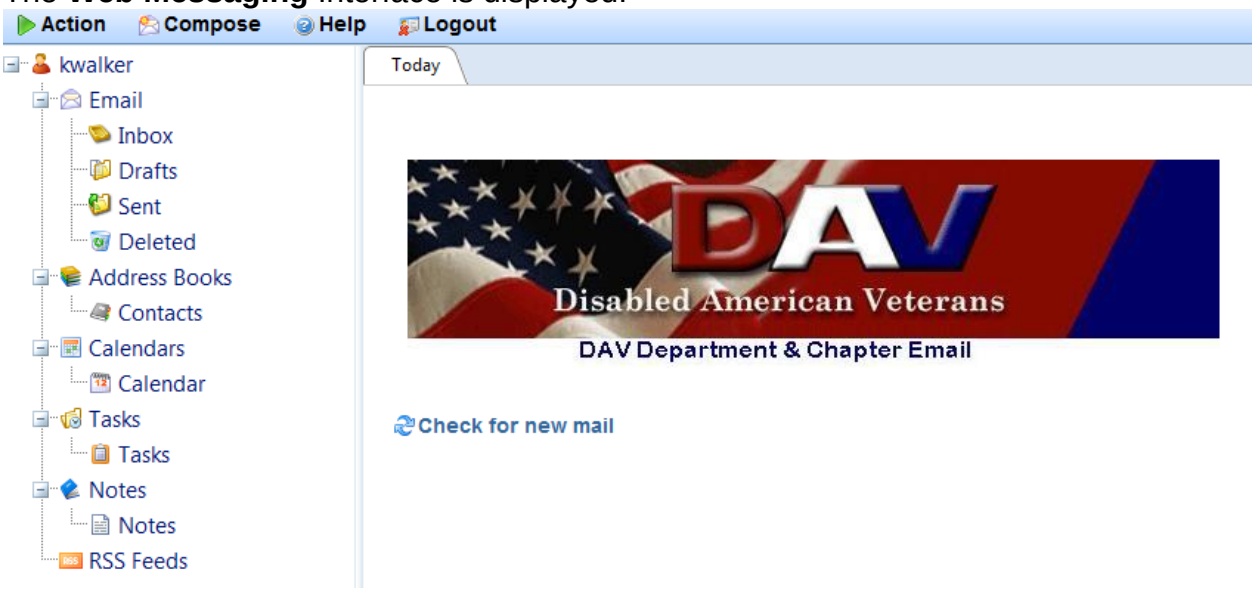
Accessing DAVFRAT E-mail

Access DAVFRAT email at the following website address:

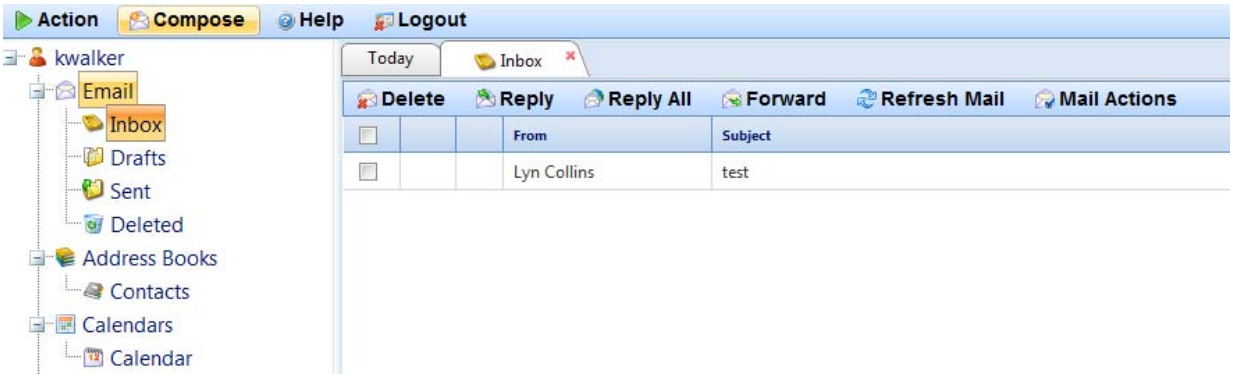
http://www.davfrat.org/IClient

Type your user name in the **Email Address** field and your password in the **Password** field (domain not required)
Example: Username: davwebmaster Password: Sm0keD0g#

