

Managing your NWOCA Email Account

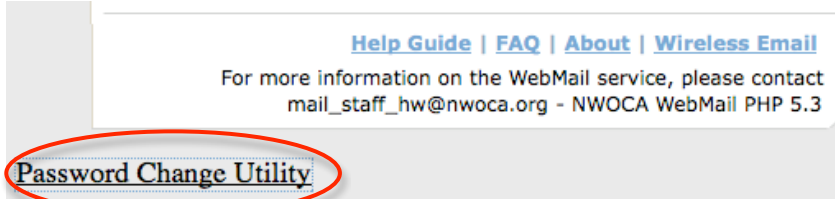
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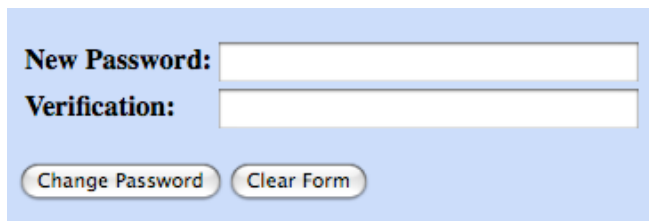
Changing your password.

Changing Your NWOCA password every 180days will be required under State Auditor rules and for your own protection.

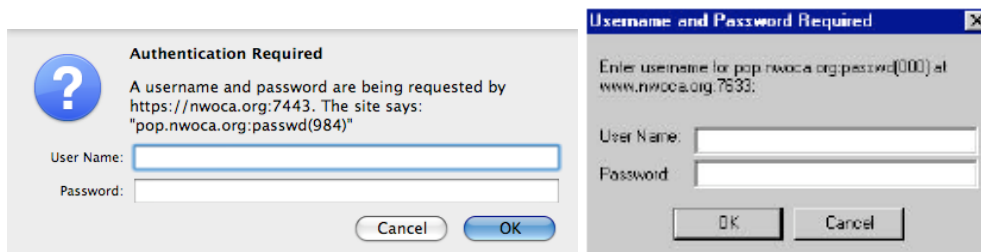
To change your password you use the **Password Change Utility** link which can be



Use the form provided to change your password.
Enter your new password in each box.

A screenshot of a password change form. It has a light blue background. There are two text input fields: 'New Password:' and 'Verification:'. Below the fields are two buttons: 'Change Password' and 'Clear Form'.

Note you will be asked for your username and old password once you click the **Change Password** button.



Mac Authenticate Dialog

Windows Authenticate Dialog

Enter your *username* (the part before the @nwoca.org)

Enter your *old password* (if your current password has not expired yet) or your *temporary password* (if your password expired and you were given a temporary one)

Please note that NWOCA's email system remembers all passwords and does not let users have the same password if it has been used before. Your new password will need to be at least 8 characters long and preferably be made up of letters and numbers for better security.

Successful

Your PMDF *mail* password was successfully changed.

When you next try to access your *mail* account, you will need to use your new password.

Any incidental output from the server will appear below.

The successful message indicates that your new password has been activated and you can use it to log in to Webmail.

Click the back button three times to return to the webmail log in screen.

Unsuccessful – Password already Exists

Unable to change your PMDF *mail* password.

An error occurred while attempting to change your *mail* account password:

```
SET PASSWORD command failed; unable to change password; Password found in system dictionary; please choose another string
```

Your password has not been changed. If you require assistance, please contact your system administration.

This message indicates that you have tried to use a password that has already been used by you or someone else in the NWOCA system.

You will need to click the back button in your browser and try another password.

(HINT: use words and numbers for your password e.g. google1102)

Unsuccessful – Password and Verification do not Match

Unable to change your PMDF *mail* password.

An error occurred while attempting to change your *mail* account password:

```
SET PASSWORD command failed; new password does not match verification string
```

Your password has not been changed. If you require assistance, please contact your system administration.

This message indicates that you did not type the same password in both the password and verification boxes. Click the back button in your browser and re-type the passwords.

Using Email Programs to Connect to your NWOCA Email.

