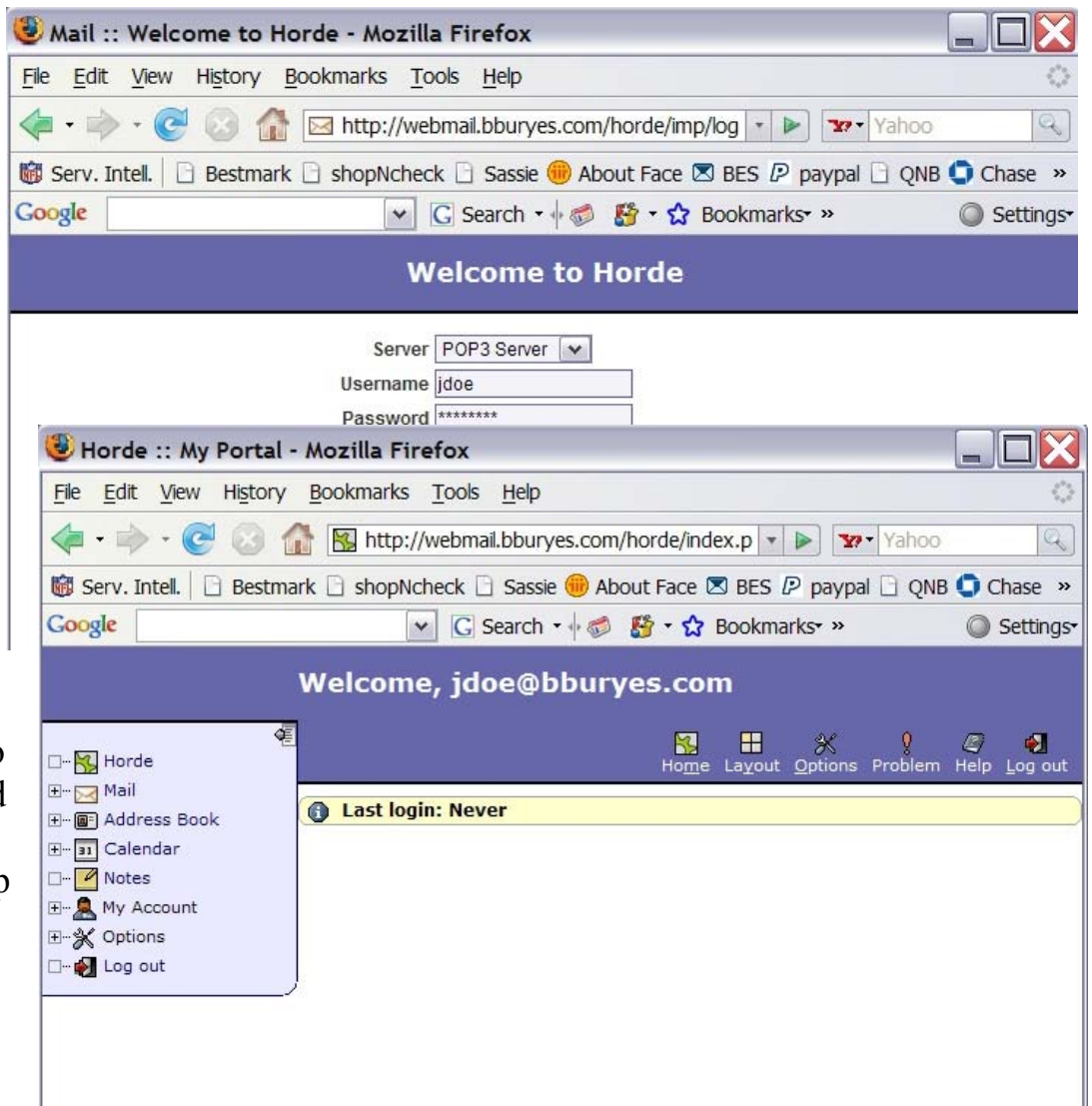


Bburies Mail How-To's

Your username is your first initial and last name with no space between them. Your password (unless you have already changed it) is password. The first time you go into this mail program you should change your password from this default to something else. You can check mail from home by going to www.bburies.com and clicking the "email" link. Or you can set up Outlook or Outlook Express to check your mail. (See tutorials)



TO CHANGE YOUR PASSWORD

Login to Bburyes mail. In the left side menu click the words “My Account”. The menu will expand showing the word “password”. Click on the word “password”.

