

## Revised Webmail Instructions

Webmail can be accessed from any computer that has internet access at the following link:

<http://mail.communityaction.com/IClient>

User name : Your email address ([jdoe@communityaction.com](mailto:jdoe@communityaction.com))

Password: Enter your password

Image below is what the new login page looks like: Put a check in the “Remember my username” if you want it to remember this for next time you log on. **Do not** put a check on the “Remember my password”. Click “Login”.

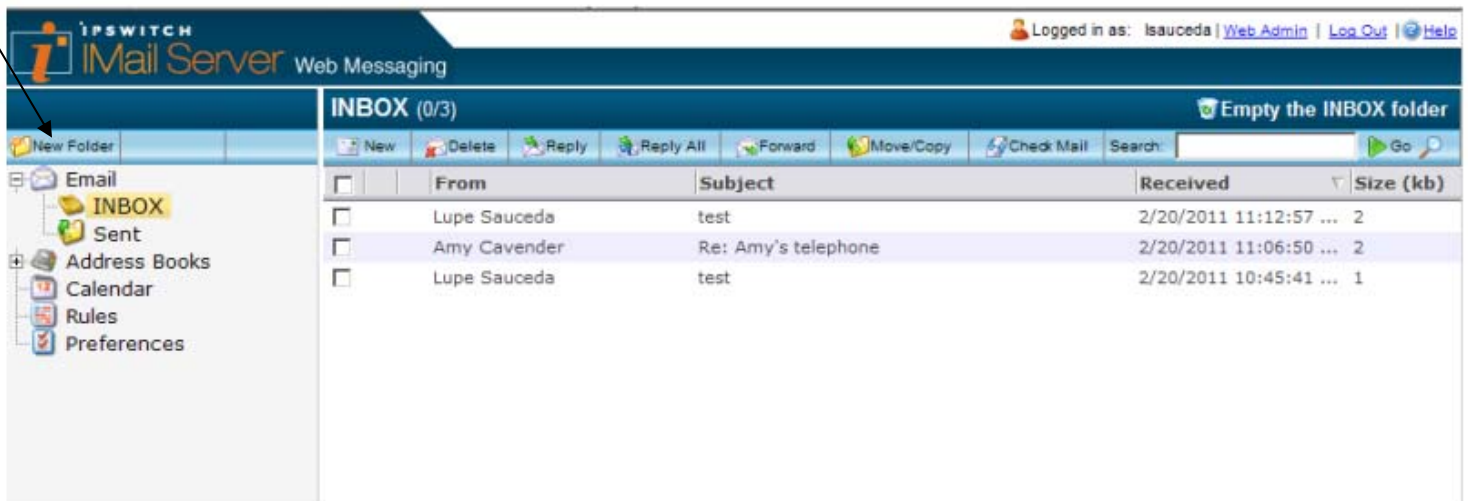


The login page features the IPSWITCH logo and the text 'IMail Server Web Messaging'. It includes a 'Username' field with 'jdoe@communityaction.com', a 'Password' field, and a 'Language' dropdown menu set to 'English'. Below these are three checkboxes: 'Use Web Messaging Lite' (unchecked), 'Remember my username' (checked), and 'Remember my password' (unchecked). A 'Login' button is positioned at the bottom right.

This is the 1<sup>st</sup> page you'll see when you login – it defaults to your InBox. The “Sent” and “Deleted” folders will not appear until you actually sent/deleted an email. You can create sub folders under the inbox, sent - click on the New Folder option at the top of the left hand column.

Email addresses were not imported.

In the right side is the “INBOX” – it is very easy and user friendly - above the email window are all your options – New, Delete, Reply, Reply All, etc.