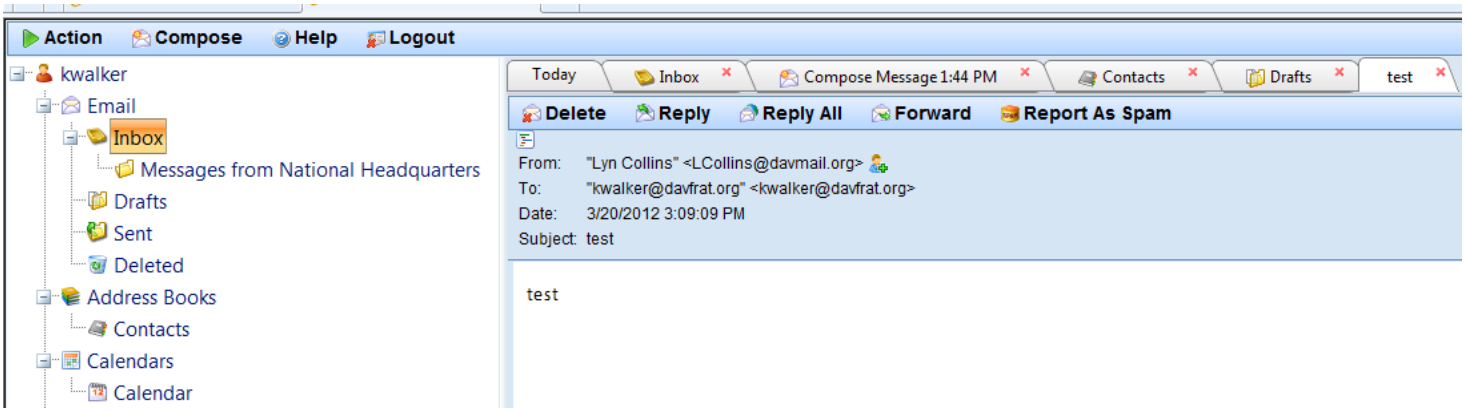
The **Web Messaging** Interface is displayed:



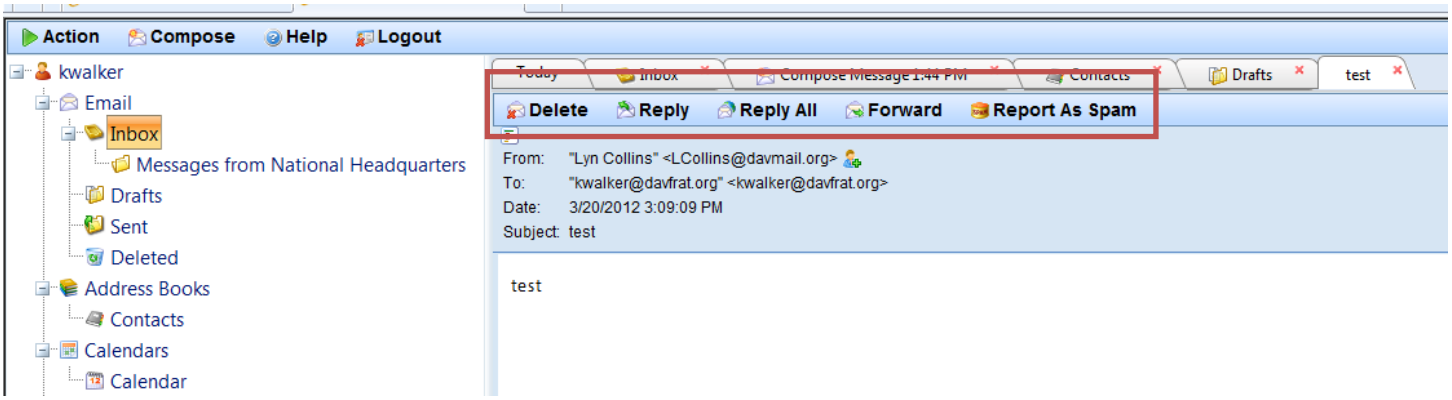
Click on **Inbox** to see messages:



