

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#



Email Address:

Password:

Language:

English (United States) ▼

Use Lite Web Client

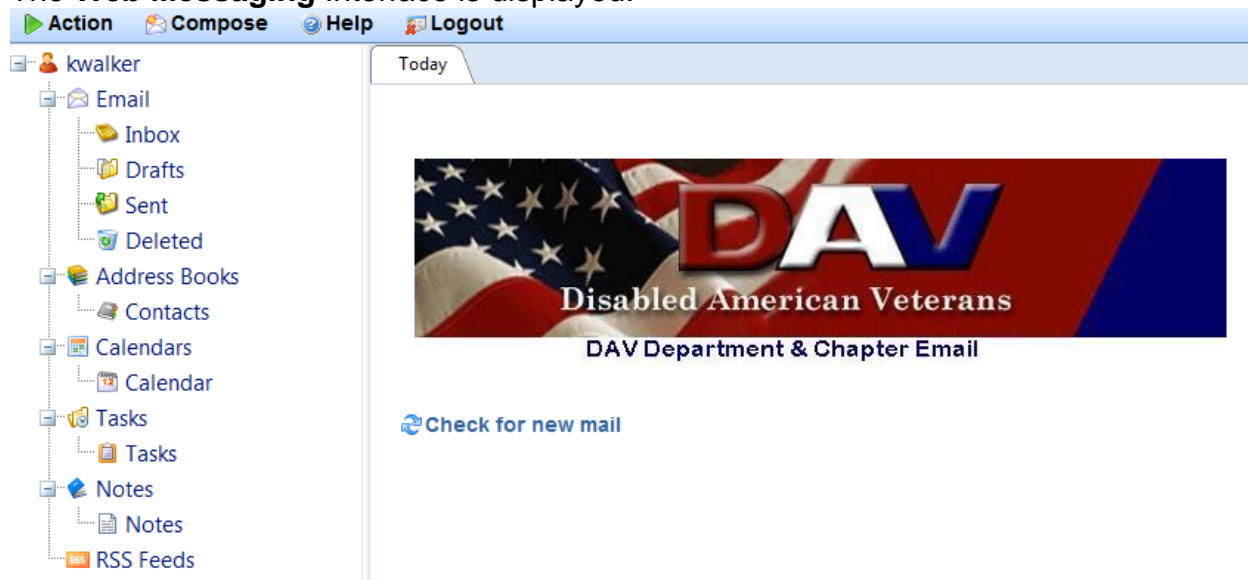
Remember My Email Address

Remember My Password

Automatically Login On The Next Visit

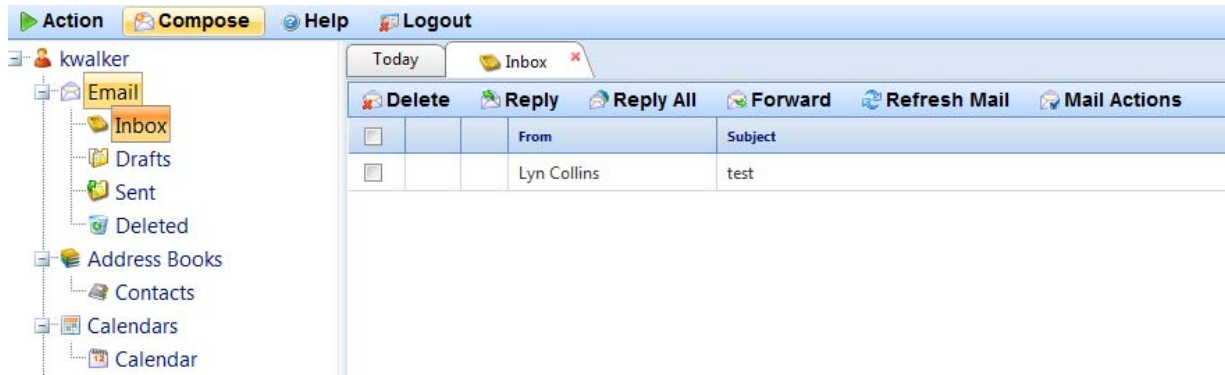
Log in

The **Web Messaging** Interface is displayed:

