



Procedure	<b>Receiving ,sending email from new mail server and checking mail at New WebMail interface</b>		
Reference No		Launched Date	January 14, 2015
Apply To	Corporate Mail		

### **Objective**

- Understand how to change password at NEW WebMail Interface
- Understand how to set up email account in Outlook
- Understand how to check/send email, set auto reply, set forwarding through **NEW** WebMail interface

### **How to apply procedure**

#### Check list

1. Preventing unauthorized user, by changing to new password
2. Chang set up new username and password into MS. Outlook

#### **1. Preventing unauthorized user, by changing to new password**

#### **Steps:**

You must log in and be authenticated in order to use the Web Mail

#### **Logging in**

1. Open Internet Explorer
2. Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended).  
Enter : <http://mail.expressdata.co.th> ( http:// "your domain name" )
3. You will be prompt for username and password.

#### **Example**

User Name : [it@expressdata.co.th](mailto:it@expressdata.co.th)  
Email address : [it@expressdata.co.th](mailto:it@expressdata.co.th)

Enter username : [it@expressdata.co.th](mailto:it@expressdata.co.th) (same as email address)  
Enter **Default** password : 123456 (You can change Password the first login)

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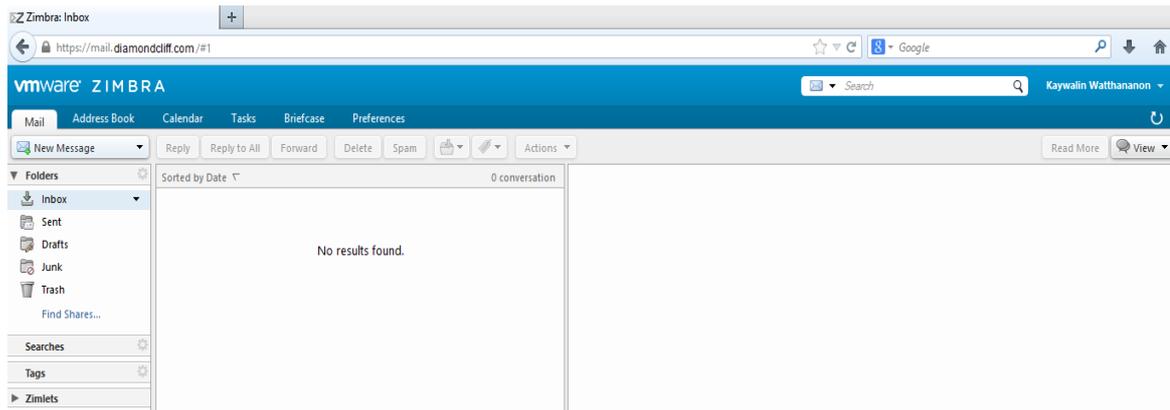
4. Click "Log In" button.
5. After you login with default password (123456), then system will force you to change to new secret password. By type secret password at **New password** box and retype new password at **Confirm** box.

**Note : please remember this new password, will be asked you have to put in MS Outlook for next step**

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6. Click "Sign-in" button or Click Enter. You will be shown up you inbox mail.
7. To prevent others from logging in to your email account, you should always use the **Log Out** link, located in the **upper right** of the Web Mail page to close your session.



