

CAMAIL

ACCOUNT MANAGEMENT

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CAMAIL USER ACCOUNT MANAGEMENT

The Camail e-mail server has a web page from which you can manage your e-mail account. This page allows you to perform the following account management tasks:

1. Change your password
2. Forward your mail to another e-mail account
3. Set a vacation message
4. Display account information pertaining to the amount of storage your messages take up

In order to manage your account, you need to access this web page using any standard web browser and log in using your e-mail name and password.

Logging in to the Sendmail Server

Use the following process to access your account management options:

1. Open your browser.
2. Enter `http://www.camail.harvard.edu` as the address to go to.
3. Press **Enter**.
4. Click the **CAMail Account Management Page** link under the Settings section.
5. You will see the following:



The screenshot shows the 'Sendmail SERVER' logo on the left and the 'SENDMAIL' logo on the right. Below the logos is the text 'user login' followed by a blue horizontal line with a question mark icon. Underneath, there are two input fields: 'Email Address' and 'Password'. At the bottom, there are two buttons: 'log in' and 'cancel'.

6. Enter your e-mail name. This will generally be the first letter of your first name followed by your last name.
7. Enter your password.
8. Click the **log in** button.

Note: You can enter your entire e-mail address but it is not required. Also, do not enter your e-mail name using the first name, underscore, last name convention.

Changing Your E-mail Password

Camail passwords should be 6 to 8 characters in length and can contain letters and numbers. Camail passwords are case sensitive.

It is important to choose passwords that you can remember but not so obvious that others will be able to guess it. In general, it is recommended that you choose a combination of letters and numbers.

Use the following process to change your password:

1. After logging in to the Sendmail server.
2. Click the **Change User Password** link.
3. You will see the following:



The screenshot shows the 'SENDMAIL user preferences' interface. At the top, there is a logo for 'SENDMAIL' and the text 'user preferences'. Below this, a horizontal line separates the header from the main content area. The main content area is titled 'User Preferences / User Password'. It contains three input fields, each with a label and a description: 'Old Password' (Please enter your current password), 'New Password' (Please enter a new password for accessing your mailbox), and 'New Password (Again)' (Please confirm the new password). At the bottom right of the form, there are two buttons: 'OK' and 'cancel'.

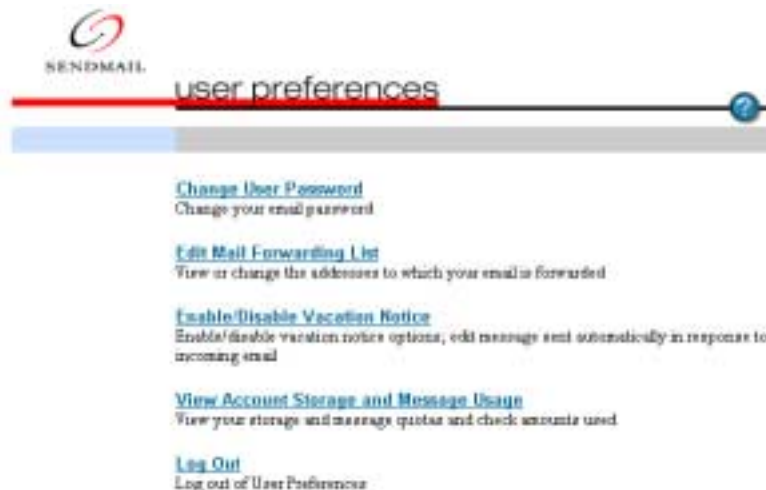
4. Enter your current password.
5. Enter your new password twice.
6. Click the **OK** button.
7. Click the **Log Out** link or make additional selections as desired.

Forwarding Mail to Another E-mail Account

There may be times when you wish to have your mail delivered to another e-mail account. This can be convenient if you are located elsewhere for a period of time and would prefer to have your mail delivered to another location. When you configure this option, you will have the opportunity to choose whether the forwarded mail is also left on the server or not. If you are gone for an extended period of time it is probably not a good idea to leave the mail on the server as your mailbox is liable to fill up. If that happens, no incoming mail will be delivered **or** forwarded.

