LOGROG EMAIL TIPS 10/29/12

It is recommended to use Firefox or Sea Monkey. Internet Explorer does not work well with Horde email.
When logging in, use lower case characters. If you log in with all caps, your address may appear blank and the listing of names may not show up when creating a new message.

Methods- Traditional, Dynamic, Minimal

Forwarding a message- There are three options when forwarding an email. 1) Forward message, 2) Forward Body Text Only 3) Forward Body Text with Attachment.
    If you want to forward the message text and/or attachment, choose correctly for the
    body/attachment to be included.

Creating messages to persons within the district, the @logrog.net is not necessary to be included in the address. For example create a message to tcook, will be sent to tcook@logrog.net.

Creating Folders: Click on the folder icon
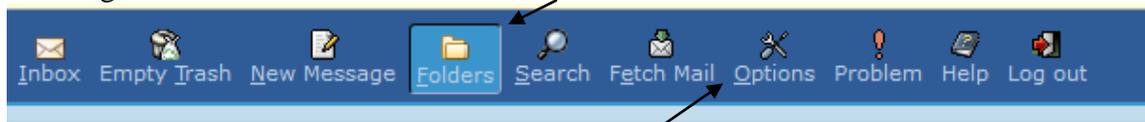
Choose an Action, Create folder, rename, rebuild folder tree, etc. Move import emails to a folder for ease in locating an email at a future date.

Settings: When deleting emails, if you want your email to go to a trash folder instead of being gone completely, Options>Deleting and Moving Messages. Mark the box "When deleting messages, move them to your Trash folder>Choose Trash Folder>Save Options

It is recommended to make one change at a time, save and see how your email changes appear. Too many changes are difficult to determine what might be causing issues at a later date.

Blacklist- you can choose to blacklist addresses, not allowing that Exact address to come through again. To set up: select Filters>Edit Blacklist>Move to Trash is recommended. Save & Return to Rules List. Apply Filters. Whitelist- follow the same instructions as Blacklist setup. When you receive an email you want to either Blacklist or Whitelist, click the checkbox and click Blacklist or Whitelist. That address will be added to that particular list.
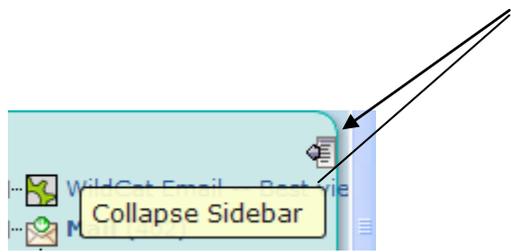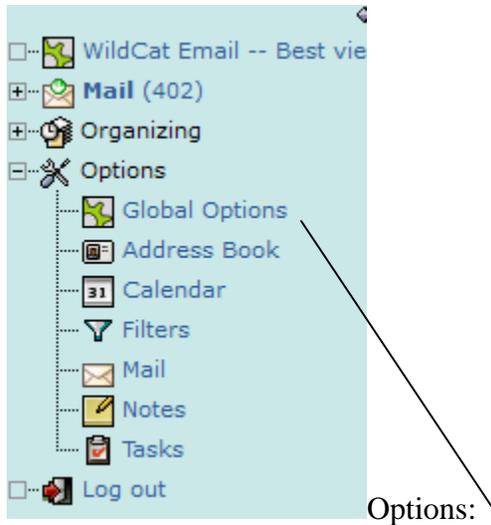
Options:

Display Options
Set your startup application, color scheme, page refreshing, and other display options.

Here you can choose the color theme, refresh time, number of emails shown on a page.
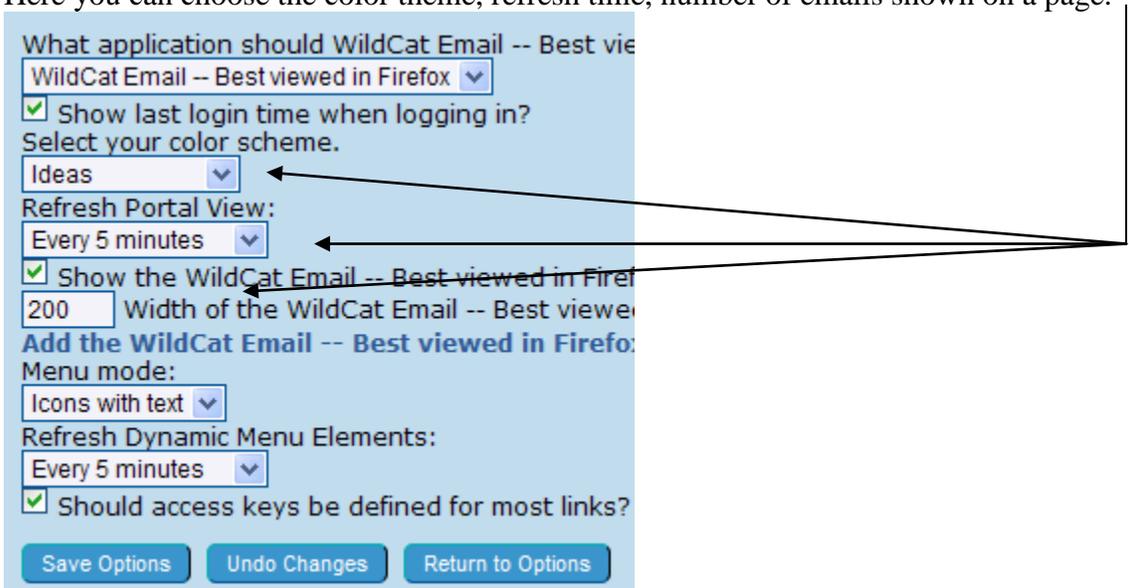
Purge Deleted/Trash monthly. This will help our overall email server not be SO full with each persons emails and trash. Also, delete Sent mail monthly.