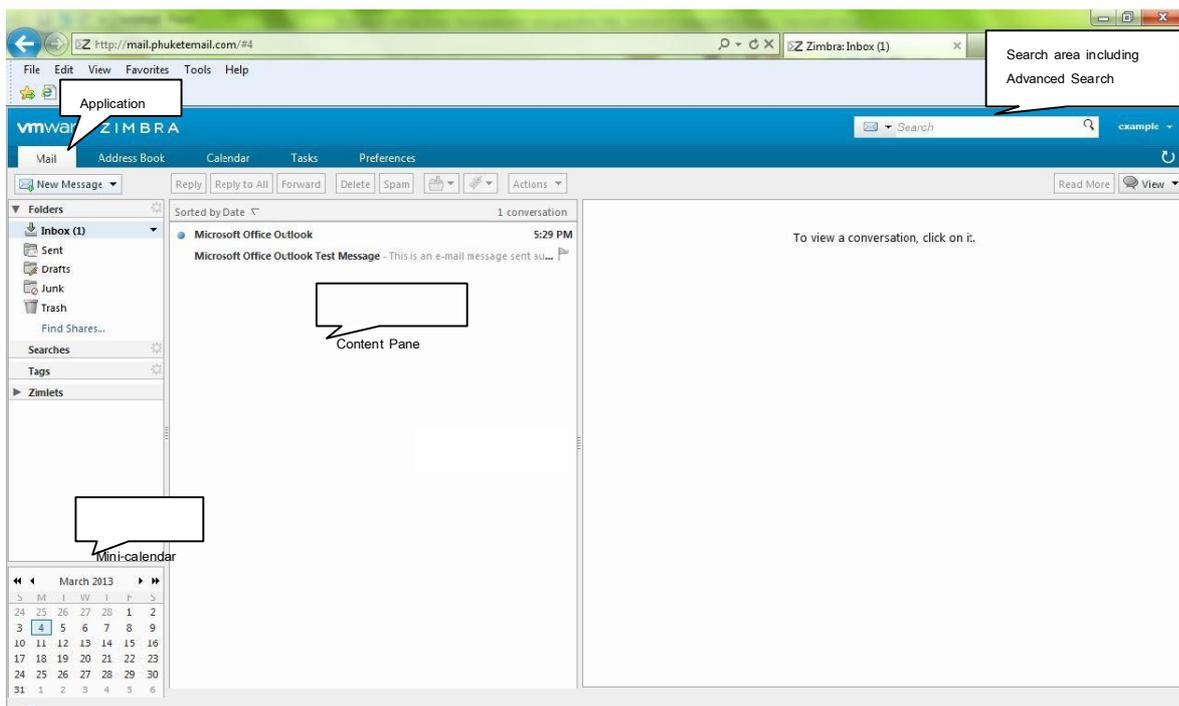
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## 2. Using the Web Mail

### Getting Started to New WebMail

Your Web Mail mailbox combines email, calendar and address book tools under one easy log in.

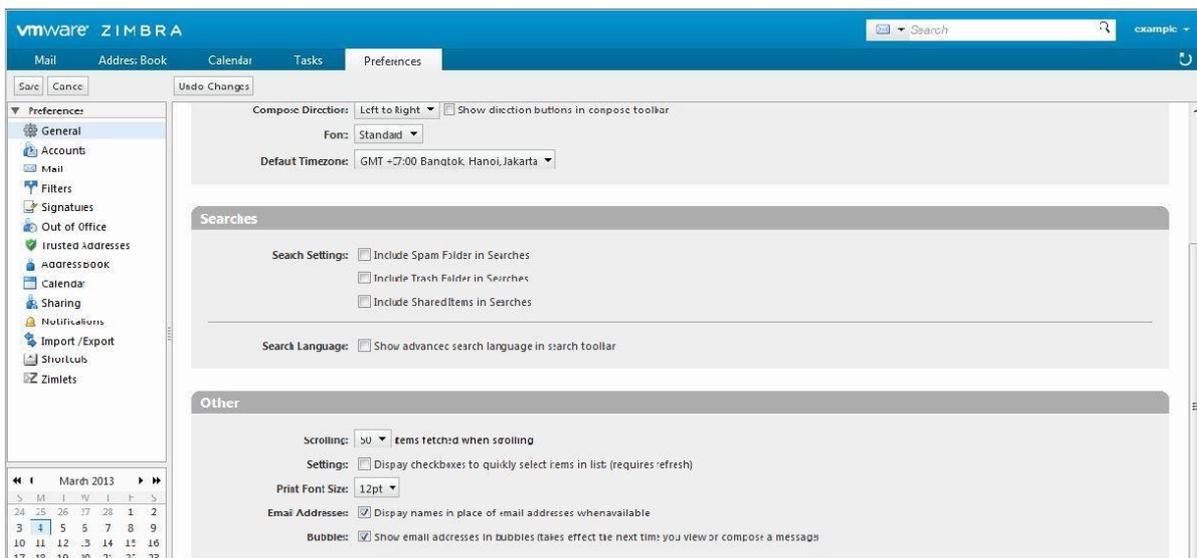
When you log into the advanced Web Mail you see a full window view similar to the one shown below. The view changes with the different application that you are using. This view is the **Mail** view.