The screenshot shows a Mozilla Firefox browser window titled "Password :: Change Password - Mozilla Firefox". The address bar displays "http://webmail.bburyes.com/horde/index.p". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content is titled "Change your password" and includes the following elements:

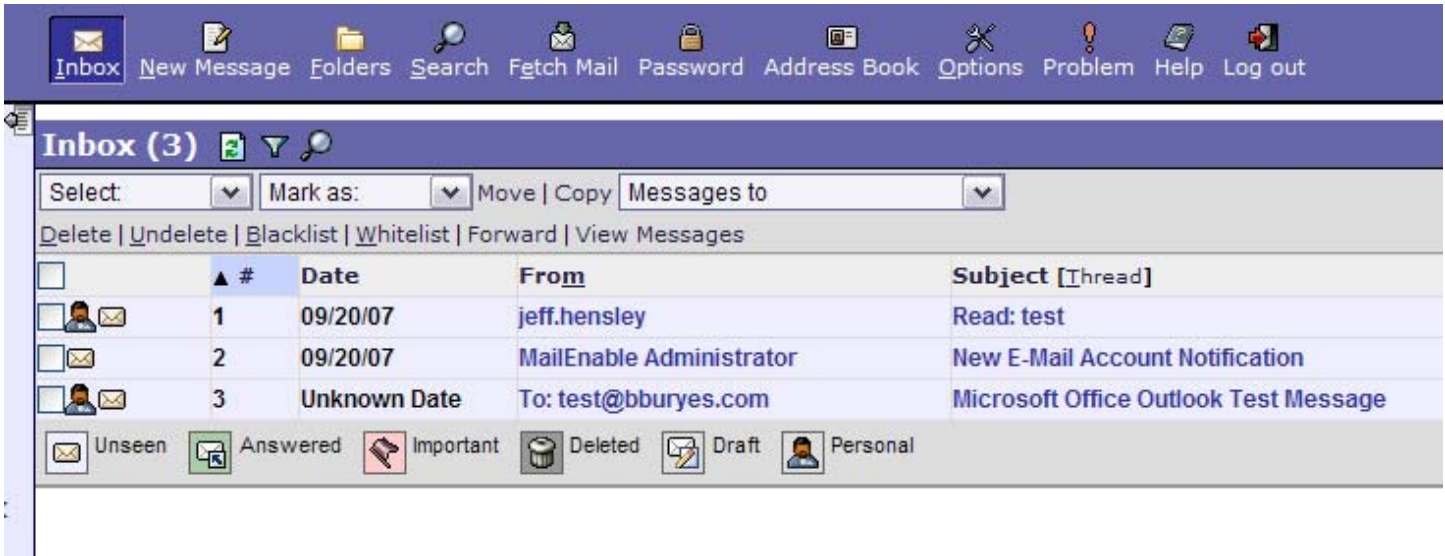
- Navigation menu (left):
 - Horde
 - Mail
 - Address Book
 - Calendar
 - Notes
 - My Account (expanded)
 - Password (highlighted)
 - Options
 - Log out
- Main content area:
 - Header: "Change your password"
 - Text: "Changing password on poppassd server"
 - Form fields:
 - Username:
 - Old password:
 - New password:
 - Confirm new password:
 - Buttons: "Change Password" and "Reset"

Enter your old password in the “Old Password” box.

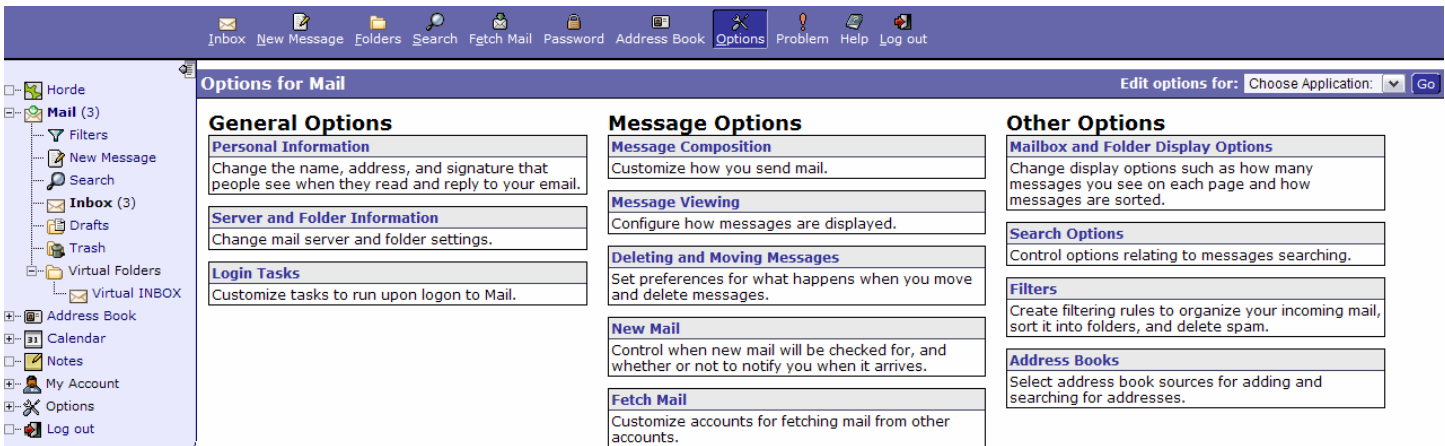
Enter your new password in the “New Password” box. Enter it again in the “Confirm new password” box. Be sure to enter it exactly the same way in each box.

