WHEN YOU LOG INTO SAP: You will be alerted immediately if you have unread documents in your inbox. A little popup window appears and looks something like this:

- Click the green checkmark to keep logging in without going to the SAP email box.
- Click on the button called “inbox” to go directly to email and view all new messages.
- The “Choose” button would be used as follows: If you have several unread documents in your inbox, they will each be listed. You could then highlight any message and click Choose to go to that particular message.
If you clicked on the green checkmark to bypass going directly to email, or wanted to go to the email area later, you can get there from the SAP main menu, by performing one of the following:

- Click on the icon that stands for SAP Business Workplace
- Enter the transaction code SBWP in the command field
- Follow the menu path SAP Menu ➔ Office ➔ Workplace
- Press Ctrl+F12
WHEN YOU ARE IN THE WORKPLACE: You will need to expand the Inbox by clicking on the arrow to the left of the word “Inbox”. The list will expand and the arrow will change and point down . You should now see an expanded list of folders in your inbox as it appears in the screen print below:

Unread messages will appear in the “Unread documents” folder. Previously read documents will appear in the “Documents” folder. Click on whichever folder you need to go to.

Double click on any document you wish to view.
Your email message will appear and may look something like the screen print below:

The above is an example of what kind of message you will receive if you have a budget deficit. No email response is necessary, but you will need to check your budget and do a parked transfer request to get funds moved to cover the deficit. Note: If you do not take care of moving funds to handle the budget deficit, you may receive repeat emails about the deficit.

**REMEMBER THE GREEN BACK BUTTON ICON!**

You will use the green back button anytime you are reading emails or attachments, in order to go back to the main SAP screen.
REPLYING TO AN EMAIL MESSAGE:
Not all email messages require a reply. However, if a reply is necessary, follow these steps. Open your email and follow the steps below this screen print.

Use one of the buttons at the top of the screen:
- **Reply** (this does not include the original email text).
- **Reply w/reference** (to include original email text). **This is your best choice!**

Click on button to Reply w/reference.

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Write your reply message in the large white space and click on the ‘Send’ icon to send your message.

PRI NTING EMAIL:

Prior to printing anything in SAP, your printer specifications must be set up in order to print within the SAP software. If you have not done this, please follow the steps outlined in the document called “Getting Started.”

- After opening an email, you can then click on the print icon to print it.
READING AN EMAIL ATTACHMENT:

If your email contains an attachment, you can find and read the attachment one of two ways:

Click on the tab for Attachments. Then, double click on the attachment you wish to see.

DELETING EMAIL MESSAGES:

To delete a message:
From the menu area that shows all messages, place your cursor anywhere on the message that you want to delete. Click the left button on your mouse. This will select (highlight) the line.

Click the delete (trash can) icon.
NOTE: To delete multiple messages at one time, place your cursor on a message to highlight it, hold the Control key down, and press the A key (Ctrl+A). This will select all the messages. Then click on the trash can icon to delete the highlighted messages.

FORWARDING EMAIL:

To forward a message:

- Click the left button on your mouse to whichever line you wish to forward.
- Next, to forward the message, you can:
  - Right mouse click on the highlighted line and choose forward…OR
  - Click on the icon for forwarding mail, as illustrated below:

After you choose forward, the follow window appears:
Type last name of recipient here and press Enter. The window below will appear.

Double click on name you want the email to go to.

Last step – click on Send icon.
FORWARDING A PURCHASE REQUISITION:

- If you have the need to forward a purchase requisition via SAP email, you could do the following:
- Use transaction ME53N under the Purchasing Folder in your Favorites. This is for Displaying of Purchase Requisitions.
- Find the purchase requisition you need to send.
- At the top of the screen, click on the icon directly to the left of the blue lettering in this line:

![Image of SAP email interface]

- If you have several PRs on the system, you may be presented a list of PRs and be prompted to pick which one you want to send. Highlight the line you wish to forward and click on the green checkmark icon.
- You will have a drop down menu. Choose “Send” and then choose “Send Object With Note.” Next screen:
Type note to recipient here.

Type last name of recipient and press Enter; then choose the correct person from the next window that appears.

Last step – click on the Send icon.