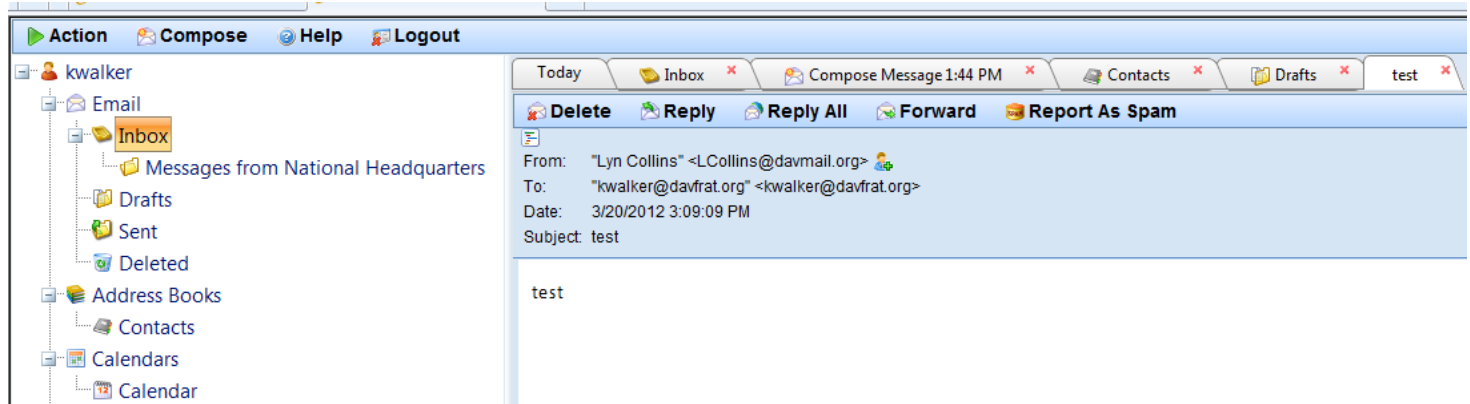


The screenshot shows the web messaging interface. At the top, there is a navigation bar with links for Action, Compose, Help, and Logout. Below this, the user's name 'kwalker' is displayed. On the left side, there is a sidebar menu with various folders and functions: Email (Inbox, Drafts, Sent, Deleted), Address Books, Contacts, Calendars, Tasks, Notes, and RSS Feeds. The main content area shows a banner for DAV (Disabled American Veterans) with the text 'DAV Department & Chapter Email'. Below the banner, there is a 'Check for new mail' button.

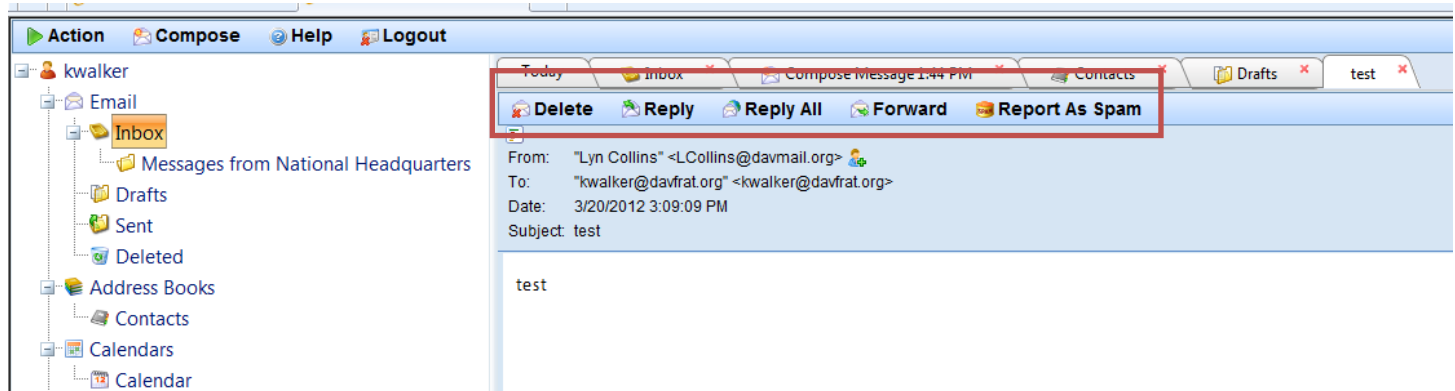
Click on **Inbox** to see messages:



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

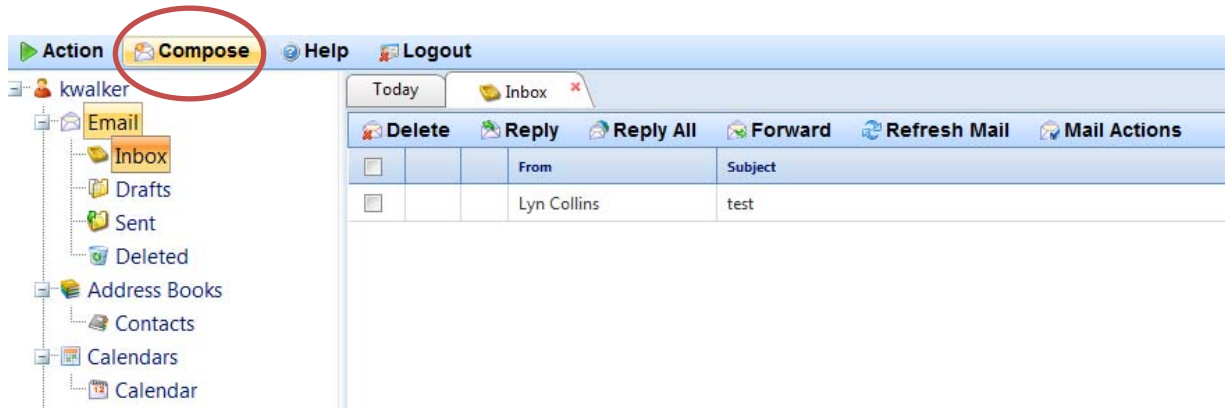


From the main menu across the top, you can do one of the following with the message: **Delete**, **Reply**, **Reply All**, **Forward** or **Report as Spam**.

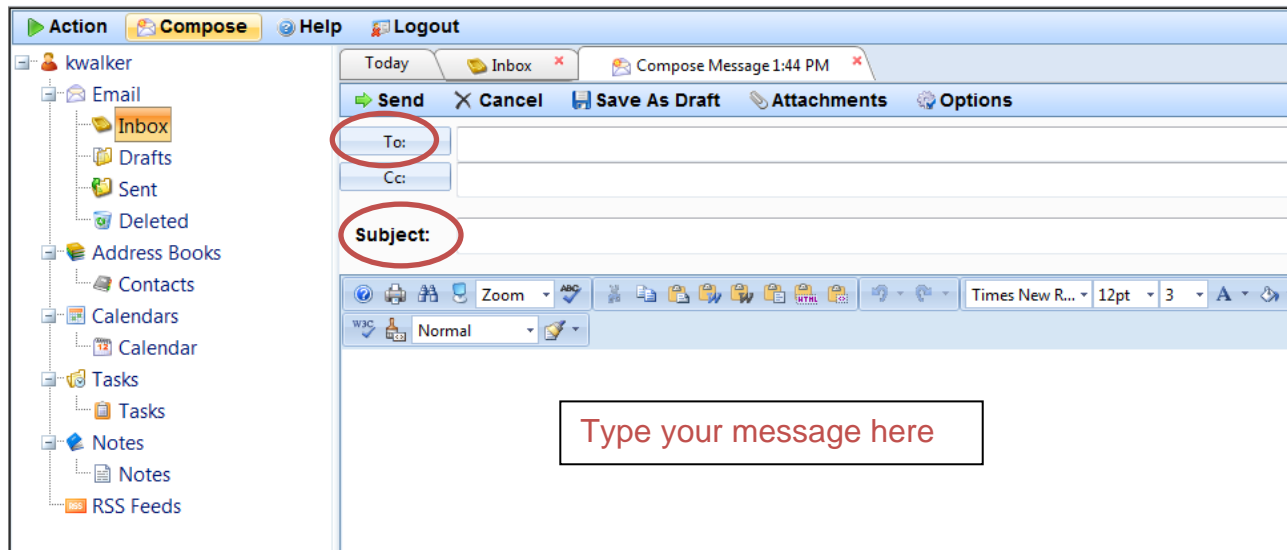


To send a new email message:

1. Click the **Compose** button.



The **New Message** window displays:

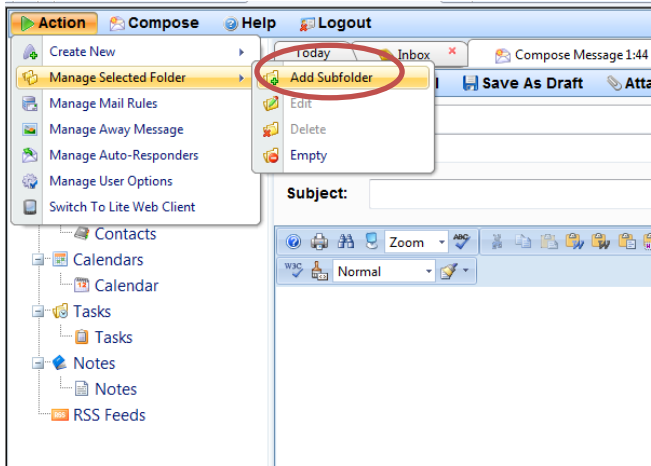


2. Type the recipient's email address in the **To** field.
3. Type the **Subject** of the message.
4. Type your message in the body.
5. Click on **Send**.

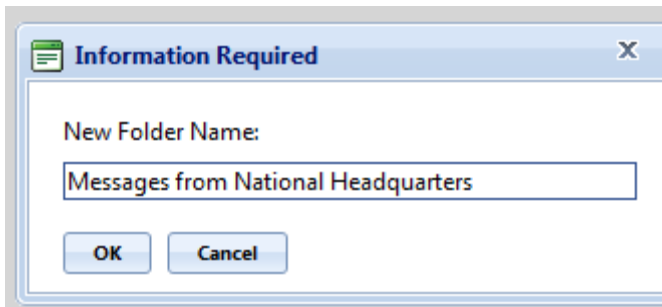
Other Actions

To create new folders for filing messages:

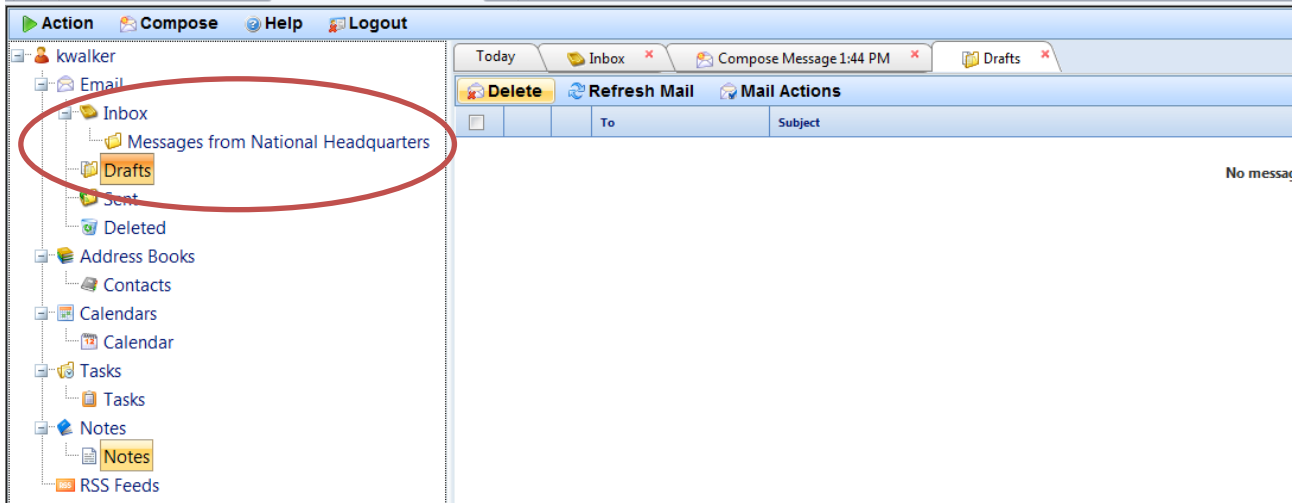
1. Click on **Action**, hover over **Manage Selected Folder** to display the submenu and click on **Add Subfolder**.