If you would like to connect to your NWOCA email account using regular email programs such as Microsoft Outlook or Apple Mail you will need to setup an account using the following settings.

In order to access NWOCA's mail services with a traditional mail client, you must configure it properly. NWOCA provides several different types of email accounts which have slightly different configuration options. Use the table below to identify the type of account and select the appropriate options.

If your email address ends with	Incoming Mail Server	Access options	Outgoing Mail Server
nwoca.org	nwoca.org	IMAP or POP3	nwoca.org
pop.nwoca.org	nwoca.org	POP3	nwoca.org
email.nwoca.org	email.nwoca.org	IMAP	email.nwoca.org

If your mail address does not end with one of the above, then contact postmaster@nwoca.org for assistance.

There are separate guides available from NWOCA Instructional Services that detail how to use the following programs with NWOCA email accounts.

Apple Mail
Microsoft Outlook
Mozilla Thunderbird

Contact instructional services by sending email to mail_staff_ins@nwoca.org or by calling our toll free number 1-800-472-5475 ext 2807

Setting Your Vacation Message

The NWOCA email system also allows you to set a vacation message.

Visit the NWOCA mail page at

<http://www.nwoca.org/www/mail.html>

Note: you can change your password from the first link on this page.

[Password Change](#) Change your NWOCA account password.

Note: If you use POP or IMAP and can not login to get your mail, it may be expired. Try using this option to change it and update the password in your account.

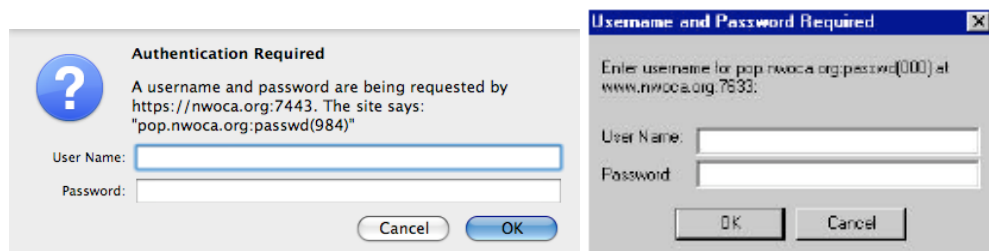
[Mailbox Filters](#) Are you being "spammed"? Getting unwanted mail from people you don't know? Mail from unwanted sources. If you decide to use this feature, read the pages and **Indiscriminate use of filters could prevent all mail from getting to your mailbox!**

Click on **Mailbox Filters**

- [Modify Discard Body filter](#)
- **Vacation Notice:**
 - [Modify Vacation Notice](#)
 - [Show Vacation Notice](#)
 - **Advanced options:**
 - [Modify Do Not Send To list](#)
 - [Modify Send Only To list](#)
 - [Modify Additional Local Addresses list](#)

Click **Modify Vacation Notice**

Note you will be asked for your username and old password once you click the **Modify Vacation Notice** link.



Mac Authenticate Dialog

Windows Authenticate Dialog

Enable vacation notice

Check this box to enable your vacation notice. Each email received by the account

will be sent the message you specify below the first time it is sent from someone to your account.

Days between sending notice to same address.

The first message from someone is always replied to with the vacation notice. This dropdown allows you to set the interval before another vacation notice is sent to the same address. The default is 7 days.

Vacation Notice Subject

This optional field allows you to set the subject for the outgoing vacation notice email. You can put whatever is appropriate for your situation in this box.

Vacation Notice Text

Enter the message that you would like your recipients to receive while you are away on vacation. They will receive this message the first time they send you a message while the enable vacation notice box is checked.

Click on the SUBMIT button to save your changes. Click on the HELP button for more information.

Enable vacation notice
Days between sending notice to same address:

Vacation notice subject (optional):

Vacation notice text:

Click the Submit button to save your changes.

Turning of the Vacation Notice.

Once you return from vacation and no longer require the notice to be sent out to each new email message, uncheck the enable vacation notice box and click submit. Your vacation notice will now be inactive.