



Using Citrix Secure Mail more often?

Here's some tips to help you personalize it.

Choose how much of an email you want to preview

Open Settings. Under Mail Settings, tap Preview Lines. Choose the desired number of preview lines.



Select notification sounds for email and calendar

Open Settings. Tap Notifications, tap Mail Sound or Calendar Sound. Choose a notification sound.

View your personal and work calendars in one place

Open Settings. Under Calendar settings, tap Personal calendar. Turn on View Personal Calendar, then tap Allow. Choose which calendars to show, then assign colors.



Start a Slack chat with email recipients

Open an email, and tap the reply button. Select Chat in Slack. When the Slack app opens, write your message.

Log in today to get started, or contact IT for additional user guides.