As **Always**, if you receive an email from an unknown person/address, DO NOT open it, viruses spread through email. If you do respond, Please let your building tech know asap.
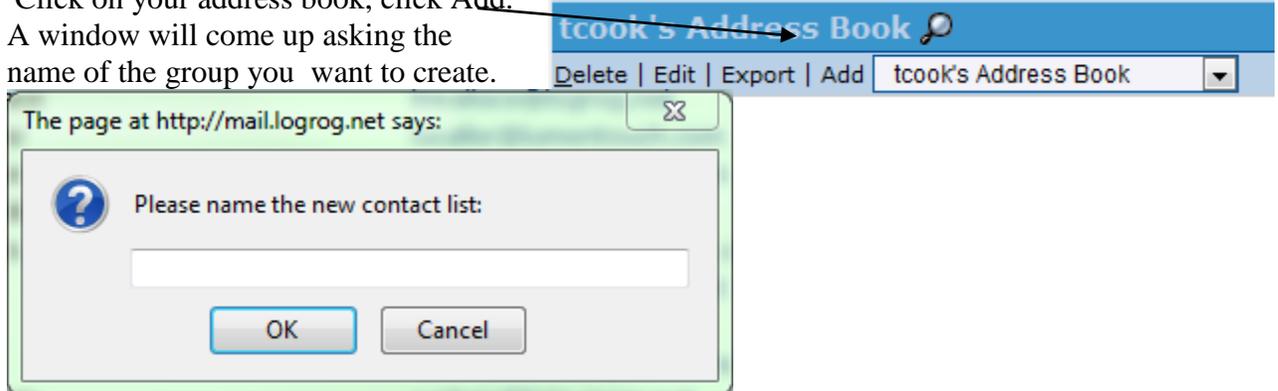
For security purposes you should not check to save any passwords. No programs should retain your password. We want to make our systems as secure as possible.
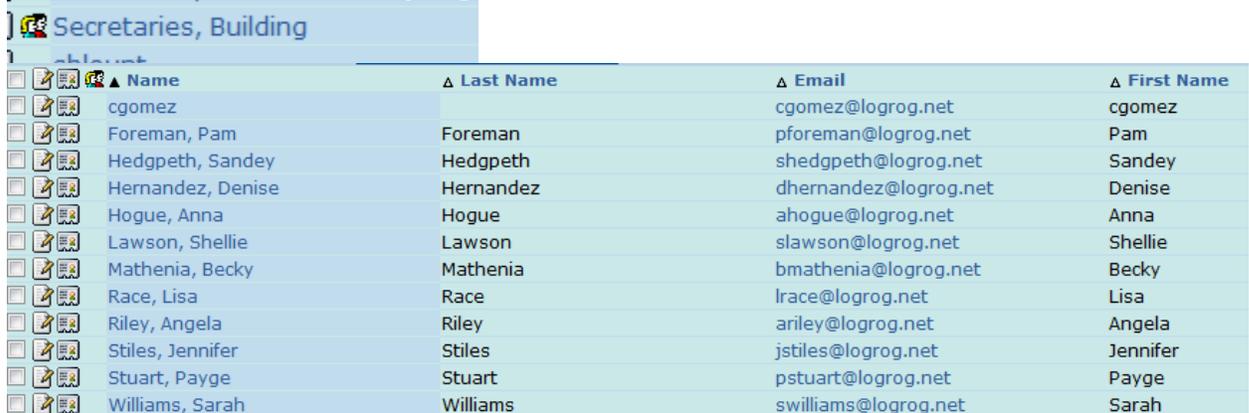
To Create Groups in Horde Email

Go to "Organizing" on the left side of your screen, select Address Book.
Click the radio button of the first person you want in the group.
 Click on your address book, click Add.
A window will come up asking the
name of the group you want to create.

tcook's Address Book 🔍

Delete | Edit | Export | Add | tcook's Address Book | ▼

The page at http://mail.logrog.net says: ✕

❓   Please name the new contact list:

[   ]

[OK   ]   [Cancel]

Once the group is created, click on the radio button of the remaining people you want to
add and click the drop down to the appropriate group, click add. Once your group is
created you can locate it in the "Browse" area. By clicking on the group name you can
see all who are included in the group.

] 🐱 Secretaries, Building

Name	Last Name	Email	First Name
cgomez		cgomez@logrog.net	cgomez
Foreman, Pam	Foreman	pforeman@logrog.net	Pam
Hedgpeth, Sandey	Hedgpeth	shedgpeth@logrog.net	Sandey
Hernandez, Denise	Hernandez	dhernandez@logrog.net	Denise
Hogue, Anna	Hogue	ahogue@logrog.net	Anna
Lawson, Shellie	Lawson	slawson@logrog.net	Shellie
Mathenia, Becky	Mathenia	bmathenia@logrog.net	Becky
Race, Lisa	Race	lrace@logrog.net	Lisa
Riley, Angela	Riley	ariley@logrog.net	Angela
Stiles, Jennifer	Stiles	jstiles@logrog.net	Jennifer
Stuart, Payge	Stuart	pstuart@logrog.net	Payge
Williams, Sarah	Williams	swilliams@logrog.net	Sarah