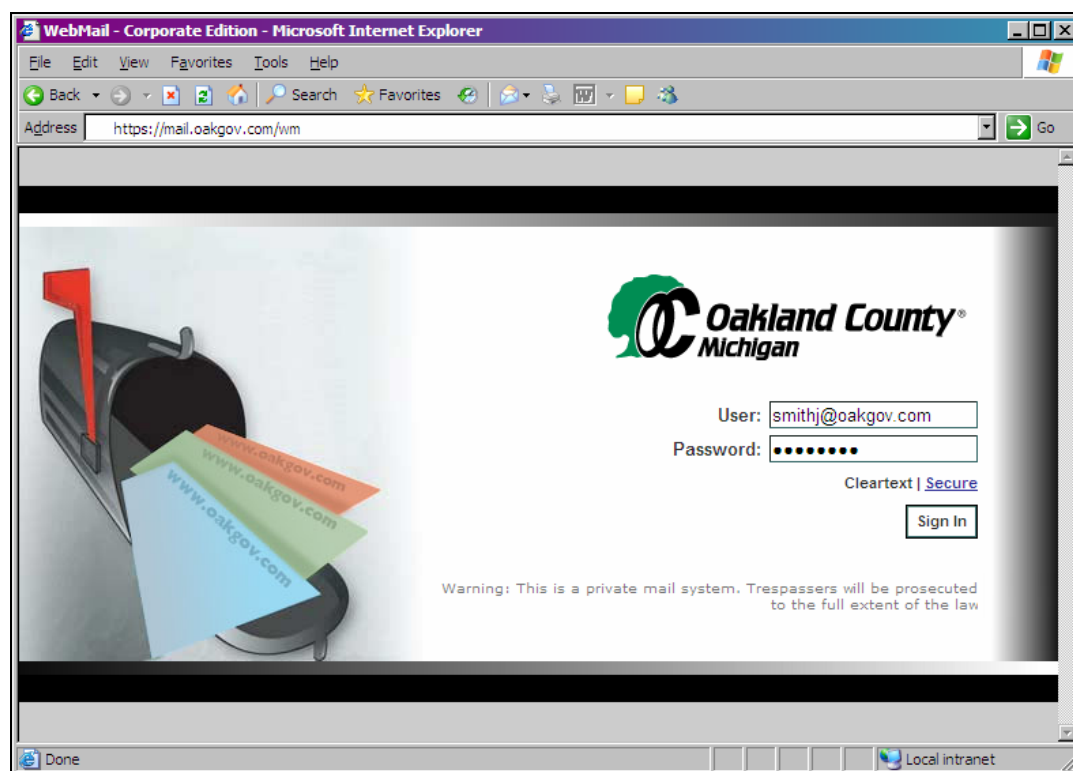


Profile Change to Oakgov.com for Webmail

Webmail stores information regarding your email account, including your email address and your reply-to address. Each of these entries must be updated to the new **oakgov.com** domain.

To Update the Email Address and Reply-To-Address in Webmail:

1. From Internet Explorer, type <https://mail.oakgov.com/wm> in the **Address** field.
2. From the login screen, type **your fully qualified email address** in the **User** text box (e.g. smithj@oakgov.com is the fully qualified email address for John Smith).
3. Type your **email password** in the **Password** text box.



4. Click the **Sign In** button.
5. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
6. From the **Mail** option, click the **Composing** link.

Profile Change to Oakgov.com for Webmail

Options

- General
 - Personal
 - Change Password
 - Color Theme
 - About
- Mail
 - Settings
 - Composing**
 - Auto-reply
 - Forwarding
 - Signature
 - External Mail
 - Allowed Senders
 - Blocked Senders
 - Allowed Mailing Lists
 - Message Filters
- Calendar
 - Presentations
 - Reminders
 - Sharing Controls
 - Subscriptions

Composing

Apply Close

Format

Compose Width: characters (default is 62)

Compose Height: rows (default is 15)

Compose: Plain Text HTML
(MSIE 6.0+ or NS 7.2+ recommended for HTML)

Reply: Do not include original
 Include original inline
 Include original as attachment

Header Information

E-mail Address:

Reply-to:
(This will appear on the Reply-to line of outgoing mail.)