Double-click on the message to open and read it:

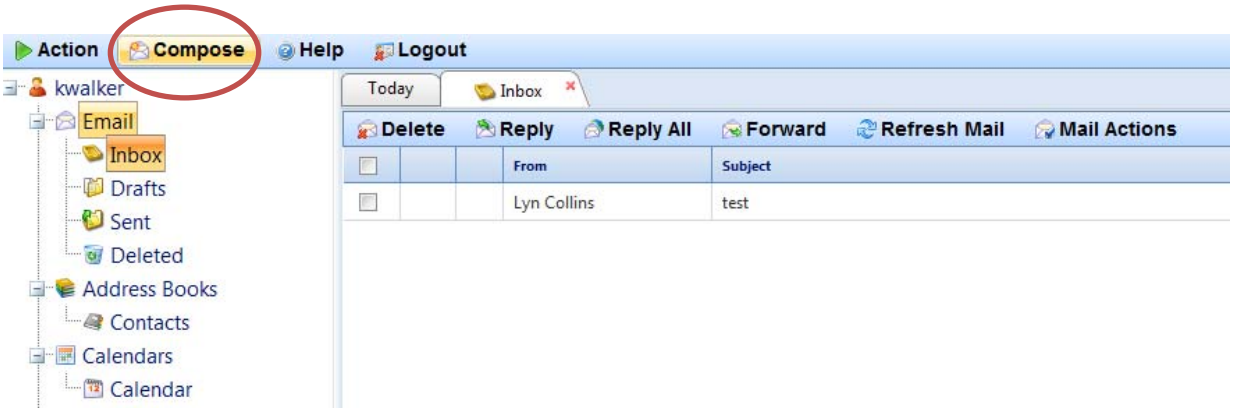


From the main menu across the top, you can do one of the following with the message: **Delete**, **Reply**, **Reply All**, **Forward** or **Report as Spam**.

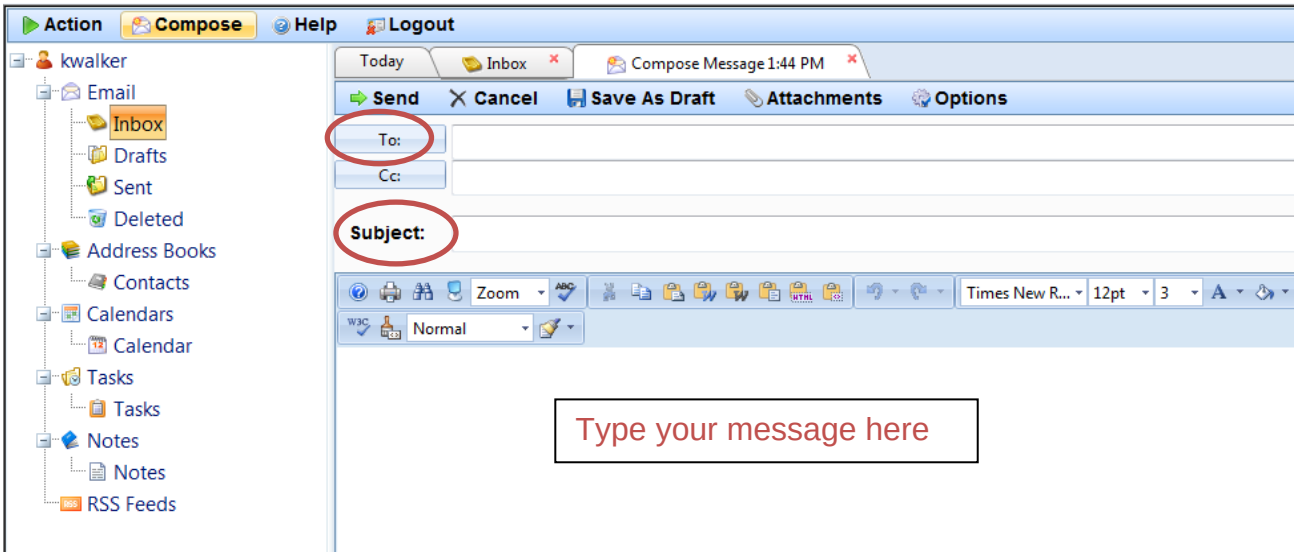


To send a new email message:

