

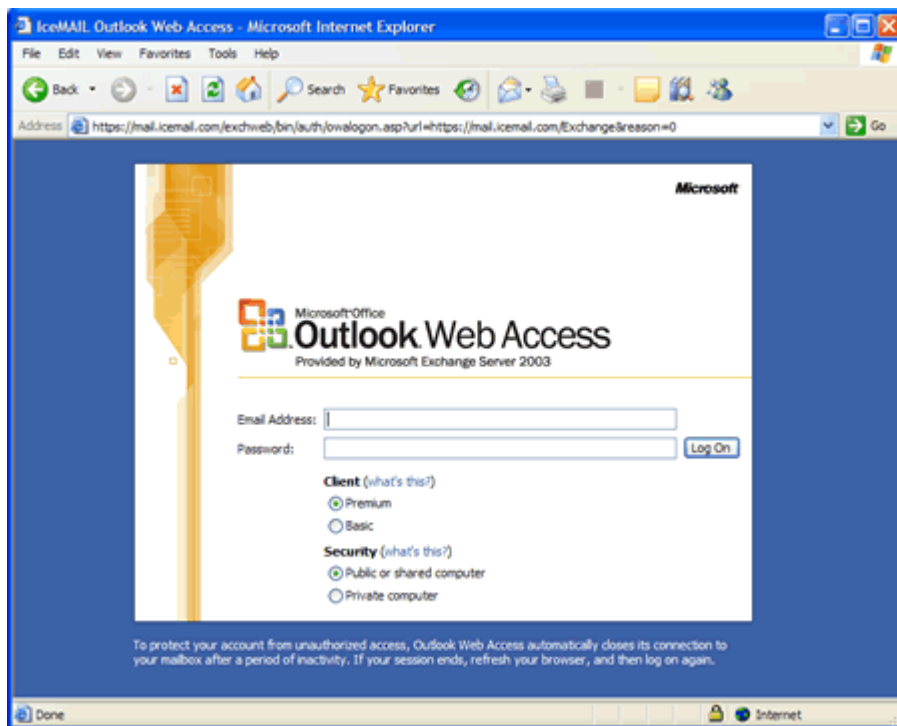
# JB&A E-mail System Overview



Welcome to the JB&A E-mail System Overview. Below are instructions on how to access your account new and old email as well as changing your password and setting Out of Office Notifications. Please reference these and other instructions posted on the Support page at <http://www.jb-a-inc.com/support.shtml>

## Outlook Web Access (OWA) Login

If you are checking your JB&A e-mail via the web, first go to <http://mail.jb-a-inc.com>.



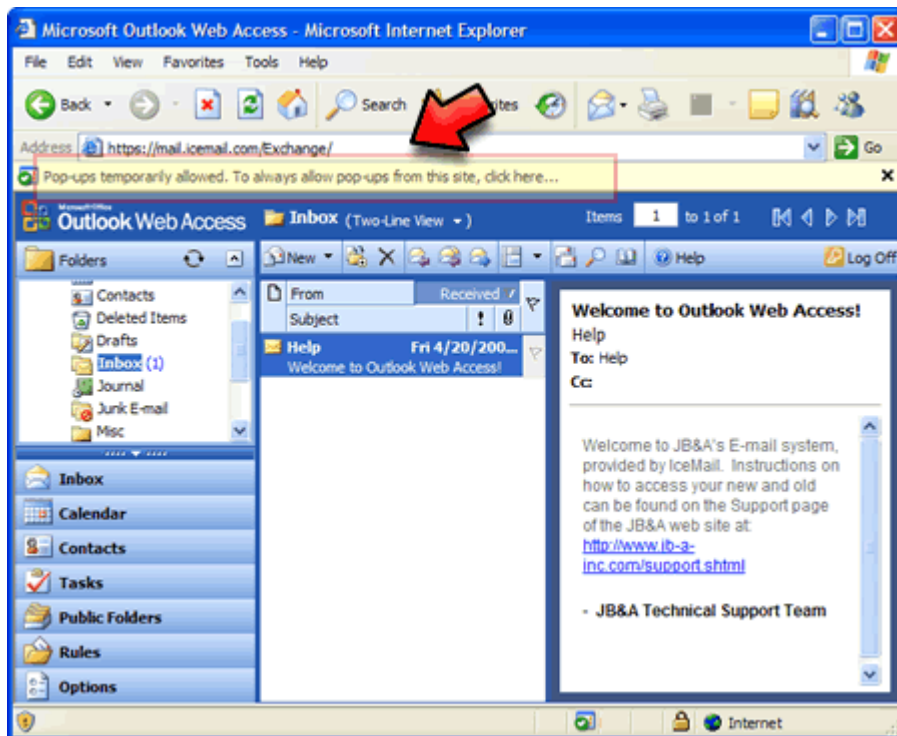
Enter your login information in the provided fields and click on the “Log On” button.

E-mail Address: [firstname.lastname@jb-a-inc.com](mailto:firstname.lastname@jb-a-inc.com).

Password: Password is your “*lastname123*”

Instructions to change your password can be found in the section titled, [Changing Your Password](#). Once logged in you will be taken to the main OWA page.

**NOTE!** Windows XP users with Service Pack 2 installed will experience problems using certain functions of OWA, such as changing passwords. If your Internet Explorer security settings are set to disallow pop-ups you will see an error message at the top of the screen, as pictured below. **To properly use the OWA interface you must enable pop-ups.** You can change your pop-up settings to allow pop-ups from the JB&A OWA site by clicking on the error message and selecting the “**Always allow pop-ups from this site...**” option. If you are unable to change your settings to allow pop-ups due to fire wall restrictions you may have limited capabilities within OWA.