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### 3. Setting your preferences

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work. You change these settings from the **Preference** Tab. When you open **Preference**, a series of sub-tabs are displayed. You can change any of the items listed under the sub-tabs.



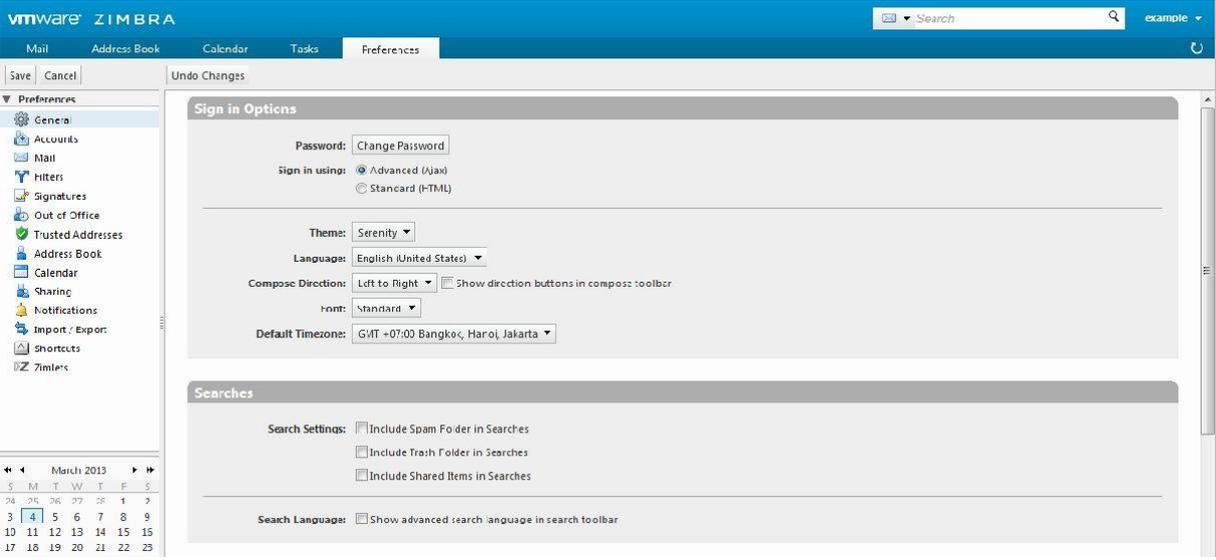
The **Preference** tab is described in setting your Preferences. The following preferences are described here because these are frequently customized.

