

E-MAIL

(Through the Web Browser)

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HOW DO I START

- If you do not have an account on LACA's computer system, you must contact your treasurer's office to get forms to apply for a LACA account. LACA accounts are free to employees of the districts served by LACA.

IF THIS IS THE 1ST TIME USING YOUR ACCOUNT:

NOTE: If you are a new user that has never signed on the system before, then LACA suggests you to change your password immediately.

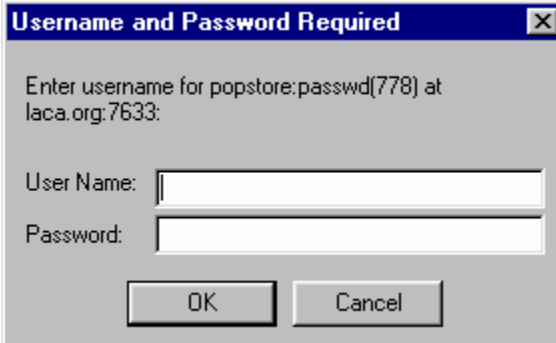
STEPS TO CHANGE PASSWORD:

1. Logon to the Internet by using Netscape.
2. Go the LACA's homepage. (www.laca.org)
3. Click on the icon: *Change Your E-mail Password*
4. On the Change Your E-mail Password screen:



The screenshot shows a Netscape browser window titled "Change your LACA E-mail Password - Netscape". The address bar contains the URL "http://laca.org:7633/popstore_pwd/". The main content area features a banner with a mole character, the text "WEB mail", "Change your E-mail password", "Year 2000 Information", and a "DeRA web" logo. Below the banner is a teal bar with the text "Change your LACA E-mail Password". The form includes two input fields: "New Password:" and "Verification:". Below the fields are two buttons: "Change Password" and "Clear Form". The status bar at the bottom shows "Document: Done".

- a. In the box New Password: Type in the **new** password you want. (6 or more characters)
 - b. In the box Verification: Type in the new password **again**.
5. Click on the “Change Password” button.
 6. This will take you to this screen:



Username and Password Required

Enter username for popstore:passwd(778) at laca.org:7633:

User Name:

Password:

OK Cancel

- a. Type in your user name (ex. lhaynes). You should get these from your building secretary after your e-mail account has been built.
 - b. Type in the word “TEMPORARY” in this password box.
 - c. Click OK.
- If the system accepted your new password you will get a message like this:

Success !!

Your Laca e-mail password was successfully changed.

- If the system **did not accept** your new password you will get a message like this:

Unable to change your LACA E-mail password.

An error occurred while attempting to change your LACA E-mail account password for the following reason:

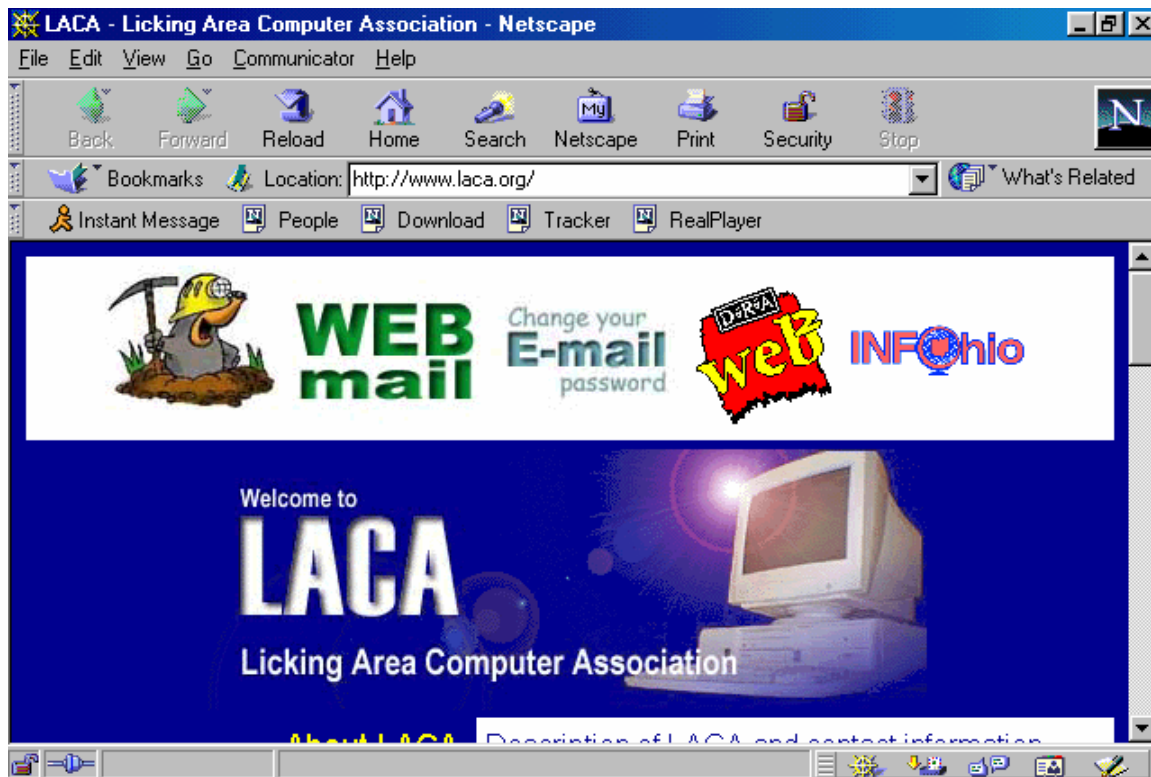
SET PASSWORD command failed; unable to change password;
Password found in history list; please choose a new password

