

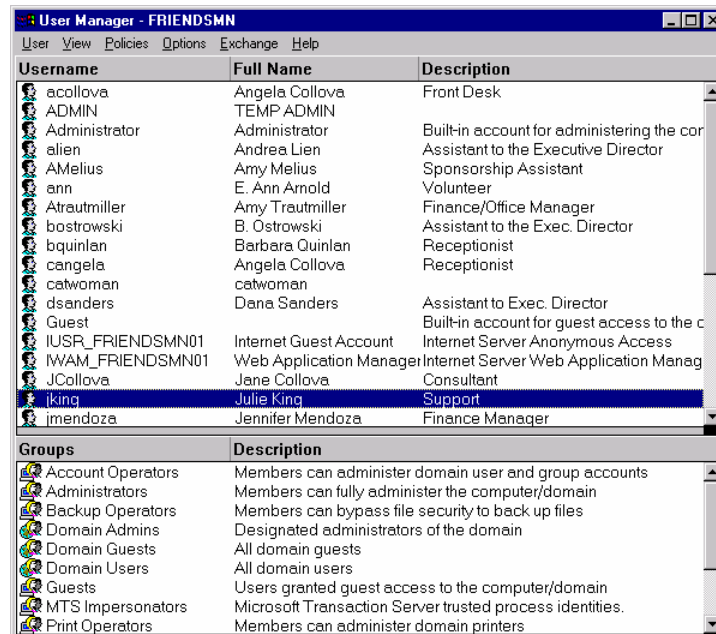
Setting Up Email For New Employee/User

Setting up email for a new employee/user involves the Friendsmn01 server and then the website.

1) Friendsmn01 Server

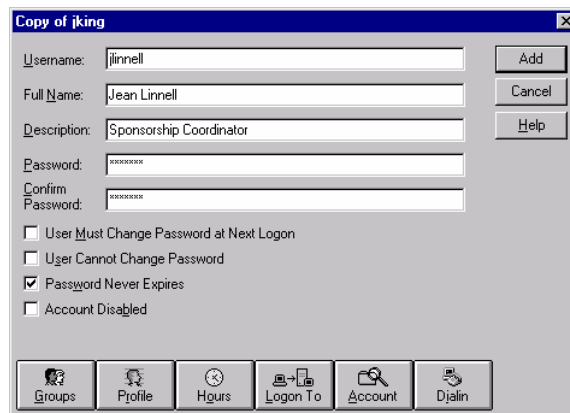
Friendsmn01 is a Win NT 4.0 server located in the corner behind the door of the west office.

1. Click on the **User Manager for Domains** icon on the desktop and the User Manager window appears. Select the user **jking Julie King** (always use this one- I know for sure that it works and has all the correct permissions, etc.)



Note: Yes, there are a lot of users listed but do not delete it. It was tried and starting messing things up, so it's just best to leave them.

2. Select **Copy** under the **User menu** and a copy of the User Profile appears.



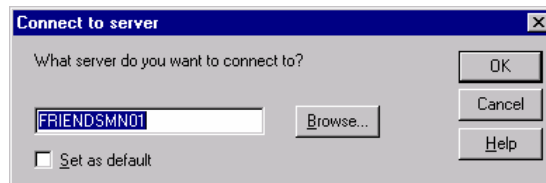
Fill in the following fields:

- “Username”- generally the first letter of the first name and the last name together
- “Full Name”
- “Description”
- “Password”
- “Confirm Password”.

Check the “Password Never Expires” option.

Note: the “User Must Change Password at Next Logon” option is useful when you’re having problems setting up a user and want to verify that they got on the server.

3. Click on the **Add** button and the Connect to server prompt appears. The default “FRIENDSMN01” should already be in the field and then click **OK**



If the user had not been set up on a computer yet, the following warning will come up because they are not part of the Client Microsoft network. Click **OK**. If the Connect to server prompt pops up again, close it by clicking on the X.