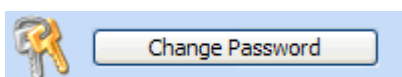
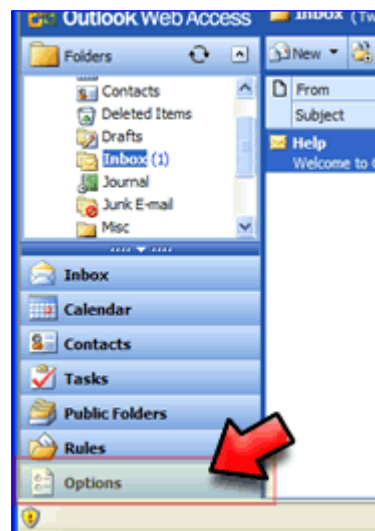
## Retrieving JB&A E-mail from the Legacy System

If you have e-mail stored on the old JB&A e-mail server at 1&1 and need to access your messages you can log in at <http://webmail.1and1.com> to view an e-mail received prior to April 21, 2007. Your login and password will not have changed from what you had previously on the old system. Once logged in you can only view your messages but will

not be able to download or forward. You can however copy and paste the text from your e-mail into a text document or print the message to your printer.

## Changing Your Password

To change your password log in to your account as described in the [OWA Login section](#). On the left side of the main OWA page you will see an “**Options**” tab at the bottom, click on **Options**. The main OWA page will be replaced by the Options page. Several features will be presented with Out of Office Assistant as the first option. The Change Password will be towards the bottom of the page. Using the scroll bar on the right side of the page scroll down until you see the “**Change Password**” button.



Once you click on the “**Change Password**” button, two windows will pop up. The first pop-up window will require you to login again for verification purposes. Once successfully logged in the Internet Service Manager box will appear. Enter your old password first (lastname123) and then type in a new password of your choice. Type your new password a second time in the “**Confirm new password**” field and click the “**OK**” button.

If there are no errors with the

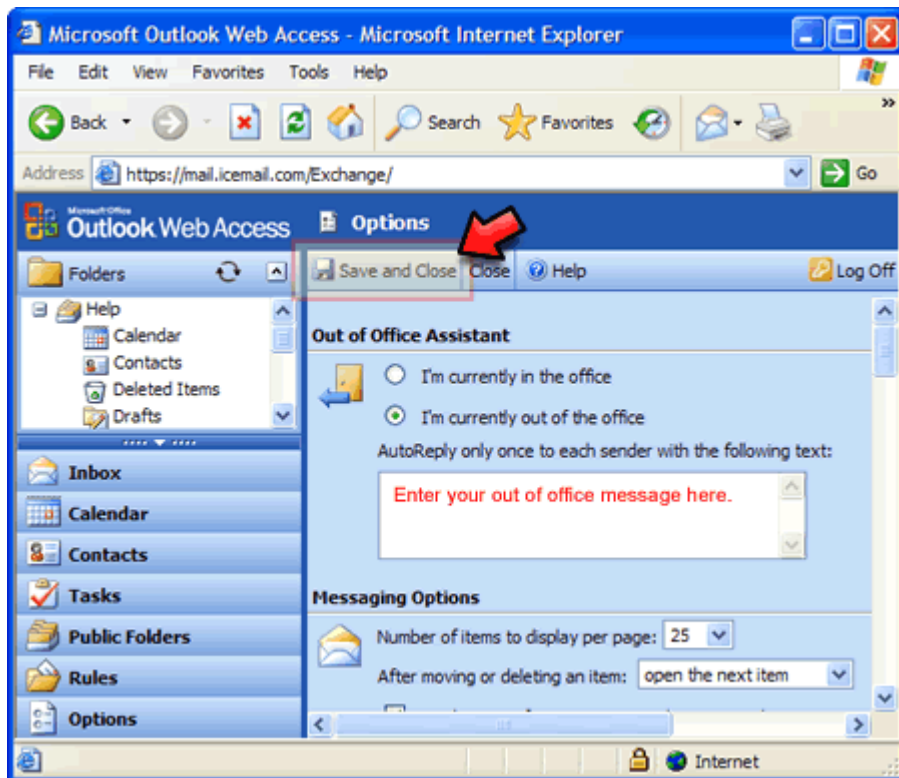
A screenshot of a web browser window displaying the Internet Service Manager (ISM) login form. The browser's address bar shows 'https://mail.icemail.com - IIS - Authenti...'. The page title is 'Internet Service Manager for Internet Information Server 6.0'. The form contains the following fields: 'Domain' with the value 'Leave Blank!', 'Account' with the value 'fname.lname@jb-a-inc.com', 'Old password', 'New password', and 'Confirm new password'. At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Reset'. The browser's status bar at the bottom shows 'Done', a lock icon, and 'Internet'.

information provided then you will see the message **“Password successfully changed”** and a link back to the main OWA screen.

## Out of Office Notifications

If you are going on vacation or will be out on sick leave you can set an auto reply feature that will send an out of office notice to anyone that sends you an e-mail while you are out of the office. You can turn on the Out of Office Notification feature by clicking on the **“Options”** tab on the left side of the screen.

At the top of the Options screen is the **“Out of Office Assistant”** section. Select the option **“I’m currently out of the office”** and then enter your message in the text box below. When you have finished completing the information click on the **“Save and Close”** button at the top of the screen as highlighted in the screenshot below.



You will then be taken automatically back to the main OWA screen. When you are back in the office simply log back into OWA and go back to the Out of Office Assistant section of the Options screen and click on the option **“I’m currently in the office.”**