Your password has not been changed. Try clicking the BACK button on your browser, and re-entering your password again. If you want to use the same password try putting a number on the end of that password.

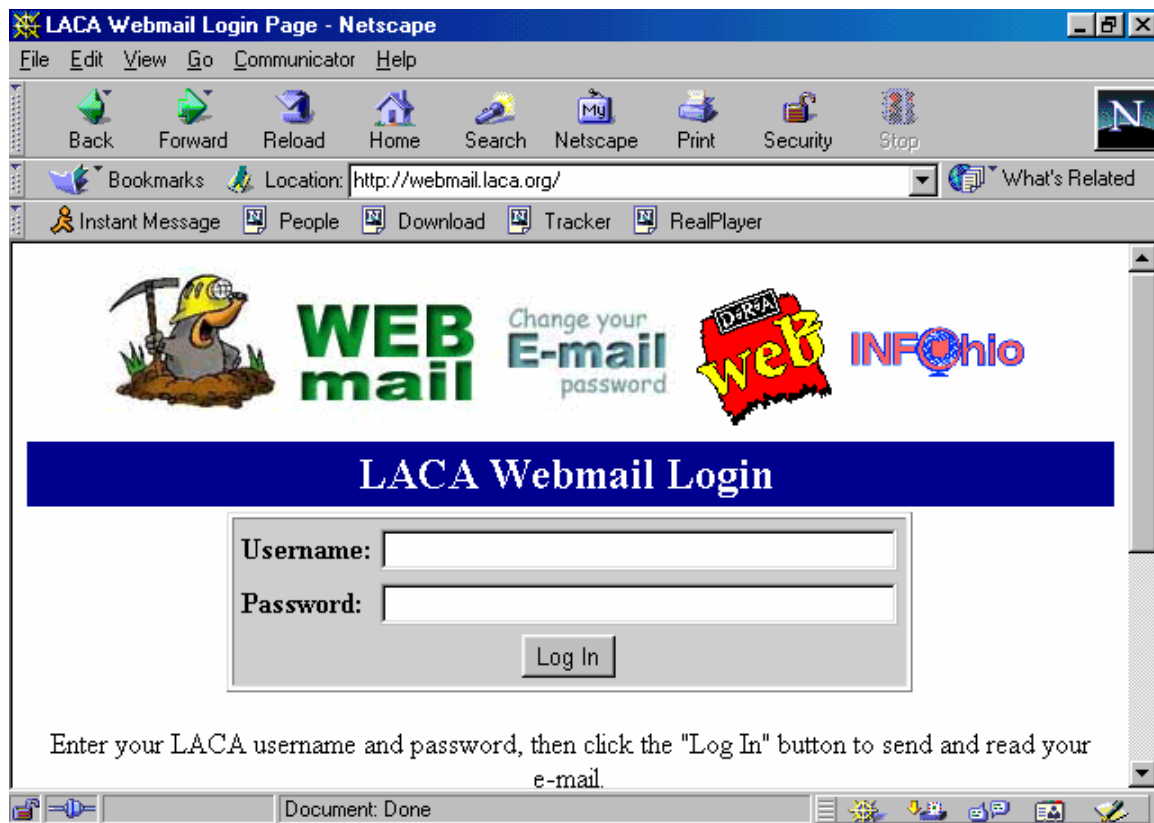
LOGGING ON THE SYSTEM TO USE WEB mail:

