



Setup Guide

Mail – Setting Up Server Mail
July 2005

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ARKONA Setup Guide

Use this Setup Guide for help setting up the ARKONA Server Mail function..

1. Verify each user has a Mail User ID.

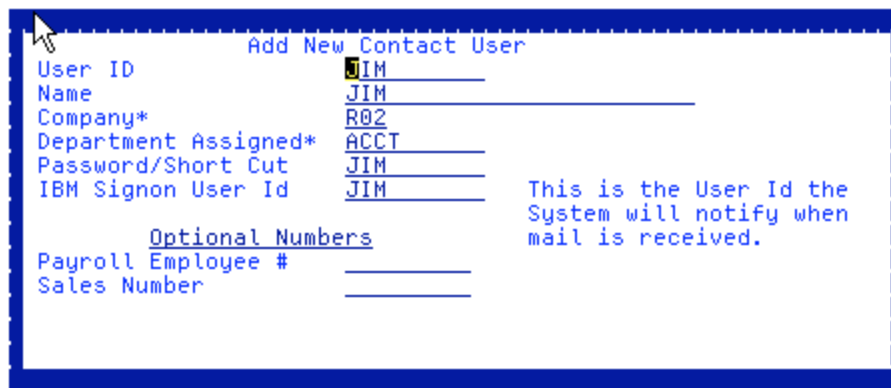
- a. Take option **50=Application Environment** from the Contact Management menu.
- b. Take option **1=Edit** by Mail User Setup to display a list of mail users.
 - Users from all companies in your data library appear and can be changed from any company.
- c. Page down to see additional users.
 - Mail users are automatically added to the Mail User Setup when they are given a security profile in option **7=User Security** on the System Environment menu.
 - A user can be added to the Mail User Setup without an ARKONA security profile, but they will not be able to access the **F10=Mail** function to send and receive server mail without a profile to log on to ARKONA.

2. Remove any users you do not want to use the ARKONA Server Mail function.

- a. Take option **4=Delete** by a user ID to remove it from ARKONA Server Mail.

3. Give each mail user a password.

- a. Take option **2=Update** by a user ID to display the Add New Contact User window.



```

Add New Contact User
User ID          JIM
Name            JIM
Company*       R02
Department Assigned* ACCT
Password/Short Cut JIM
IBM Signon User Id JIM
                This is the User Id the
                System will notify when
                mail is received.

Optional Numbers
Payroll Employee #
Sales Number

```

Add New Contact User Window

- b. Tab down to the Password/Short Cut field and key in the new password.
- c. Press [ENTER] to save.

4. Update other user profile settings if desired.

- a. Take option **2=Update** by any user ID you want to change.
- b. Press [ENTER] to save changes.
 - It's not necessary to change any other settings for ARKONA Server Mail to work.
 - The following table explains the other fields on the Add New Contact User window.

Screen Item	Meaning
User ID	This is the same as your ARKONA log on user ID.
Name	This name pulls from System Environment User Security.
Company*	This is your default company for the ARKONA applications.
Department Assigned*	This is a way of grouping mail users together. Grouping mail users allows you to send a message to a distribution list.
Password/Shortcut ID	This is the password you will use to retrieve messages.
IBM Sign On User ID	This is your ARKONA server user ID. This is the system user ID the messages will be sent to. For example, if all of your salespersons use a generic system user ID, you could enter that user ID here and they would be notified that messages are waiting, but only the user the message was intended for will be able to retrieve the message.
Payroll Employee #	Leave this field blank.
Sales Number	Leave this field blank.