



# North Spencer County School Corporation Technology Tips

Tuesday, May 1, 2007

Vol. 1, Issue 2

Robert Moore, Webmaster, etc.

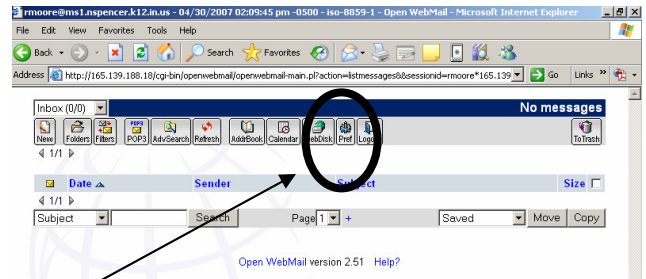
## Identifying Yourself in Open WebMail

Well, if you're reading this issue of *Technology Tips*, you were obviously able to open new messages in Open WebMail without any difficulty. Great job! Now, let's work on some of your user preferences.

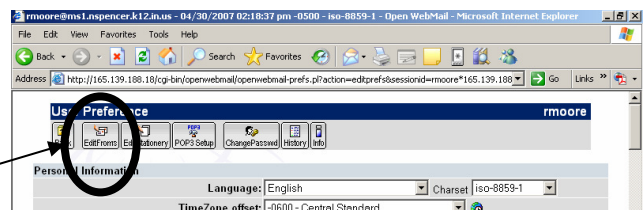
You'll want to start by entering your "Real Name." Open WebMail automatically identifies you by your firstinitial lastname (like jsmith) when you send someone a message. You *could* leave it like that, *but* if you don't change it, someone who doesn't know you very well could think it's spam and not read it.

So, here's what you do:

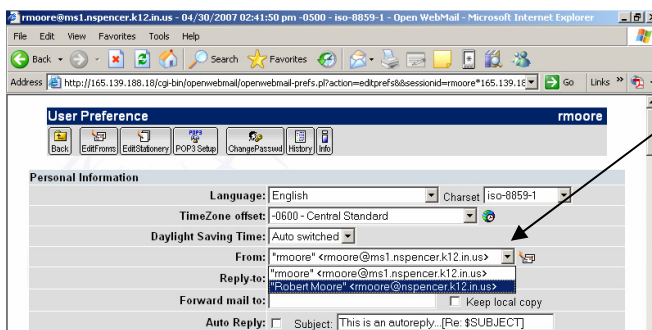
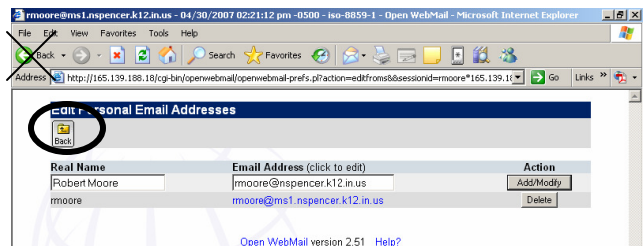
1. In Open WebMail click on the **Pref** icon. (That stands for User Preferences.)



2. Now, click on the **Edit Forms** icon.



3. Next, where you see **Real Name**, type your first and last name as you want people to see it. Also, for **E-mail Address**, type in your North Spencer e-mail address. (You don't have to type ms1 in the address like the one you see already there.) Click the **Add/Modify** button. Then, click the **Back** button in Open WebMail (*not* the Back button of your web browser!)



4. OK. Last step. On the screen you see now, click on the down arrow next to **From** and choose the Real Name you just created. Scroll down to the very bottom of the window and click the **Save** button. You're done!

Now, you can really be *you* again. ☺