- After you have your account set up, logon to the Internet and go to LACA's homepage. (<http://www.laca.org>)

Click on **WEB
mail**



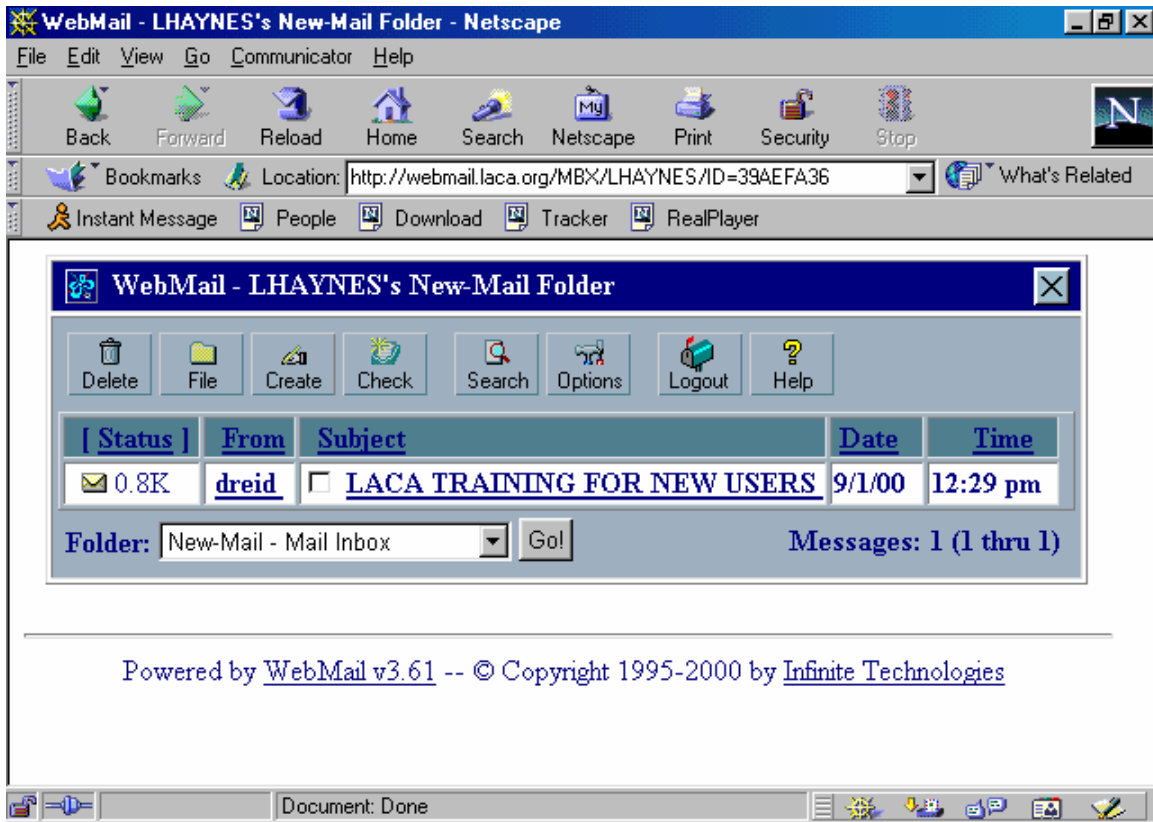
By clicking on the “WEB mail” button it will take you to the screen where you will have to type in your login name (or e-mail name) and your password.