Use the following procedure to forward your mail to another e-mail account:

1. After logging in to the Sendmail server.
2. Click the **Edit Mail Forwarding List** link.



3. You will see the following screen.

SENDMAIL user preferences

User Preferences / Mail Forwarding

Forward Addresses
Your email is forwarded to these addresses:

Keep Local Copy
Determines whether received email is also stored in your mailbox. Yes No

OK cancel

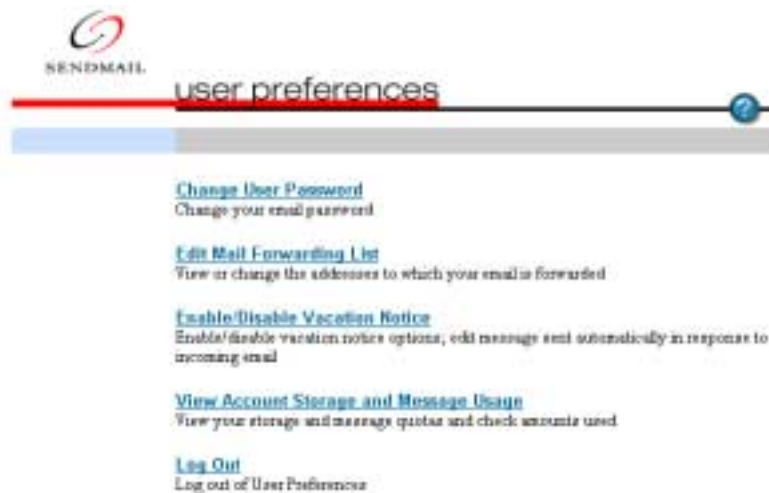
4. Enter the name of one or more e-mail addresses to forward incoming mail to.
5. Click the No radio button if you would like to have the mail removed from the server after it is forwarded. This is recommended so that your e-mail account does not fill up.
6. Click the **OK** button.
7. Click the **Log Out** link or make additional selections as desired.

Setting or Canceling a Vacation Notice

If you want to inform people sending you mail that you are away you can enable the Vacation Notice feature of the Account Management Server. Once your vacation notice is set, the first time anyone sends you a message your vacation notice will automatically be sent to them. Users will only receive your vacation notice once.

Use the following procedure to enable or disable your vacation message:

1. After logging in to the Sendmail server.
2. Click the **Enable/Disable Vacation Notice** link



3. You will see the following screen.

The screenshot shows the 'SENDMAIL user preferences' interface. At the top, there is a logo for SENDMAIL and the text 'user preferences'. Below this is a navigation bar with 'User Preferences / Vacation Notice'. The main content area has two sections:

- Enable Vacation Notice**: A section with a blue question mark icon. It contains the text 'Send a vacation notice in response to incoming email.' and two radio buttons: 'Yes' (which is selected) and 'No'.
- Vacation Notice Information**: A section with a blue question mark icon. It contains the text 'Customize Subject and Message text to be sent automatically in response to incoming email.' Below this is a form with three fields:
 - From:** dlordley@csail.harvard.edu
 - Subject:** Away from my email.
 - Message:** Thank you for your email.
I will not be reading my email for
while.
I will read your message when I return.

At the bottom of the form are two buttons: 'OK' and 'CANCEL'.

4. Click the Yes or No radio buttons to enable or disable the vacation message.
5. Enter a subject line for your outgoing vacation message.
6. Enter the text of the e-mail that will be sent to users.
7. Click the **OK** button.
8. Click the **Log Out** link or make additional selections as desired.