Click the “Change Password” button for the change to take effect.

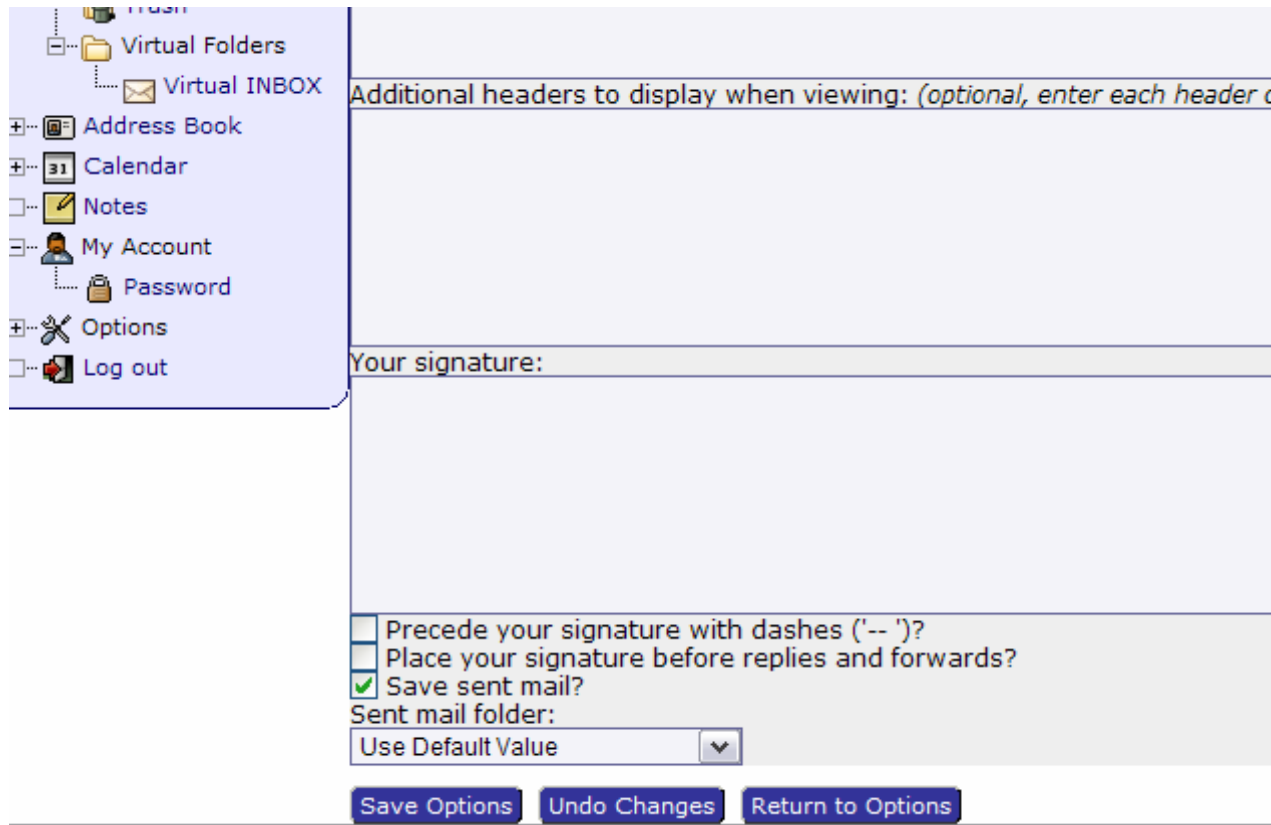
TO HAVE MAIL AUTOMATICALLY GO TO A “SENT” FOLDER



From the window that shows your mail messages, click the word “options” from the menu above the messages. Click on the words “Personal Information”. Scroll to the **bottom** of the window that opens after you click “Personal Information”.



At the bottom of the window check the “Save sent mail?” box. In the “Sent Mail Folder” option box (below the “Save sent mail” check box), click the pull-down arrow. Select “Create a new sent mail folder” from the list. Click the “Save Options” button. Enter a name for your sent mail folder. The folder will be created the first time you send an email.



TO CREATE FOLDERS IN ORDER TO SORT YOUR MAIL

Click the word “folders” from the menu above the mail window. From the “choose action” pull-down menu choose “create folder”. Name the folder whatever you like. The folder will appear after you log out and log in again. You can drag and drop emails into the folders you create.

TO SEND MAIL TO THE “TRASH” FOLDER WHEN DELETING

On the menu above the mail window, click the word “options”. Once the window opens go into the “Deleting and Moving Messages” section. Once inside, make all the options match those in the picture below. Click the “Save Options” button when done.

