

Changing Your Email Preferences

You, as a user, control the way much of your email is set up.

Click on ACCOUNT OPTIONS to view selections

Choosing PREFERENCES allows you to change such things as saving deleted messages to a delete folder, forwarding attachments, etc.

Choosing CHANGE PASSWORD allows you to do that

MY FOLDERS allows you to set up folders to organize your email

These are the options you would use most frequently

WebMail - Inbox : 109/14 - Microsoft Internet Explorer

Address: http://lafcs.cnyric.org/xa2b193c9999dc99d989f0034725b/readmail.12861.cgi?mbx=Main&msg=41&msg

mfeliu@lafcs.cnyric.org

Account Options... Languages...

Account Options...

Preferences

My Signature

Change Password

Forwarding

My User Info

Address Book

My Folders

AutoResponder

My Vacation Message

Filters

My Vacation Message Recipients

Clear Vacation Message Recipients

Change My Finger Information

Help Topics

--ADMIN OPTIONS--

Edit News Message

User Administration

Alias Administration

Domain Filters

Edit Welcome Message

Manage Virtual Hosts

Web Access Log

Monitor System Log

IMail System Log

IMail Syslog Log

Spool Directory

System Statistics

Log Off

View Mail

Compose

Search

Calendar

Inbox Folder: 109 Message(s), 14 New Check for new mail (auto-check)

FirstPage | Prev | Page 5 of 11 | Next | LastPage

Go To Page

| <input type="checkbox"/> | From | Subject | | Size |
|--------------------------|-----------------------------|--|--|----------------|
| <input type="checkbox"/> | dkiser@lafcs.cnyric.org | Help desk request Submitted by dkis... | | |
| <input type="checkbox"/> | "jczyk" | Grade Machine and more | | 3:33 AM 1713b |
| <input type="checkbox"/> | "kgrimm" | Re: updates | | 2:37 AM 1324b |
| <input type="checkbox"/> | mbrady@cnyric.org | Data Warehouse Data Administrators'... | | 0:56 PM 746b |
| <input type="checkbox"/> | "sosborn sosborn" | results from faculty meeting and up... | | 9:04 PM 2091b |
| <input type="checkbox"/> | mgianforte@lafcs.cnyric.org | Help desk request Submitted by moll... | | 8:59 PM 35254b |
| <input type="checkbox"/> | "N Y S C A T E" | 40th Annual NYSCATE Conference | | 3:03 AM 1834b |
| <input type="checkbox"/> | "Parton" | Voice Mail Box for Jerry Parton ext... | | 9:22 AM 50792b |
| <input type="checkbox"/> | "nhummel" | room 124 computer | | 5:46 AM 883b |
| <input type="checkbox"/> | "mmondanaro" | Math Software | | 8:27 AM 831b |
| <input type="checkbox"/> | Select All | | | 2:50 PM 1537b |

Delete selected (checked) messages... | Delete ALL messages in folder...

Move selected messages to... or Go to Folder acceleratedreader

start

WebMail - Inbox : 1...

Document2 - Micros...

Internet

10:02 AM

User Preferences - lafcs.cnyric.org - Microsoft Internet Explorer

Address: http://lafcs.cnyric.org/Xa2b193c9999dc99d989f0034725b/userpref.36811.cgi?uid=mfeliu&mbx=Main

mfeliu@lafcs.cnyric.org Account Options... Languages...

Menu View Mail Compose Search Calendar **Help** Log Off

Mail Sending Options

| | |
|---|---|
| Forward Editing: | <input checked="" type="radio"/> Edit original message <input type="radio"/> Don't edit original message |
| Forward Attachments: | <input checked="" type="radio"/> Include attachments <input type="radio"/> Don't include attachments |
| Replying: | <input checked="" type="radio"/> Include original message <input type="radio"/> Don't include original message |
| Reply message (original message indicator): | <input checked="" type="radio"/> ">" <input type="radio"/> None |
| Save copy of outgoing mail in Sent folder: | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| Confirm sent messages: | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| For spell check applet, use Java: | <input checked="" type="radio"/> 1.1 <input type="radio"/> 1.4 |
| Open Web Calendaring in: | <input checked="" type="radio"/> New <input type="radio"/> Current window |

Message Display Options

| | |
|------------------------------|--|
| Number of messages per page: | <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100 |
| Initial sort criteria: | <input type="radio"/> From <input type="radio"/> Subject <input checked="" type="radio"/> Date <input type="radio"/> Size |

Help Topics Internet

start User Preferences - I... H:\ Document2 - Micros... 10:02 AM

| Message Display Options | |
|--|--|
| Number of messages per page: | <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100 |
| Initial sort criteria: | <input type="radio"/> From <input type="radio"/> Subject <input checked="" type="radio"/> Date <input type="radio"/> Size |
| Sort Messages: | <input type="radio"/> Ascending <input checked="" type="radio"/> Descending |
| Display Message Headers: | <input checked="" type="radio"/> Basic <input type="radio"/> Full |
| Text attachments: | <input checked="" type="radio"/> Show as links <input type="radio"/> Show with message text |
| Show new messages for: | <input checked="" type="radio"/> Main mailbox only <input type="radio"/> All Mailboxes |
| Message Preview: | <input type="checkbox"/> Message Preview Size : <input type="text"/> characters (max. 128) |
| Delete Options | |
| Delete messages: | <input checked="" type="radio"/> Move to deleted folder <input type="radio"/> Purge message |
| Confirm delete messages: | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Reset"/> | |

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