

Account Management Console Quick Reference Guide

The Account Management Console Quick Reference Guide will show you how to do the following:

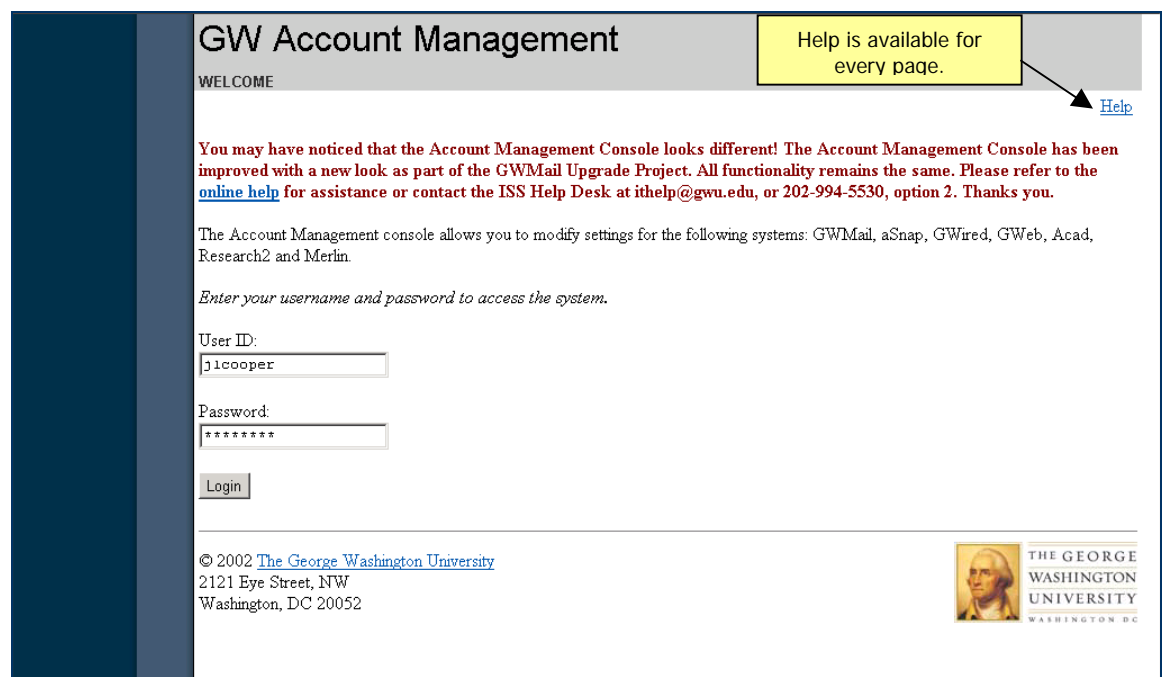
- Log in
- Understand Account Information
- Understand Mailbox Usage
- Change your Password
- Forward your Email to other email addresses
- Set a Vacation Message
- Log Out

Should you have any questions about the Account Management Console, contact the Help Desk at 994-5530.

Logging In

The Account Management Console is located at <http://amc.gwu.edu>. Once there, follow the steps below.

1. Enter your **User ID** and **Password**. Your User ID is your email address without the @gwu.edu.
2. Click the **Login** button.



The screenshot shows the GW Account Management console interface. At the top, it says "GW Account Management" and "WELCOME". A yellow box with a black arrow pointing to a "Help" link contains the text "Help is available for every page." Below this, a red notice states: "You may have noticed that the Account Management Console looks different! The Account Management Console has been improved with a new look as part of the GWMail Upgrade Project. All functionality remains the same. Please refer to the [online help](#) for assistance or contact the ISS Help Desk at ithelp@gwu.edu, or 202-994-5530, option 2. Thanks you." The main content area says: "The Account Management console allows you to modify settings for the following systems: GWMail, aSnap, GWired, GWeb, Acad, Research2 and Merlin." Below this is the instruction: "Enter your username and password to access the system." There are two input fields: "User ID:" with the text "j1cooper" and "Password:" with "*****". A "Login" button is positioned below the password field. At the bottom left, the copyright information reads: "© 2002 The George Washington University, 2121 Eye Street, NW, Washington, DC 20052". At the bottom right is the George Washington University logo.

Understanding Account Information

The **ACCOUNT INFORMATION** screen displays basic account information such as your name and email address.

1. Click the **Mailbox Usage** button to view your mailbox quota information.

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 jlcooper@gwu.edu
[Logout](#) | [Help](#)

ACCOUNT INFORMATION

Account information ⓘ
 Password change 🔒
 GWMail Forwarding rules Vacation message 📧

First Name: Cooper
 Initials:
 Last Name: Cooper

Uid: jlcooper
 Mail: jlcooper@gwu.edu

Mailbox Usage

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Understanding Mailbox Usage

This screen displays the percentage of space your messages have taken up. If you have folders, you will see the percentage broken up by folder.