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*.



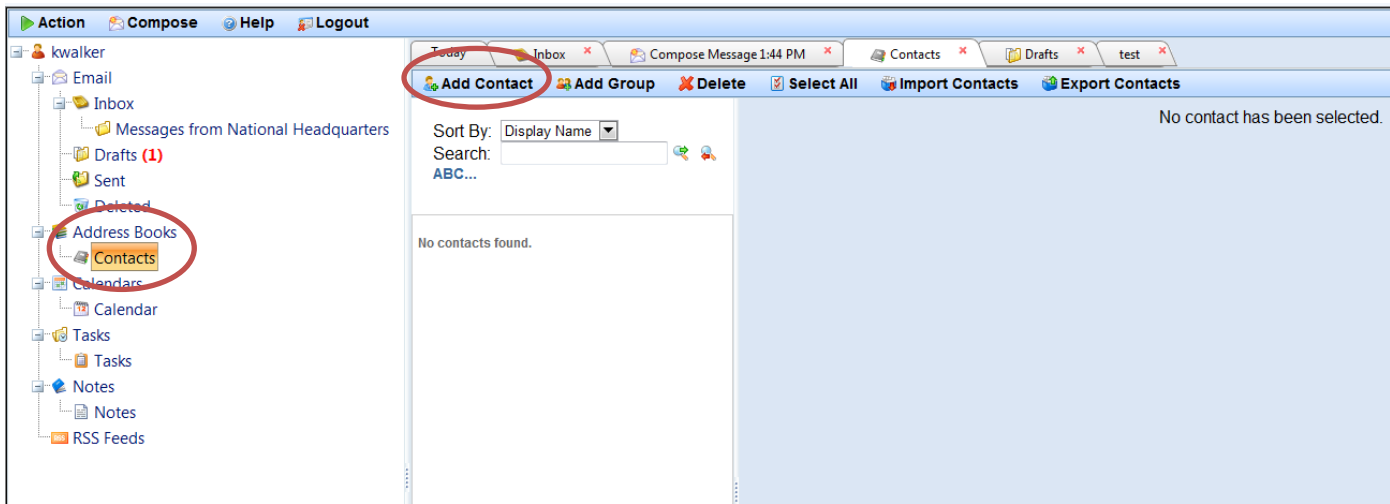
The new folder will display as a subfolder to the Inbox:



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.