Viewing Your Account Storage and Message Usage

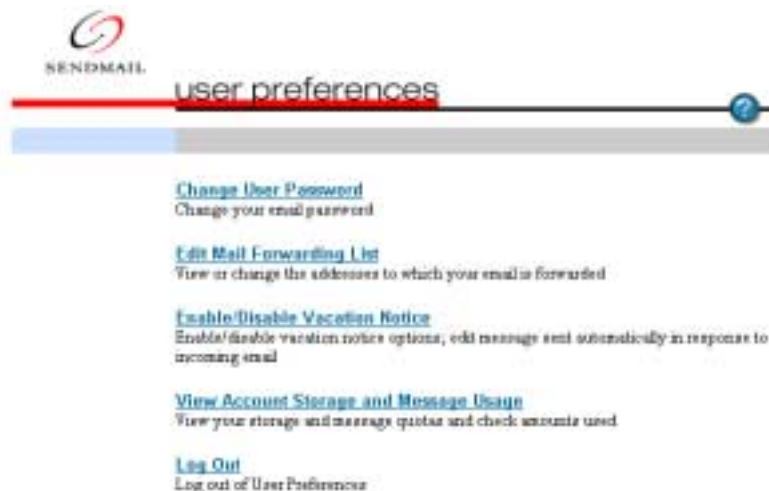
Camail accounts are established with a maximum capacity of 60 megabytes. While that is a great deal of storage for general messages, a large amount of attachments can exceed this limit fairly quickly. To keep an eye on how much space your e-mail account takes up, it is a good idea to view these statistics using the Sendmail Server.

Please bear in mind that you will receive a warning e-mail when your total mail storage exceeds 50 megabytes. No other warning will be issued and mail will be returned when and if your mail storage exceeds 60 megabytes.

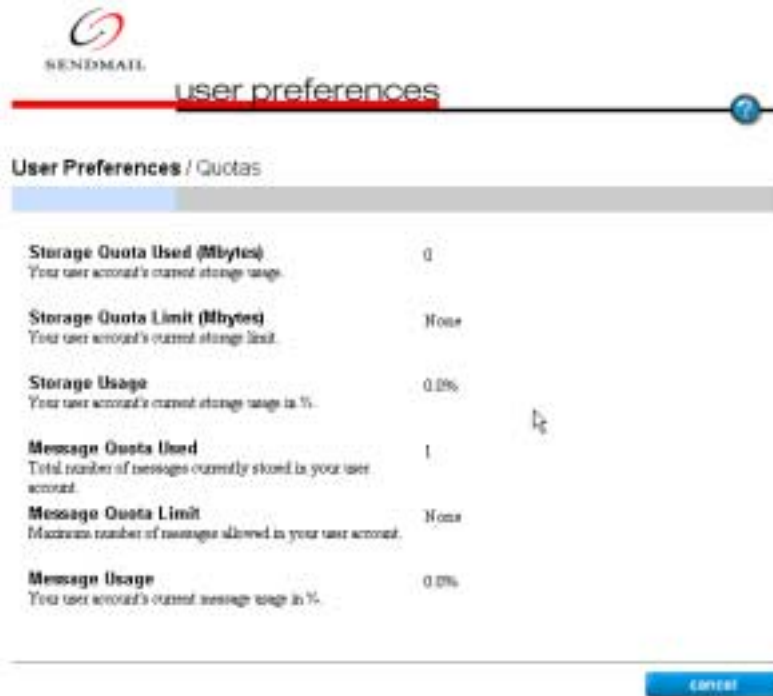
For additional information about managing your mail, please view the “Managing Your Mail” document at www.uis.harvard.edu.

Use the following procedure to view the statistics of your e-mail account:

1. After logging in to the Sendmail server.
2. Click the **View Account Storage and Message Usage** link



3. The following will be displayed:



4. **Storage Quota Used (Mbytes)** will list the total amount of space that all server folders and attachments are taking up. This is the number you are most concerned about. Once this reaches 50 you will receive a warning that you mailbox is approaching capacity. After that point, it is assumed that you will delete or archive messages and/or attachments to make your total quota smaller. If you do not do so and your total storage reaches 60, any incoming messages will be returned until you reduce the overall size of your mail storage.
5. **Storage Quota Limit (Mbytes)** will be set to 60.
6. **Storage Usage** will display the total overall storage as a percent.
7. **Message Quota Used** will display the total number of messages stored on the server. Bear in mind this will include messages *marked* for deletion that have not been *purged* from the server. See the document on "Managing Your Mail" for more information regarding this.
8. **Message Quota Limit** would list the total number of messages allowed in you account. Presently, the only limit is in overall mail account size.

9. **Message Usage** would list the total number of message in your account as a percent of the total allowed. Again, this is not used as there is no limit to the number of message you may have—only in the overall size of your account.
10. Click the **OK** button.
11. Click the **Log Out** link or make additional selections as desired.