Reece & Nichols Webmail Options

The Webmail version of Outlook provides users with a number of different options. This guide will serve as a walkthrough of the most useful options for Realtors and how to implement.

1. Log into Reece & Nichols Webmail by visiting <u>www.Email.ReeceAndNichols.com</u>.

Boffi	RE.	ECE <mark>&</mark> NICHOLS e-mail ^{Ned Access}		
	•			
		Use Outlook Web Access Light		
			Log On	
	Connec © 2007	ted to Microsoft Exchange Microsoft Corporation. All rights reserved.		

2. Once logged in, click on Options in the far right hand corner.

Microsoft Office Outlook We Connected to Microsoft Exchang	eb Access ge		III. Find Someone	Dptions Chelse	Fanders: • Log Off
Mail 🔍	Drafts (4 Items)				🕢 Help
Chelsea Fanders Calendar	🔊 New 👻 🗐 🖌 📲 🗙 📑 🛃	🙈 Reply 🛛 🖓 Reply to All	🙈 Forward		
See Contacts	Search Drafts	- *			
Deleted Items (50)	Arrange by: Date + Newest on t	0			

3. Along the left hand side of the screen you'll see the list of options. Let's start with Messaging.

Connected to Microsoft Exchange		
Options	🛃 Save	
Regional Settings Messaging Spelling Calendar Options	Message Options Number of items to display per page: After moving or deleting an item: open the next item	
Out of Office Assistant Rules E-Mail Security Junk E-Mail General Settings	Play a sound when new items arrive Display a notification when new remail items arrive Display a notification when new fax items arrive Display a notification when new fax items arrive Display a notification when new fax items arrive E-mail Signature	
Deleted Items Mobile Devices About	Tahoma	

- 4. In the Messaging section you can...
 - Adjust your message options
 - Set up your E-mail Signature
 - Change message format
 - Adjust tracking options
- Before we move onto the next section type in a custom email signature! Set this up once and by checking the box circled below every message you send will automatically have your nice signature included! Always click SAVE before moving onto another section.

Connected to Microsoft	eb Access	Log Off
Options	Save	 Help
Regional Settings Messaging	Message Options	^
Speling Calendar Options Out of Office Assistant Rules E-Mail Security Junic E-Mail General Settings	Number of items to display per page: 100 After moving or deleting an item: open the next item Ver Play a sound when new items arrive Ver Display a notification when new e-mail items arrive Ver Display a notification when new voice mail items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive Ver Display a notification when new fax items arrive	
Deleted Items Mobile Devices About	Tahoma 10 ▼ B I U 三 三 課 課 經 ▲ ◆ Chelsea Fanders Provide Administrator Reece & Nichols Alliance, Inc ✓ ✓ Automically include my signature on outgoing messages	• •

6. Next, let's look at the Out of Office Assistant. With the Out of Office Assistant you can set a start time and end time for your Out of Office. No more remembering to turn it off on Monday morning! In addition, when you log into Webmail while the Out of Office is on, it will prompt you to either leave as is or turn off.

Connected to Microsoft Exchange	Access	Log Off
Options	🛃 Save	🔞 Help
Regional Settings Messaging Spelling	Out of Office Assistant Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of	
Calendar Options	time,	
Out of Office Assistant	Do not send Out of Office auto-replies Sound Out of Office auto-replies	
Rules	 Send Out of Office auto-replies Send Out of Office auto-replies only during this time period: 	
E-Mail Security	Start time: Fri 12/10/2010 V 11:00 AM V	
Junk E-Mail	End time: Sat 12/11/2010 🗸 11:00 AM 🗸	
General Settings		
Deleted Items	Send an auto-reply once to each sender inside my organization with the following message:	
Mobile Devices	Tahoma 🔽 10 🖌 B I U) 듣 注 注 課 課 🥙 🗸 🗛 🗸	
About	I'm currently out of the homes and away from email. I will return all emails and calls on Monday.	
	Thank you!	
Version: 8.1.291.1	Send Out of Office auto-replies to External Senders Send Out of Office auto-replies only to senders in my Contacts list	
Mail	Send Out of Office auto-replies to anyone outside my organization	
🔢 Calendar	Court as with each case to each and a subtide on according to with the following many as	
Sector Contacts	send an auto-repryonce to each sender outside my organization with the following message:	

- 7. When typing the Out of Office message it's important include how long you will be unavailable, the expected response time to their message, contact information for the person covering for you, and your contact information.
- 8. If you are someone who is often away from email, you could even set up your Out of Office to always go out! You could adjust the message to something like, "Thank you for your email! I'm currently with clients and away from my computer, but I will respond to you within 3 hours. If you need immediate assistance, please contact my office at (913) 696-6295."

9. Remember to click SAVE before moving onto another section.

Microsoft Office Outlook Well Connected to Microsoft Exchang	D Arrass
Options	🛃 Save
Regional Settings	nter moving or deleting an item: open the next item
Messaging	 Play a sound when new items arrive Display a potification when new e-mail items arrive
Spelling	 Display a notification when new voice mail items arrive
Calendar Options	Display a notification when new fax items arrive
Out of Office Assistant	E-mail Signature
Rules	
E-Mail Security	Tahoma 🗸 10 🗸 B I U := 1= 🔄 🔁 🕸 - A - 🗧

- 10. The last area to review is the Deleted Items options. Email messages are only kept in your email for 1 year. If you need to keep a message longer than 1 year, it's important to forward to a non Reece & Nichols email or save the document away from email. After 1 year the message is automatically removed from your email box and the Reece & Nichols server. You do have one safety net! In the Deleted Items options, you can Recover Deleted Items. These would be emails you deleted or were automatically deleted within the past 2 weeks.
 - To recover an email you see on the list, click on the (1) message, and click (2) 'Recover to Deleted Items Folder'. The message will pop back into your Deleted folder in your email.



Way to go! You've taken the time to learn valuable information to make your day and business more efficient!