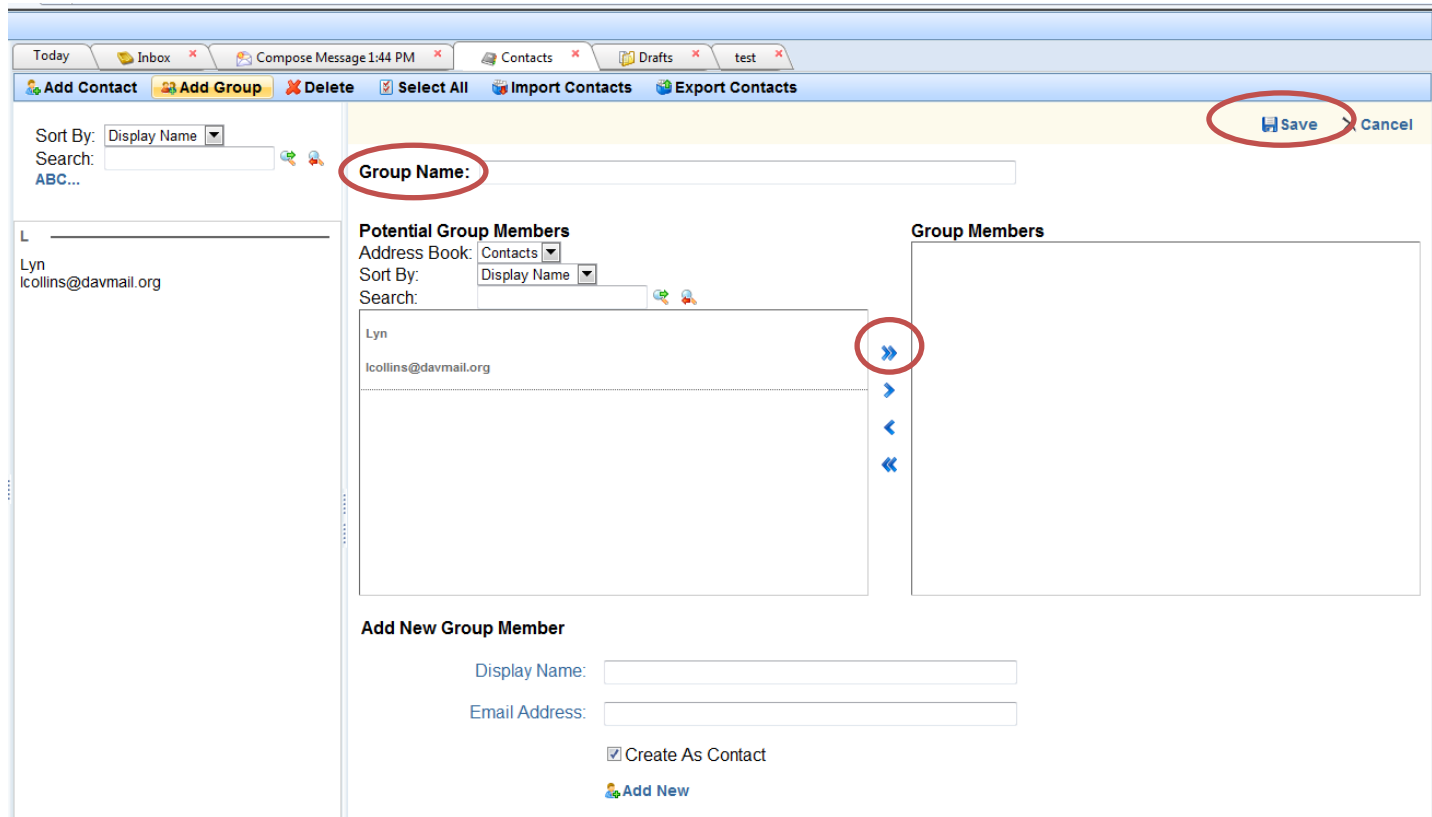
4. Type their information in the appropriate fields and click on **Save**.

The screenshot shows the 'Add Contact' form in Outlook. The 'Save' button in the top right corner is circled in red. The form contains the following fields:

- Name**
 - Photo: Display Without Photo, Keep Existing Photo, Choose Photo (Valid File Types: .jpg, .jpeg, .gif, .png, .bmp) [Select]
 - Display Name: [Text Box]
 - Title: [Text Box]
 - First Name: [Text Box]
 - Middle Name: [Text Box]
 - Last Name: [Text Box]
 - Suffix: [Text Box]
 - Nickname: [Text Box]
- Internet**
 - Email Address: [Text Box]
 - Email Address 2: [Text Box]
 - Email Address 3: [Text Box]
 - Website/Webpage: [Text Box]
 - Instant Messaging Address: [Text Box]

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.

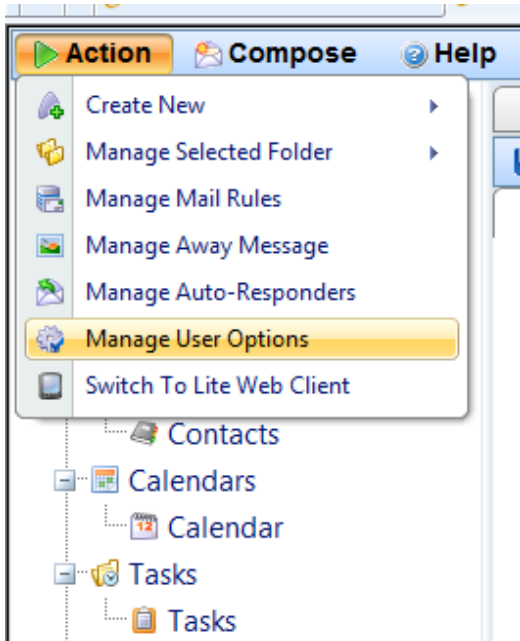


This will allow you to use this distribution group to send messages to instead of having to select each contact by name.