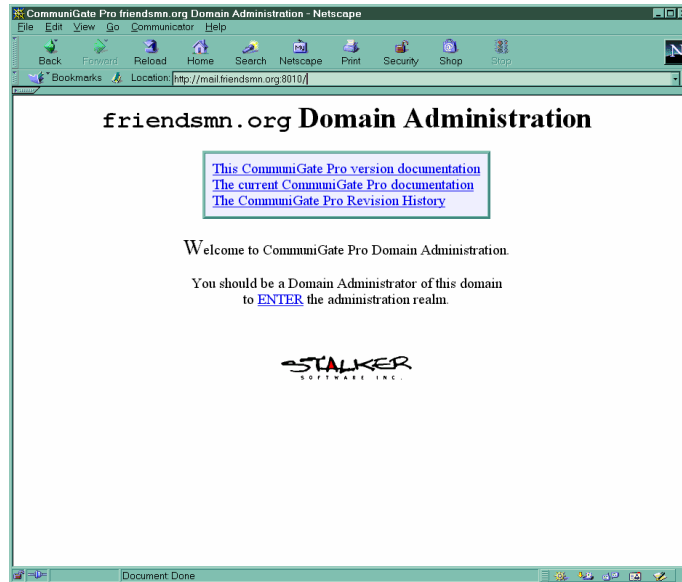


4. You should now see the new user in the User Managers window list.

2) Friendsmn01 Website

The administrative website for the mail is: <http://mail.friendsmn.org:8010/>. On the web site you can do the following:

- Create an Account
- Remove an Account
- Redirect Mail to New Account

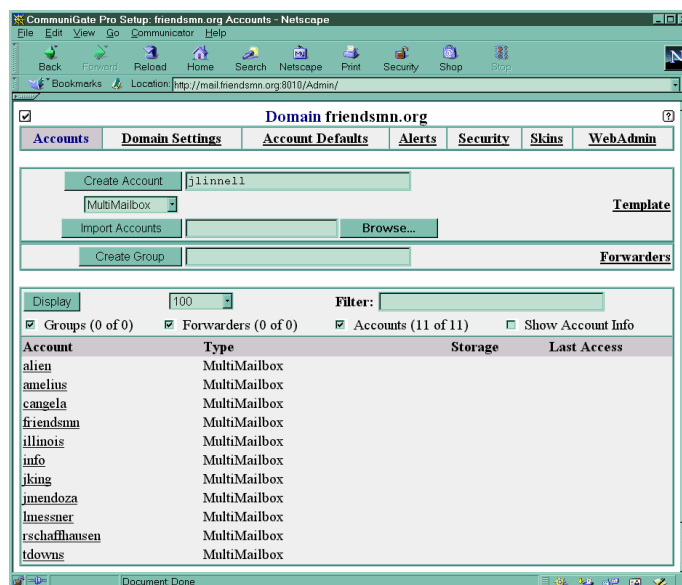


Click on **Enter** and the access prompt appears.



- "User Name:" is info@friendsmn.org
- "Password:" is snow

Click on **OK** and the Domain page appears.



A) Create an Account

1. Enter the user name in the **Create Accounts** field and click on the **Create Account** button.

The Account page appears.

The screenshot shows a Netscape browser window displaying the account settings page for 'friendsmn.org account jlinnell'. The page has several tabs: Settings, Access Rights, Rules, RPOP, WebSite, and WebUser Prefs. The 'Settings' tab is active. The 'Real Name' field contains 'Jean Linnell' and the 'CommuniGate Password' field is masked with asterisks. Below the password field, there are 'Reset' and 'Update' buttons. The page is marked as 'Updated' in green text. The 'Server OS Integration' section includes 'Server OS UserName: default (*)' and 'Enable OS Password: default (No)'. The 'Secure Login' section has 'Required: default (No)'. The 'External Authentication' section has 'Allow to Use: default (No)'. The 'Enabled Services' section shows a list of services with checkboxes: (default), +Mail, +POP, +IMAP, -FWD, -ACAP, +WebMail, -WebSite, +Relay, +Mobile. The 'Limits' section shows 'Mail Storage: default (10M)' and 'Current: 0'. The 'Processing' section has 'RPOP Accounts' set to 'default (No)'. The 'Updated' status is shown in green text below the 'Enabled Services' section.