1. Click the **Compose** button.



The **New Message** window displays:

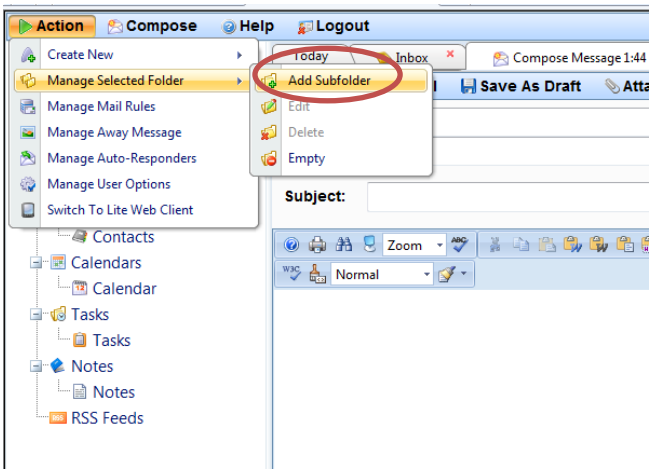


2. Type the recipient's email address in the **To** field.
3. Type the **Subject** of the message**.**
4. Type your message in the body.
5. Click on **Send**.

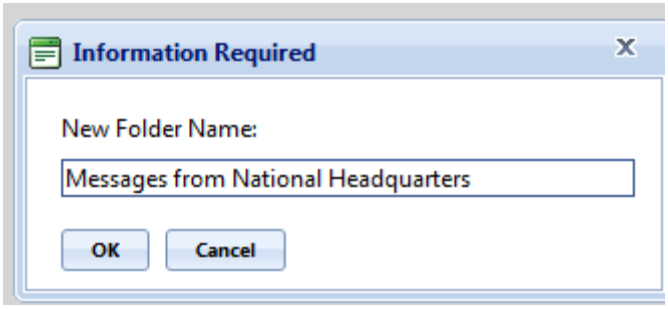
Other Actions

To create new folders for filing messages:

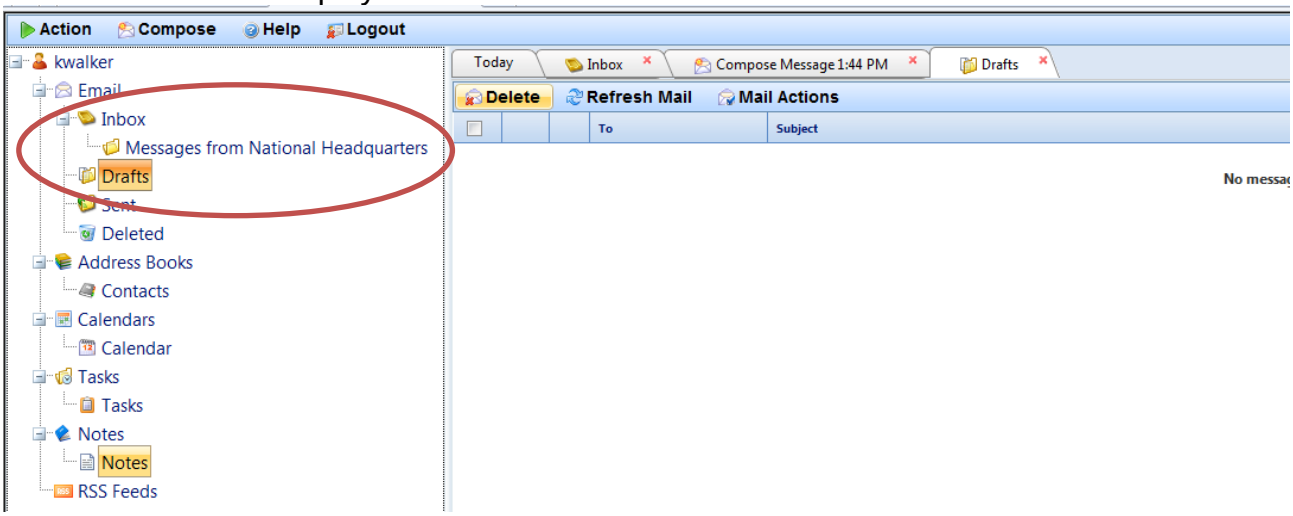
1. Click on **Action,** hover over **Manage Selected Folder** to display the submenu and click on **Add Subfolder**.