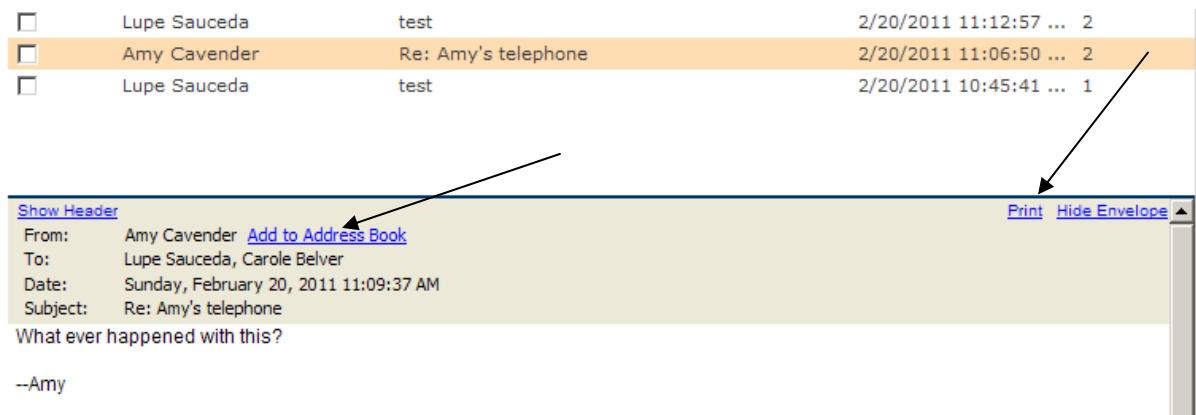


The screenshot shows the IMail Server Web Messaging interface. The top bar displays the user is logged in as 'Isauceda' with links for 'Web Admin', 'Log Out', and 'Help'. The main area is titled 'INBOX (0/3)' and includes a toolbar with icons for 'New', 'Delete', 'Reply', 'Reply All', 'Forward', 'Move/Copy', and 'Check Mail', along with a search field. Below the toolbar is a table of emails:

	From	Subject	Received	Size (kb)
<input type="checkbox"/>	Lupe Saucedo	test	2/20/2011 11:12:57 ...	2
<input type="checkbox"/>	Amy Cavender	Re: Amy's telephone	2/20/2011 11:06:50 ...	2
<input type="checkbox"/>	Lupe Saucedo	test	2/20/2011 10:45:41 ...	1

The left sidebar contains a tree view with folders: 'Email', 'INBOX', 'Sent', 'Address Books', 'Calendar', 'Rules', and 'Preferences'. A 'New Folder' button is located at the top of this sidebar.

When you click on your email to read it – next to the name on the “From” field – you have the option to add this person to your Address Book. On the right side is the “Print”.



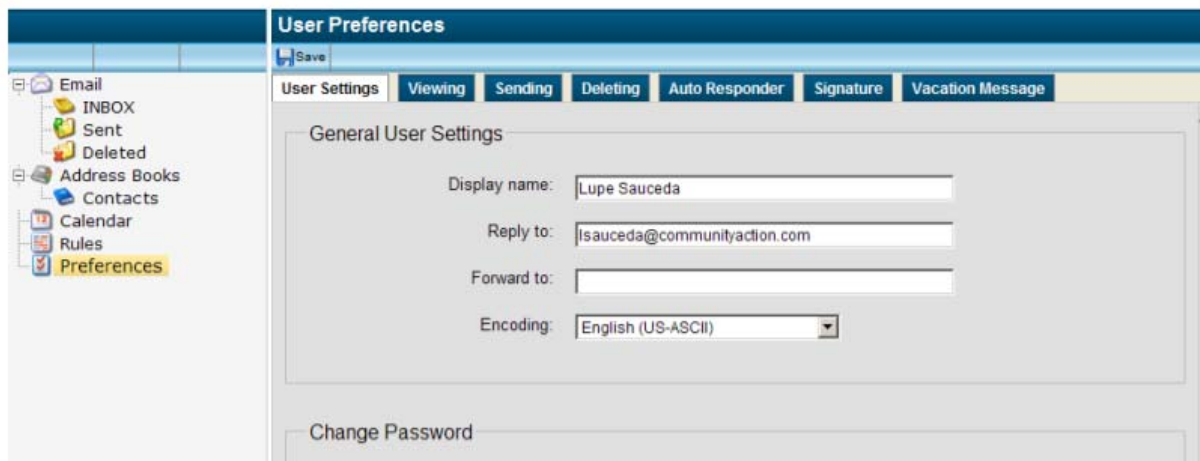
On the left hand side click on **Preferences** (see image below)

This is where the “Auto Responder” is located:

**Auto Responder** – will send your message to your sender each time they email you.

**Vacation Message** – will send your message to your sender only the 1<sup>st</sup> time they email you.

**Signature** – create your signature here. You can copy the signature from your Microsoft Outlook and paste it into this box so you don't have to retype it.



Calendar and Rules are options - I've not had time to explore and learn more about these.

Employees who use webmail only - Please maintain your mailbox by deleting messages that are not needed and emptying your "Deleted" box on a regular basis. You can delete multiple messages by putting a check in the box to the left of the email and then click on "Delete".