#### 3.1 Change password email

You can change new password email address

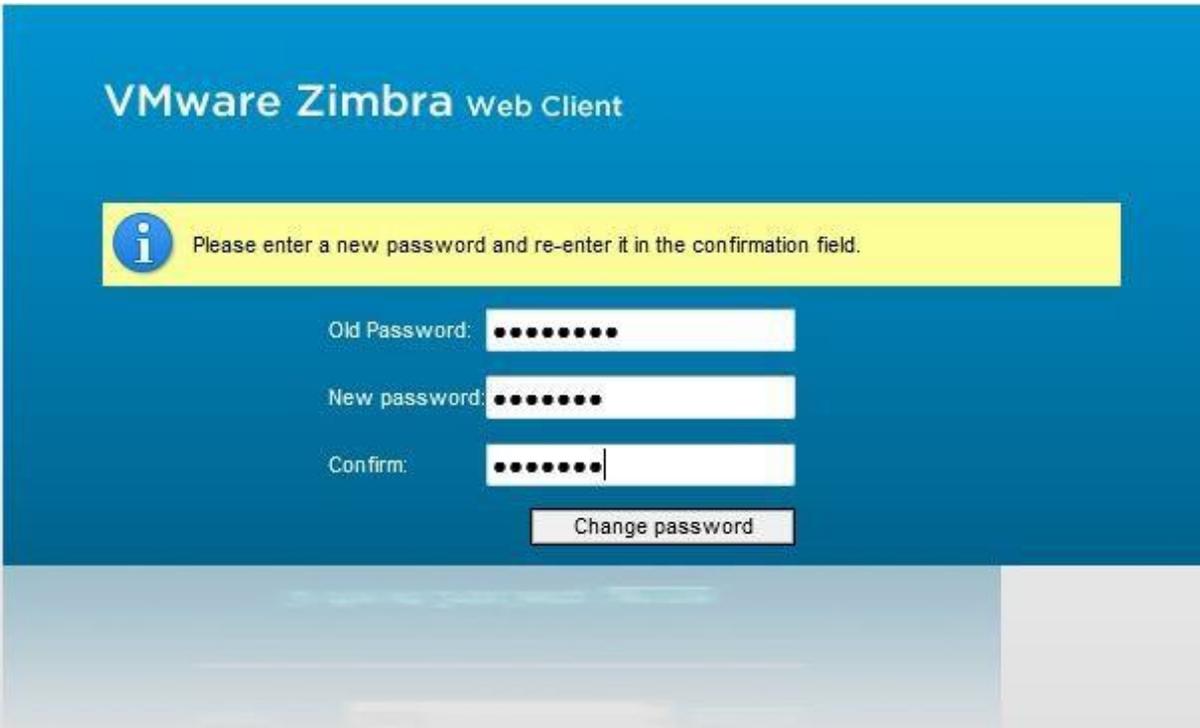
- 1). Click **Preferences** and **General**
- 2). Function **Sign is Options** click button **Change Password**

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The screenshot shows the VMware Zimbra web client interface. The 'Preferences' tab is active, displaying the 'Sign in Options' section. The 'Password' field is set to 'Change Password'. The 'Sign in using' options are 'Advanced (Ajax)' (selected) and 'Stancard (HTML)'. The 'Theme' is 'Serenity', and the 'Language' is 'English (United States)'. The 'Compose Direction' is 'Left to Right', and the 'Default Timezone' is 'GMT +07:00 Bangkok, Haroi, Jakarta'. The 'Searches' section includes checkboxes for 'Include Spam Folder in Searches', 'Include Trash Folder in Searches', and 'Include Shared Items in Searches'. The 'Search Language' section has a checkbox for 'Show advanced search language in search toolbar'. A calendar for March 2013 is visible in the bottom left corner.

3). Automatic detail for confirm password windows should look like this.



The screenshot shows the VMware Zimbra web client password change confirmation window. The title is 'VMware Zimbra web client'. A yellow information box contains the message: 'Please enter a new password and re-enter it in the confirmation field.' Below this, there are three input fields: 'Old Password:', 'New password:', and 'Confirm:'. Each field contains a series of dots representing masked characters. A 'Change password' button is located at the bottom of the form.

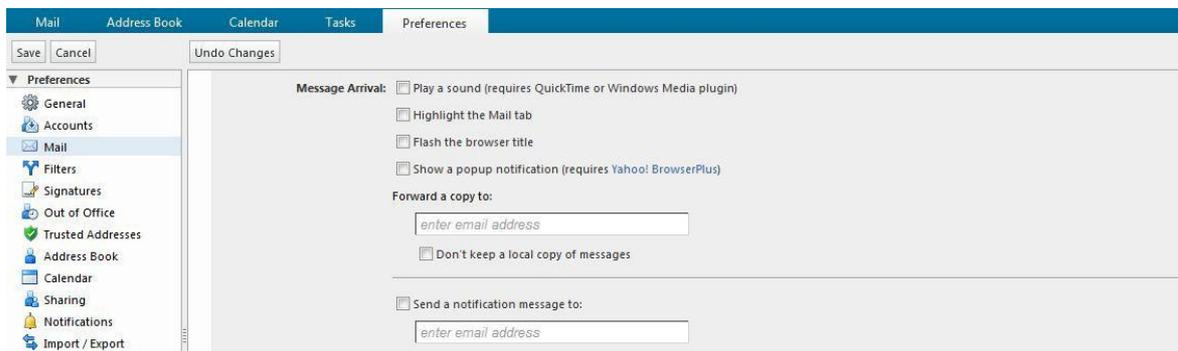
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### 3.2 Setting a forwarding address