2. In the window that opens, type the new folder name and click **OK.** In this example, we named the new folder *Messages from National Headquarters*.



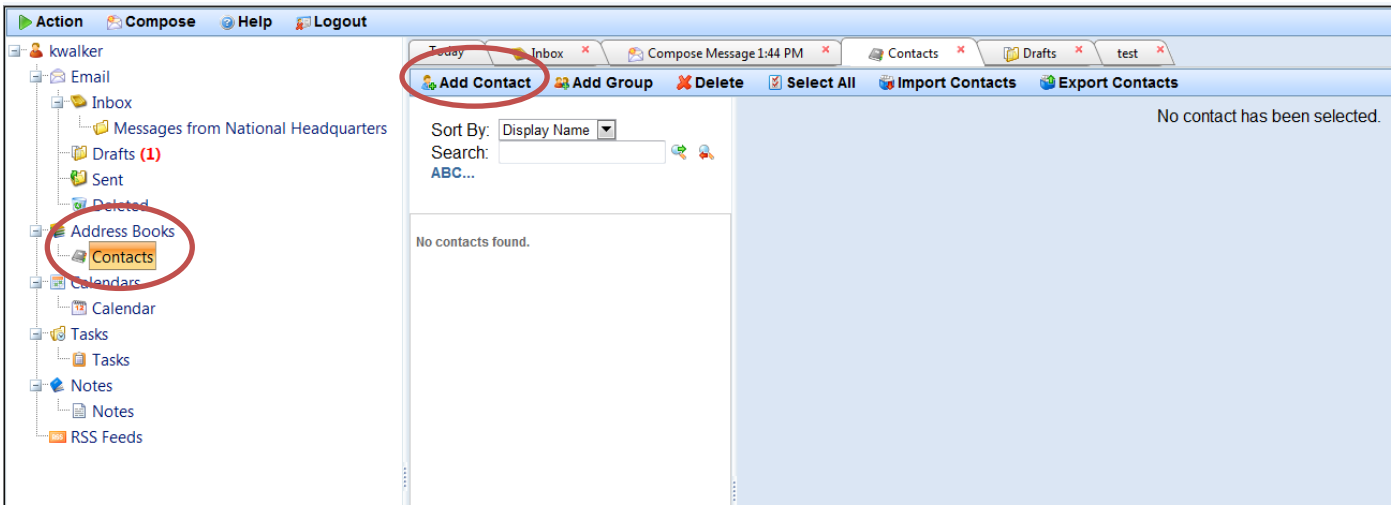
The new folder will display as a subfolder to the Inbox:



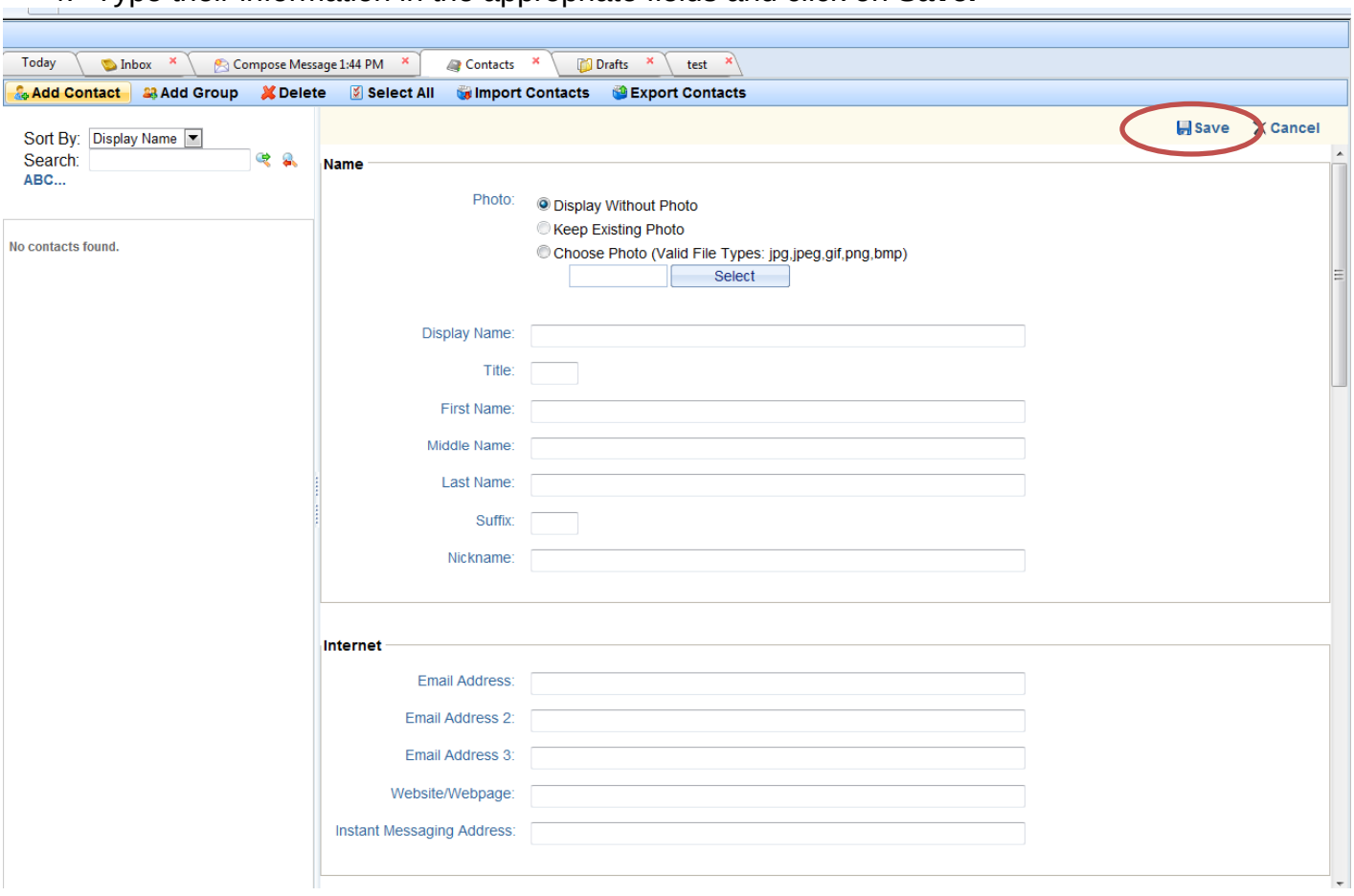
You can drag and drop messages into your new folder to keep them organized.

To administer Contacts & Distribution Lists:

1. Click on **Address Books**.
2. Click on **Contacts**.
3. Select **Add Contact** to add contact information for someone.

