

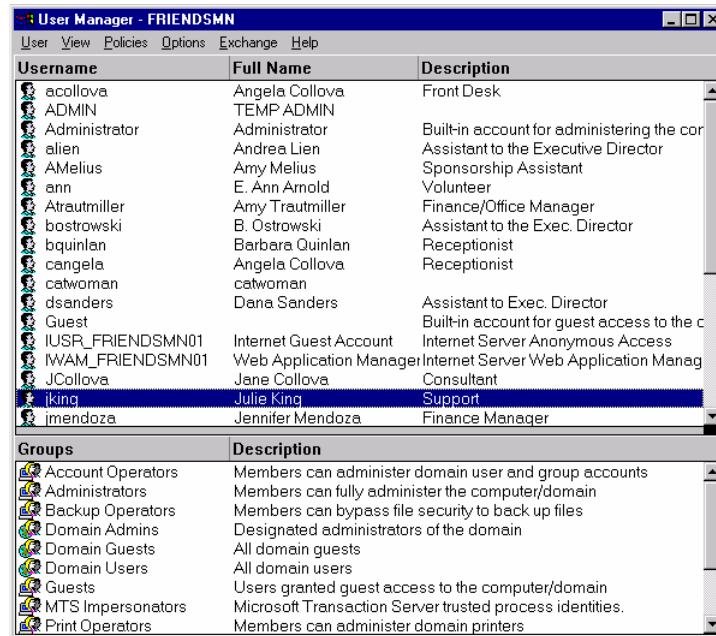
## Setting Up Email For New Employee/User

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

### 1) Friendsmn01 Server

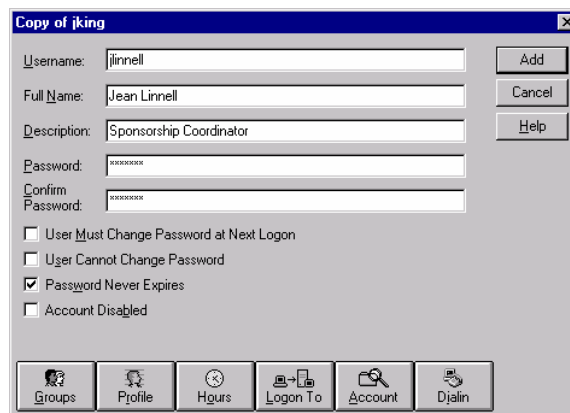
Friendsmn01 is a Win NT 4.0 server located in the corner behind the door of the west office.

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.



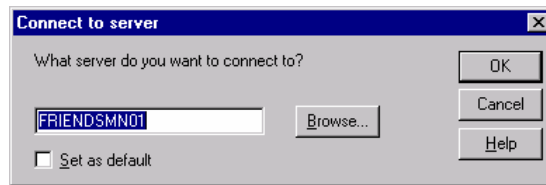
Fill in the following fields:

- “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.

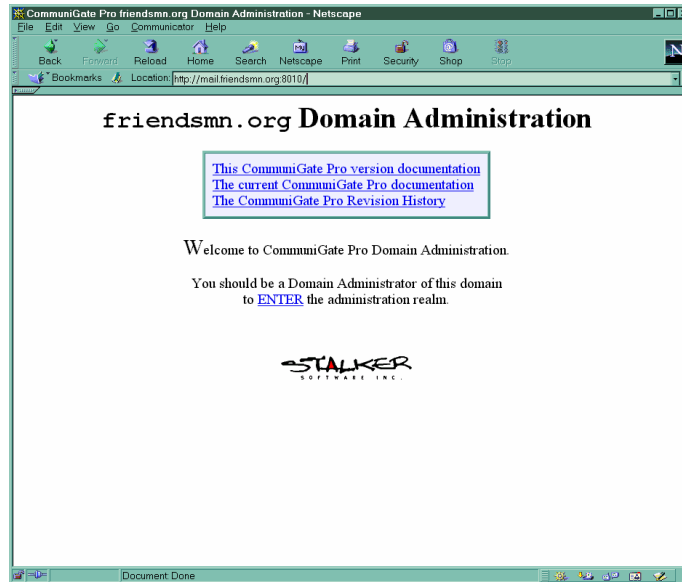


4. You should now see the new user in the User Managers window list.

## 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

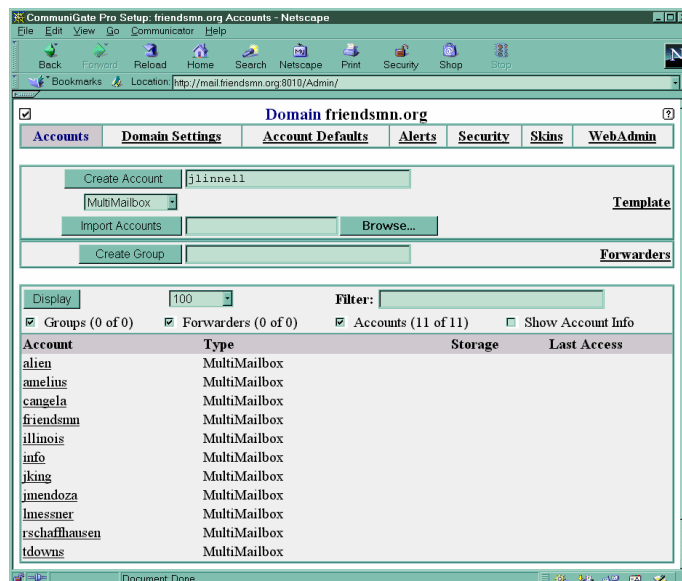


Click on **Enter** and the access prompt appears.