You can identify an email address to forward your messages. You can then choose to retain the message in your mailbox or automatically delete the message when forwarded.

To set a forwarding address:

- 1). Click **Preference** and then **Mail**.
- 2). Scroll down and add the complete forwarding address in the **Address to forward mail to** field.
- 3). If you do not want a copy of the message left in your mailbox, check **Don't keep a local copy of message**.



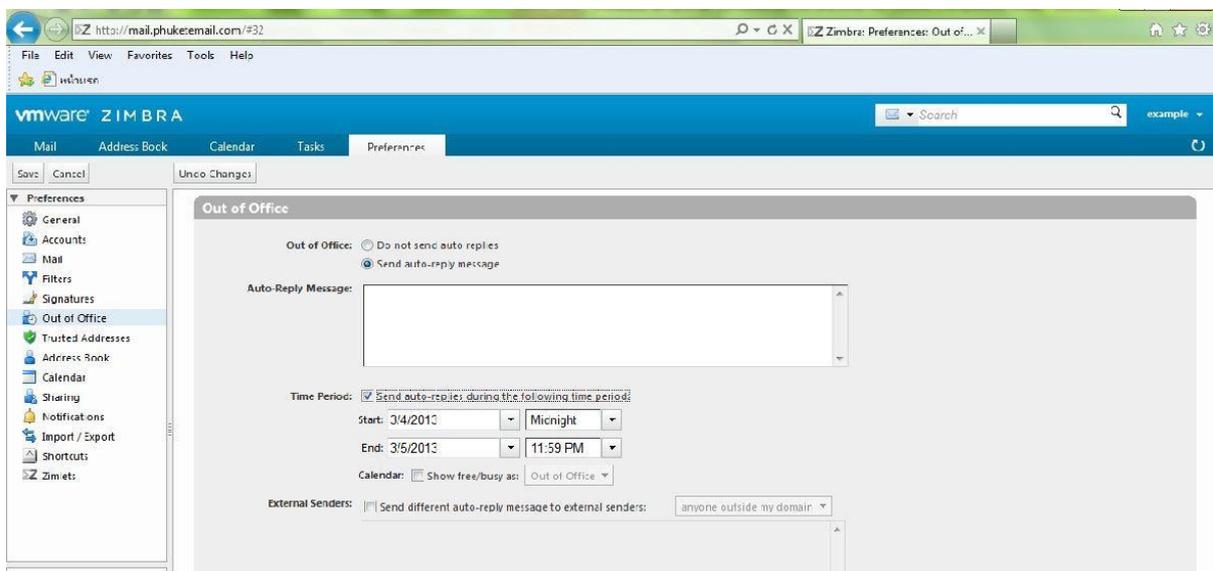
### 3.3 Creating an Away Message

This feature is also known as an Out-of-Office or Auto-Reply message. You can set an Away Message that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient **only once**, regardless of how many messages that person sends you during your designated away period.

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To set a vacation message:

- 1). Click **Preferences** and then click **Mail**.
- 2). Check **Out of Office** and Click **Send auto-reply message**.
- 3). In the **Away message** field, enter the away message to be sent, such as: "I am currently out of the office and am checking voice mail but not email. I will return on March 5, 2013."
- 4). Click **Save**. The away message feature is enabled immediately.
- 5). You define when **Away message** will start and finish by check **Start Date** and **End Date** enable and choose the date at drop down list.



#### 4. Logging out

To prevent others from logging in to your email account, you should always use the **Sign Out** link, located in the upper right of the Web Mail page to close your session.