Receipts

Request Delivery Receipt: Yes No

Request Read Receipt: Yes No

Auto-Complete Address Fields

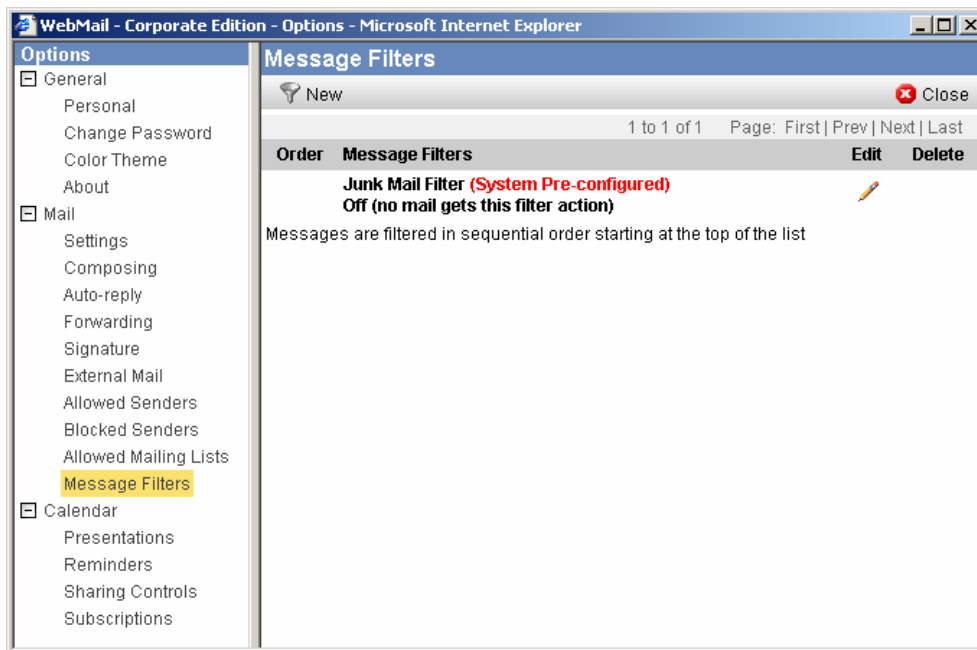
You may remove the data contained in your auto-complete history by clicking the following button:

7. Type your **email address** (e.g. smithj@oakgov.com) in the **E-mail Address** text box.
8. Type your **reply-to address** (e.g. smithj@oakgov.com) in the **Reply-to** text box.
9. Click the **Apply** button.  The message **Composing: Settings successfully updated** will appear.
10. Click the **Close** button.

Profile Change to Oakgov.com for Webmail

Subscribe/Resubscribe to the Junk Mail Folder:

1. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
2. From the **Mail** option, click the **Message Filters** link.



3. Click the **Edit** symbol (pencil) next to **Junk Mail Filter (System Pre-configured)**.
4. From the **Select a Filter Condition** area, click the radio button next to **Normal (only Junk Mail gets this filter action)**.
5. From the **Select a Filter Action** area, click the radio button next to **Move to the junk mail folder**.

Note: The **Discard (message is irrevocably lost)** option should not be used as the anti-spam filter may occasionally misidentify some legitimate messages as junk mail.

6. Click the **OK** button.

Junk Mail is now enabled and will move any incoming messages it believes to be junk mail into your Junk Mail folder. If you have problems modifying your Webmail profile, please call the IT Service Center at (248) 858-8812.

profile_chg_webmail.pdf
6/12/2008