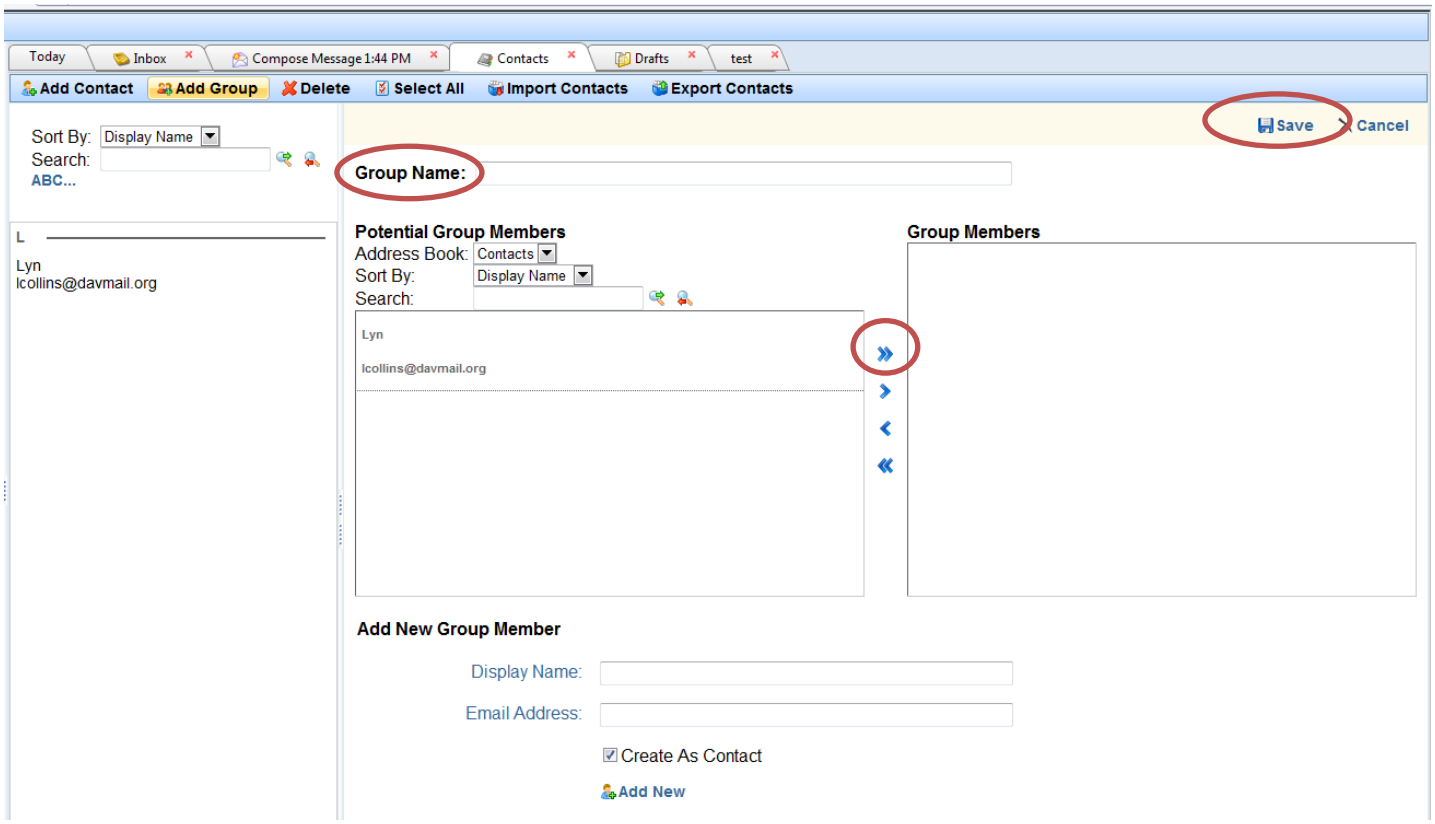


4. Type their information in the appropriate fields and click on **Save.**



Once you have added contacts, you can put them in a distribution group using the **Add Group** option.

1. Click on **Add Group**, and type in a name for your distribution group in the **Group Name** field.
2. Click on each contact name that you want to put in your distribution group.
3. Click the blue arrows to add them to the **Group Members** box and click on **Save** when finished.

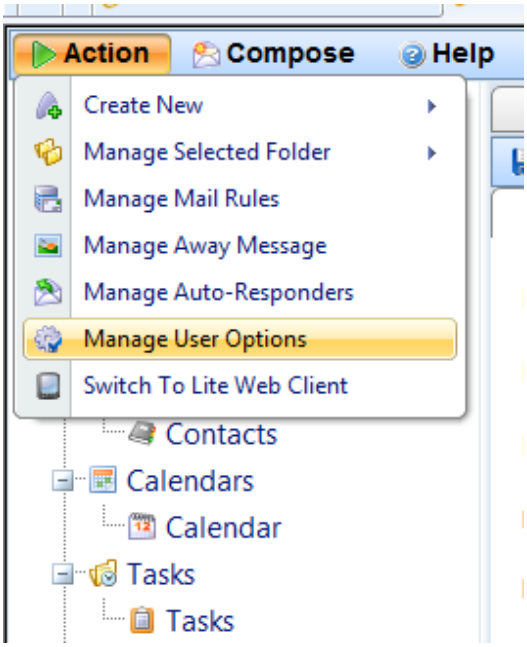


This will allow you to use this distribution group to send messages to instead of having to select each contact by name.