“Real Name:” is the user’s full name

“CommuniGate Password:” enter the password that you entered for them on the server.

Note: The number of asterisks (aka the “encryption mask” in the Password field will remain the same even if you just enter a 3 letter word)

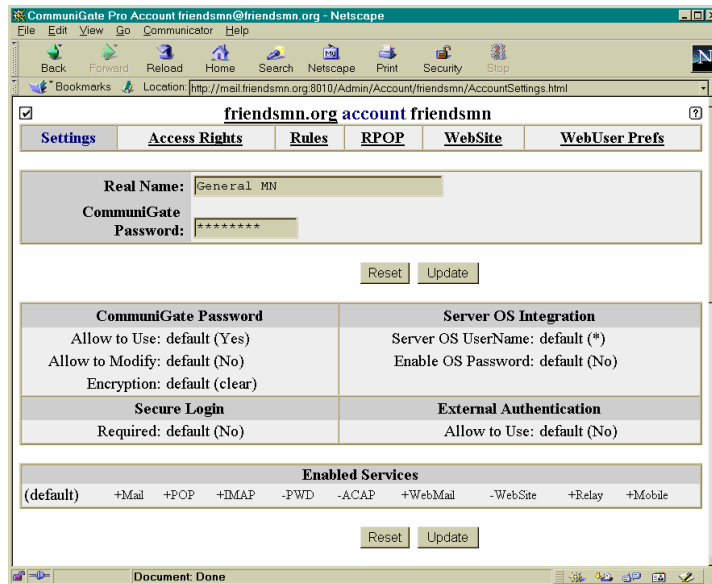
2. Enter the user’s full name in “Real Name:” field and click on the **Update** button. “Updated” should appear on the left, then click on “friendsmn.org” at the top to get back to the Domain page. The new account should be in the list.

B) Remove an Account

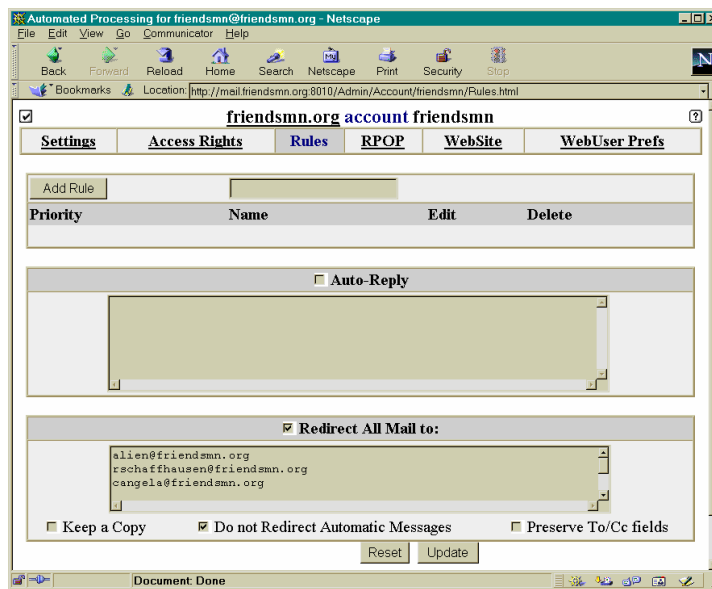
To remove an account, simply double click on account name in the list to open the account page and then click on the **Remove Account** button at the bottom. A Confirmation page appears and click on the **Remove** button.

C) Redirect Mail to New Account

To have the website redirect website mail to the new employee/user, double click on the **friendsmn** account in the list and the account page appears.



2. Click on the **Rules** button and the **Account Rules** page appears.



3. Enter the user's complete email account in the **Redirect All Mail to:** field.

That's it. There is no logout or exit button for the domain, which is odd, so you can just go on to another website.