

Using the Administrator Web Mail Account

The Web Mail accounts are a completely separate part of the Pasadena Jaycees Website. These accounts allow for custom email addresses and file sharing among Administrators. If you're not sure what a Web Mail account is, here are some examples:

community@pasadenajaycees.org
treasurer@pasadenajaycees.org
president@pasadenajaycees.org

These (and others) are all accounts that are set up separately from any personal Pasadena Jaycees user account. That means that a different person "owns" each Web Mail account every year. (eg. The new president uses the president@pasadenajaycees.org account.)

There are Web Mail accounts for every portfolio as well as several special case accounts. Here are some examples of special case accounts:

programsales@pasadenajaycees.org
halloween@pasadenajaycees.org
foundation@pasadenajaycees.org
kasukabe@pasadenajaycees.org

If you feel there is a need for a new special case account to be created, contact the webmaster.

How do I Log In?

To access your Web Mail account, point your browser to <http://www.pasadenajaycees.org/ControlPanel>

Login using the username and password of the account. The username is everything in front of the "@". Example: treasurer, kasukabe, etc.

The password is set by the owner of the account. This is usually easy to find out however if the account is not active contact the webmaster for a new password.

What do I do here?

There are many things you can do once logged in, however the most common activities are as follows:

- Set an email forwarding address
- Upload a file

Setting an email forwarding address

If you are the owner of an account and you want official Pasadena Jaycees email to be forwarded to your personal email, or if the account represents a group of people and you want official Pasadena Jaycees email to be forwarded to all members of the group you would set a forwarding address.

- 1) Click on "Mail" in the left column
- 2) Click on "Mail Forwards"
- 3) In the main window click on "New"
- 4) Enter the email address you wish to forward to
- 5) Click "Save"

Things to Remember

- 1) Delete old email forwards (When you leave the board will you still want to be getting official emails?) however it is possible that some email accounts will be forwarded to several people so double check before deleting.
- 2) Do you want the Web Mail account to keep a copy of the email or delete it? Set that option on the "Mail Forwards" screen.
- 3) If you keep copies of the email here, make sure to clean out the Inbox and Empty the Trash on a regular basis. That means logging in to the ControlPanel more than twice a year.

Uploading a file

Some accounts may want to upload a file for use on the website. (Example: A previous Kasukabe visitation event included a link to an audio file so that participants could practice Japanese.)

- 1) Click on "Utilities and Files" in the left column.
- 2) Click on "All Files"
- 3) Click on "Upload File" in the main window.
- 4) "Browse" for the file on your local computer or enter the name
- 5) Click "Save"

The file will be uploaded to the directory "/users/<account name>". (Example: If the president uploaded a file called TEST, it will be in "/users/president/TEST".) To learn how to link to this file from the website look in the Website Formatting Guide.

Changing password

- 1) Click on "Preferences and Settings"
- 2) Click on "Change Password"
- 3) Enter the old password and new password and confirm the new password. Then click "Save"
- 4) There is no 4

That's pretty much it. Make sure you log off when you're done. Thanks!