move to folder   -- not entered --   Go