

LEGEND FOR MENU NAVIGATION

 Menu | Structure [Buttons] *Tab or Sub-Tab* Hyperlink **Column Name, Checkbox, Radio button etc:** *Instruction*
END USER ACCESS

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Resetting Password	User Account Login [Change Password]	Users can utilize this feature to change their current password. If the User does NOT know their password, the Admin will have to reset on the User's behalf.
Change Display Name	User Account Login [Edit]	The Display Name is the name seen by email recipients.
Change User Contact Information	User Account Contact Information [Edit]	Three (3) separate sections: General, Address, Phones.
Viewing Exchange Setup Instructions	Exchange Mailbox General Mailbox Access: View setup info	A pop-up screen displays setup instructions for: Outlook, Web Access (OWA), Active Sync, IMAP4, POP3.
Add Email Alias Address(es)	Exchange Mailbox E-mail Addresses [Add New E-Mail Address]	A User can create unlimited email aliases that route email to their mailbox.
Change Primary Email Address	Exchange Mailbox E-mail Addresses [Change] Primary e-mail address: Set as primary e-mail address. [Finish]	A User with multiple email aliases may select only one as the primary, or "reply to", email address.
Setup Email Forwarding	Exchange Mailbox Forwarding [Enable Object] <i>Enter forwarding email address</i> [Submit]	When forwarding, a copy may also be left on the Exchange server mailbox.