

Step-by-Step Instructions for Using UBAH Webmail

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When you purchased OrderPro Online, part of the registration process was setting up an email account. If you did not do it then, you can click on the UBAH Webmail link and follow the instructions to set up your account there.

OR, if you have purchased the inTouch application you can follow these specific instructions:

Setting Up Your Email Account within inTouch:

1. Go to OrderPro Online.
2. Click on the UBAH inTouch link at the top of your screen.
3. Click on Email Account Management.
4. Enter your name as you want it to appear to recipients as who your email is from. Ex: "Becky Dean" or "Usborne Books" - try to avoid "cutesy -spam looking" like names.
5. Enter in the email address you want - if it has already been taken, it will have you choose a different one.
6. Enter in your password and verify it .
HINT: it is easier to remember just one password for both your inTouch/Order Pro Online AND the UBAH Webmail but you can pick different ones for both.
7. Your email is now set-up ready for you to use.

Getting to UBAH Webmail:

1. Click on the UBAH Webmail link at the top of your OrderPro Online screen or go directly to:
<http://mail.myubah.com>
2. Enter the email address you chose to set up and your password to sign in.
3. Now you can use your email account and personalize it to your needs.

Customizing your UBAH Webmail Account:

1. Click on OPTIONS in the left-hand menu.
2. There you will have the following options to choose from...
Personalize - to customize the appearance and operation of your account.
Compose - to customize the appearance and operation of message composition.
Calendar - to customize the operation and settings of your calendar.
MDaemon Settings - to customize your MDaemon mail account settings (meaning... this is where you can forward your mail to a different email account).
Folders - to create personal folders to store and manage your messages within UBAH Webmail.
Filters - to set rules to distribute your incoming messages to specific folders, and/or to prevent unwanted mail. All emails are scanned for viruses and automatically deleted if they are infected.
ComAgent - to monitor your mail and synchronize your address book with ComAgent (meaning... this is how you can get your address book in your current email to the UBAH Webmail w/o having to type everything in again).

Personalize Option

Here you will have many options to choose from - if you are not sure what to choose just go with the default. Look up what you don't understand in the HELP section.

NOTE: You should keep the default standard theme if you have dial-up internet service/slow connection speed.

LookOut - A familiar user interface, requires Internet Explorer 5.5 or higher. Suggested for higher bandwidth connections.

Standard - A frames based theme that is more graphical than the Simple theme, but is not as heavy as LookOut.

Compose Option

Again this is self-explanatory. If you don't understand something look it up under HELP - they have great explanations/instructions. Here for example is how to spell check your messages - copied *directly* from the help section. Can you catch their spelling error below?? ©

To Spell Check your messages:

1. Select the language that you want Spell Check to use from the "Spell Check Language:" list box near the bottom of the Compose page.
2. Click Spell Check or on the Compose toolbar.
3. Each word that is in question will be displayed in a drop-down list box containing alternate spelling choices. Make a spelling correction by clicking the arrow on the side of the list box and then choosing a selection from the list that will be displayed.

4. If a word's drop-down list doesn't contain a selection that you desire, click Finished or to return to the Compose page where you can manually retype the word in question.
5. If you want to add a word to your dictionary then click beside the list box displaying the word that you want to add.
6. When you have finished making your corrections, click Finished to return to the Compose page with your corrected message.

-OR-

- Click Send Now to send your corrected message without first returning to the Compose page.
7. If you wish to send your message later, click Send Later and your message will be saved in the Drafts folder maintaining any corrections that you may have already made.
 8. If you click Send Now or Finished after your session has timed out then the text will be saved as a Draft message that can be resumed after logging back in to WorldClient.

NOTE: You can have Spell Check skip over certain words by adding them to your Dictionary. The Dictionary is located on the Personalize page. Click Options on the Navigation Bar and then choose Personalize.

Calendar/Folders/Filters:

Read how to utilize these options within the HELP section.

MDaemon Settings:

This is where you can have messages sent to your xxxxx@myubah.com address, automatically forwarded to a different email account.

1. Click on My Account in the left-hand menu.
2. Choose YES for "This Account is Currently Forwarding Email".
3. Choose whether or not to retain a copy of forwarded mail. If you choose YES you need to make sure to empty your in-box at the UBAH Webmail once-in-a-while or it will get full.
4. Type in address(es) that you wish to forward to - you can have more than one.
5. You can choose whether or not to have a text go back automatically to the sender by typing a message in the auto-responder text box like... "Thanks for your interest in Usborne Books. I'll be getting back to you shortly. If you don't hear from me within 2-3 business days please email me again or call me at _____ or "I'll be out of the office til _____"

Remember whatever you type there will go back to *everyone* that emails you at that account. There is also an auto-responder option within the inTouch program if you want additional/different email addresses for separate auto-responder applications. Only ONE email address is included at no extra charge w/the OrderPro online subscription.

If you leave the auto-responder text box *blank*, it will forward emails sent to xxxxx@myubah.com to the email account(s) you specified *without* sending the senders any automatic messages.

ComAgent:

-----Original Message-----

"There is a ComAgent that is included with the web mail package that you can download to your computer. It lets you keep track of you mailbox without having to actually be logged in through the web mail form and it gives you access to your inbox. Also it allows you to synchronize your online address book with a local address book of your email client. So you could use that if all your downline is already in your address book.

You can find this ComAgent by logging into the Web Mail client ([<http://mail.myubah.com>](http://mail.myubah.com) or log into OrderPro Online and click on the icon). Once logged in, Select the Options link and then you will see a link for the ComAgent. Open that page and look for the button that says "Download the ComAgent Installer". Click the button to begin downloading and then run the installation file.

To configure the ComAgent you will need location of the World Client Server. Type [<http://mail.myubah.com>](http://mail.myubah.com) for the URL and then enter your email address and password.

To synchronize your address, start the ComAgent if it is not running. You should see a globe icon down in the lower right corner by the clock. Right click on this icon and choose the properties option. In the properties window, you should see a tab for the address book that lets you configure which local address book you want to use. Then uncheck the "Synch public contacts with this folder" option and make sure "Synch private contacts with this folder" is checked and is pulling the information from the correct place. Then press the "Synchronize contacts now" button to begin uploading you contacts to the Web Mail system.

PLEASE NOTE: If you upload contacts to the public contacts section, that would make those contacts visible to any one who has a myubah.com email address and logs into the Web Mail application." [Upload as PRIVATE contacts!!]

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