The George Washington University Delegated Administrator

Mailbox usage for kim

Mailbox limit (quota)	Total kilobytes used	Total percentage used	Mailbox Name
NO LIMIT	12084	NA	kim

msgs	Kbytes	last msg	partition	quotaroot	mailbox
72	11997	2003/03/21 07:43	primary	no quota	user/kim/INBOX
0	0	none	primary		user/kim/Drafts
44	86	2003/03/20 11:39	primary		user/kim/Sent
0	0	2003/02/15 20:03	primary		user/kim/Trash

Folder Name

This line contains the number of messages, the total kilobytes, the date of the last message received, the partition, and the quota limit for the given folder.

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Changing Your Password

You may want to change your current password to a new password. The **PASSWORD CHANGE** screen enables you to do just that.

1. Click the **Password Change** link.
2. Type your current password in the **Current Password** field.
3. Type your new password in the **New Password** field.
4. Type your new password again in the **New Password (Again)** field.
5. Click the **Save Changes** button.

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PASSWORD CHANGE

Use this form to change your password.

Current Password
 New Password
 New Password (Again)

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- The password should contain exactly 8 characters.
- The password should contain 2 non-alpha characters. One of the 2 non-alpha characters should not be at the end or the beginning of the password. It should be embedded in the password itself.
- The password should be changed at least once every 90 days.
- The User ID should not be used as the password.
- The user's name should not be used as the password.
- The password should not be shared with anyone.

Enabling Forwarding

If you need to forward your GW Mail to another email address, you will need to enable forwarding. The **FORWARDING RULES** screen will enable you to turn forwarding on and off and to determine which accounts you would like to forward your messages to. You can forward your messages to as many different accounts as you'd like.

1. Click the **Forwarding Rules** link.
2. Select **Forwarding on** to activate Forwarding.
3. Select **Deliver a copy to inbox when forwarding email** to also deliver the mail to your inbox for this GW email account.
4. Enter each email address in a separate line in the **Forward each message to** field.
5. Click the **Save Changes** button.

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FORWARDING RULES

Use this form to enable forwarding email to another address.

Forwarding on
 Forwarding off

Deliver a copy to inbox when forwarding email
(Automatically selected if "Forwarding off" is chosen)

Forward each message to (enter one address per line):

chines@gwu.edu
cooper_jennifer@aol.com
123jcooper@erols.com

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WARNING: Be careful when specifying a forwarding address. If there is a typo in the address, the mail cannot be forwarded and will be discarded by the system.

Setting A Vacation Message

When you go on vacation, it's a good idea to set a vacation message so that those persons sending you messages will know that you aren't replying to email.

1. Select **Check this box** to enable vacation messages.
2. Select the **Vacation Start Date** and **Vacation Start Time**.
3. Select the **Vacation End Date** and **Vacation End Time**.
4. Enter the **Interval for reply to repeat senders (days)**.
5. Enter the **Subject line**.
6. Enter your **personalized vacation message for external senders**.
7. Enter your **personalized vacation message for internal senders**.
8. Click the **Save Changes** button.

GW Account Management
VACATION MESSAGE

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Use this form to set up automatic replies while you are away.

Check this box to enable vacation messages.

Vacation Start Date: Jan 19 2004
Vacation Start Time: 5PM

Vacation End Date: Feb 13 2004
Vacation End Time: 11PM

Interval for reply to repeat senders (days): 7

Subject line: Re: \$SUBJECT

Do not send a response to external senders.
Or write your personalized vacation message here for external senders:
I am out of the office through February 13, 2004.
Should you need information on E&S Training,

Do not send a response to internal senders.
Or write your personalized vacation message here for internal senders:
I am out of the office through February 13, 2004.
Should you need information on E&S Training,

Callout 1: This field determines how many days can pass before sending another message to a person who has sent you more than one message while your vacation message is enabled.

Callout 2: When you have requested that you want to send a response to senders (either external senders, internal senders or both), the person sending you a message will receive a message back stating what you have specified in these text boxes. Wherever you see \$SUBJECT, text is automatically entered based on the message sent to you. It will contain the text in the subject line of the originator's email message.

Callout 3: You can select to not send a response to external senders or internal senders by clicking in the appropriate check box.

Logging Out

If at any point you want to log out of the Account Management Console, simply click the Logout link in the upper right corner.

1. Click the **Logout** link on any screen to log out of the Account Management Console.

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VACATION MESSAGE

Account

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Callout: Logout link