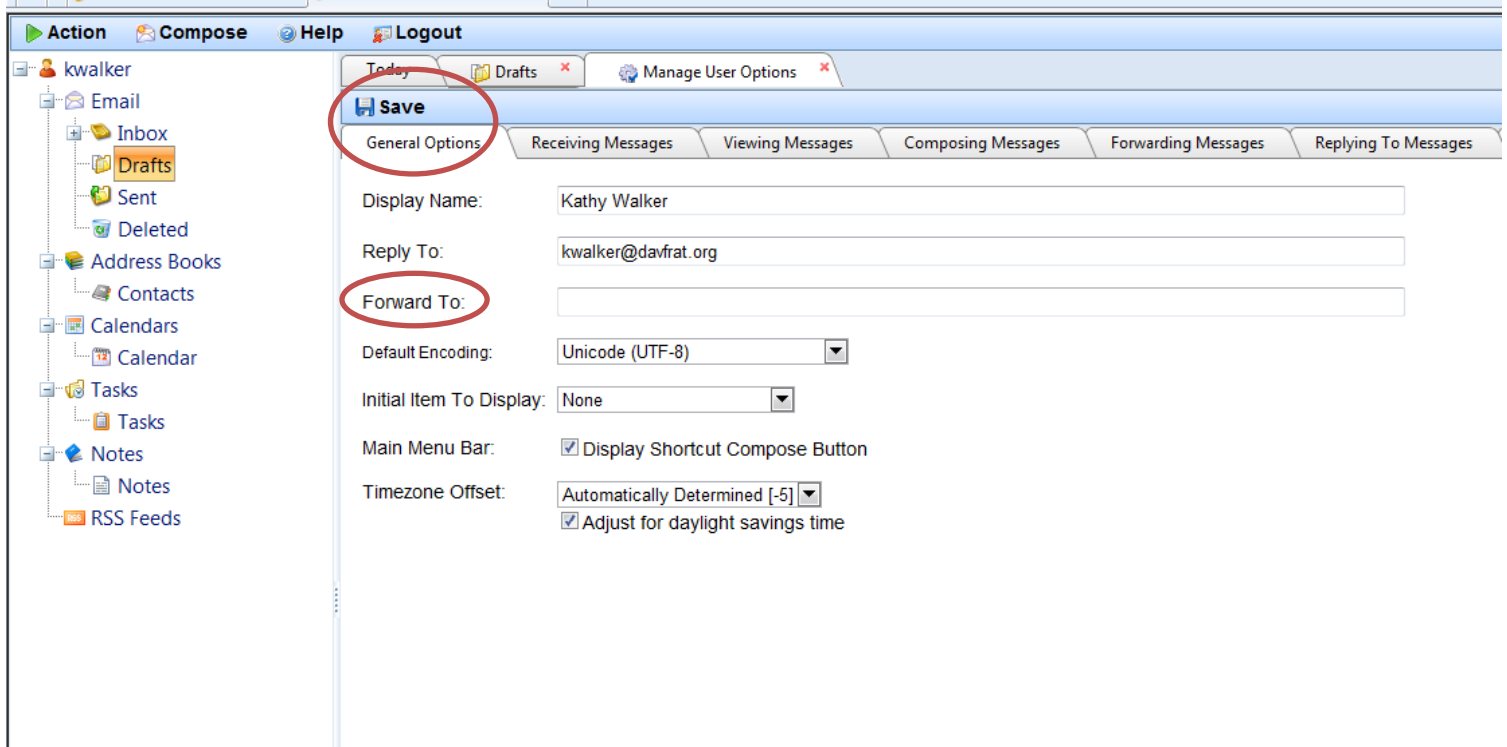
The **Action menu item** allows you to set some default options for things such as automatic responses and message forwarding.

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**.