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

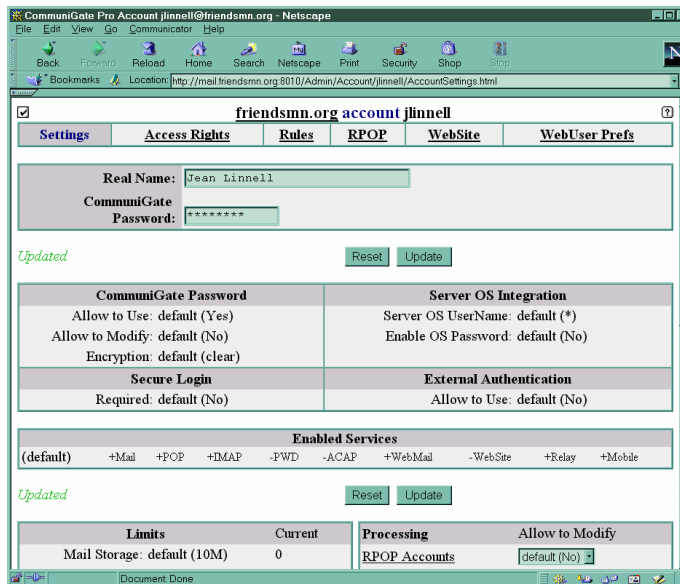
Click on **OK** and the Domain page appears.



## 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.



“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)

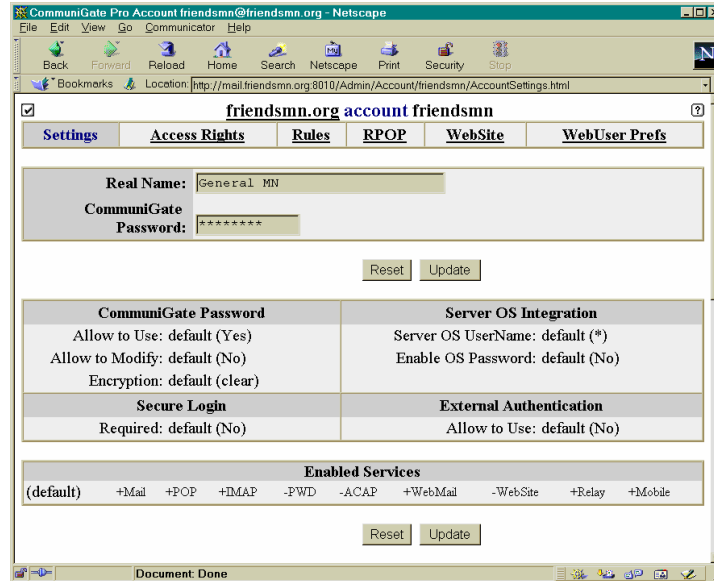
2. Enter the user’s full name in “Real Name:” field and click on the **Update** button. “Updated” should appear on the left, then click on “friendsmn.org” at the top to get back to the Domain page. The new account should be in the list.

## B) Remove an Account

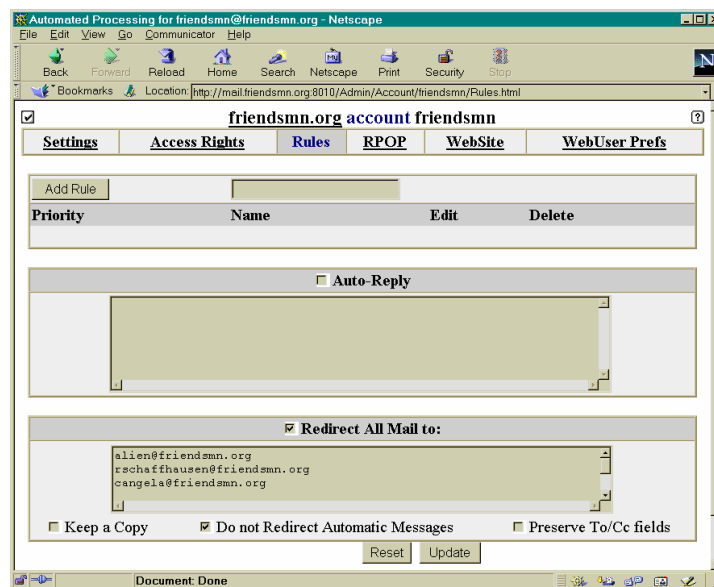
To remove an account, simply double click on account name in the list to open the account page and then click on the **Remove Account** button at the bottom. A Confirmation page appears and click on the **Remove** button.

## 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.