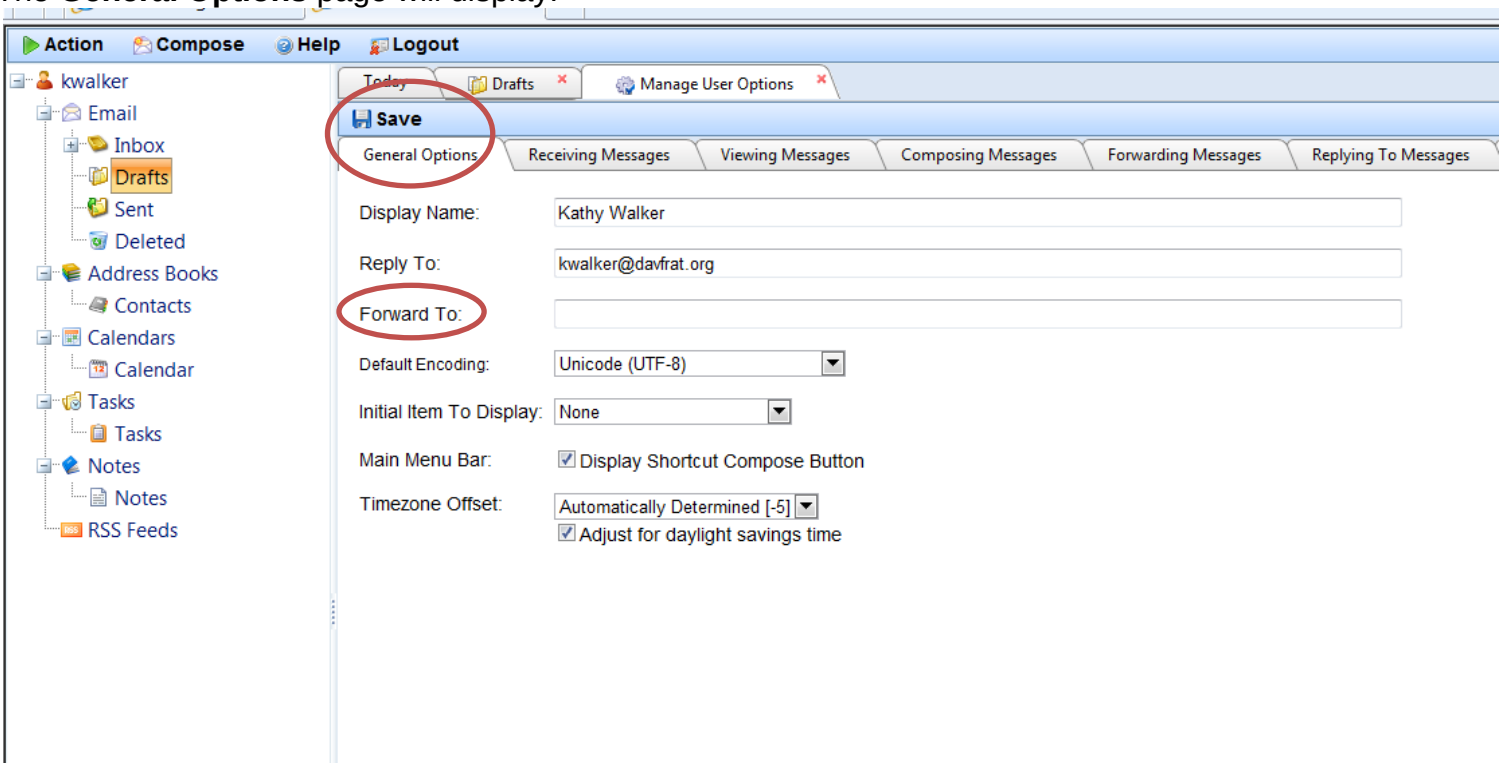
The **Action menu item** allows you to set some default options for things such as automatic responses and message forwarding.

To set up the email to automatically forward to another email account (such as your home email account):

1. Click on **Action**
2. Click on **Manage User Options**



The **General Options** page will display:



3. On the **General Options** tab, click in the **Forward To** field.
4. Type in the email address that you want messages automatically forwarded to.
5. Click on **Save.**