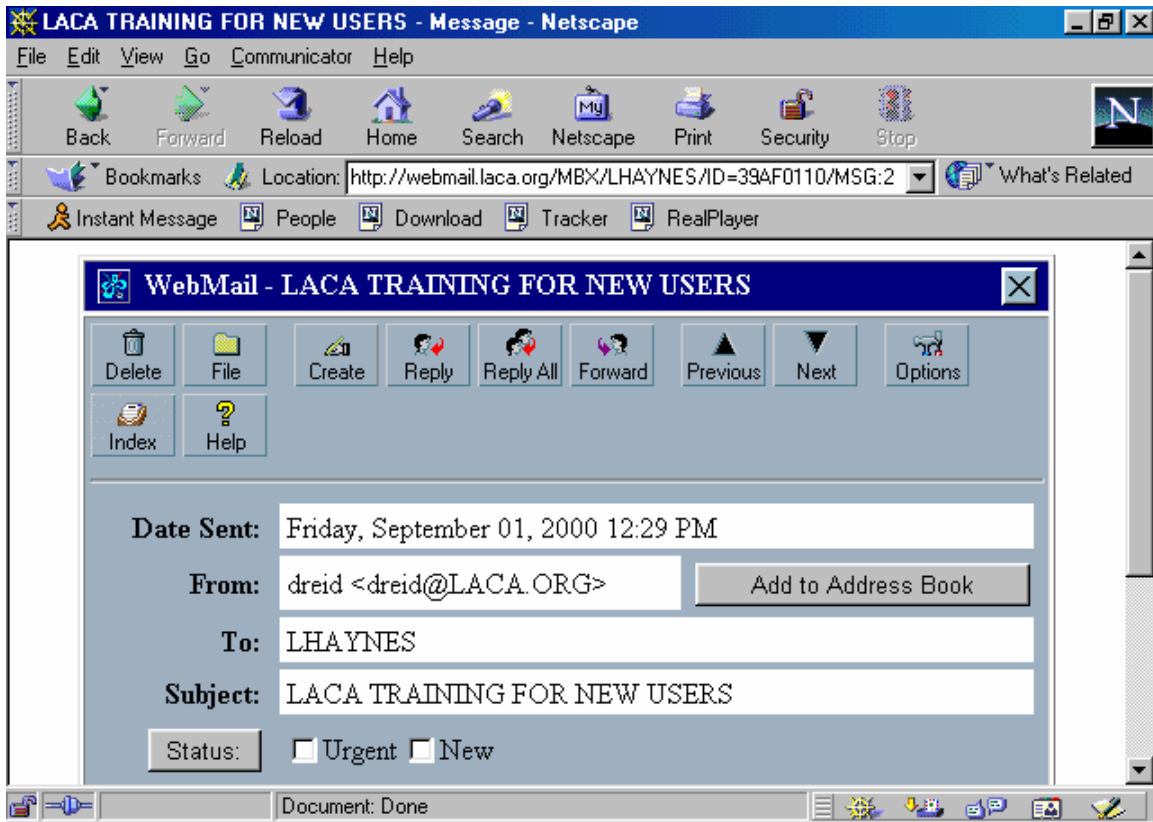
- After entering your login name and password, click on **Log In** button.

This will take you to the screen where you will select the message you want to read.

- To display a message, click on the name of the person who sent the message that is located in the FROM box.



- By clicking on the name in the “From” box it will take you to the screen where you will read the message you chose.
- On this screen you will have several options to choose from:
 - Delete Deletes any message you do not want.
 - File Files any message you want filed into a folder.
 - Create Creates a folder for specific messages you want to file.
 - Check Reloads your inbox messages.
 - Search Lets you search for certain messages with specific text, or from a specific person, or search for a particular folder.
 - Options Set-up page for E-mail signature message and etc.
 - Logout Lets you logout of WEB mail.
 - Help Help button.



- After you have read the message you will have several options that you can do with the message.
 - Delete Deletes the message you are viewing.
 - File Files the message into a folder you have created.
 - Create Creates a folder for message you want to file.
 - Reply Lets you reply to the message you are reading.
 - Reply All Lets you carbon copy your reply to another person.
 - Forward Lets you forward the message you are viewing to someone else who has an e-mail account.
 - Previous Lets you view the previous message.
 - Next Lets you view the next message that was sent to you.
 - Options Set-up E-mail signature message and etc.
 - Index Returns you to the directory of all the unseen messages.
 - Help Help button.
- If you are wanting to exit WEB mail, you will need to click on **Index** button to logout of your e-mail. **Logout**

- If you want to read another unseen e-mail message click on [Index](#) button to view another message.

NOTE: *You should delete any unwanted e-mail messages. If you want to keep message please file them in folders.*