

AT&T Website SolutionsSM

Business Class Email



AT&T Business



This document contains information that will help you to quickly get started in setting up your email accounts.

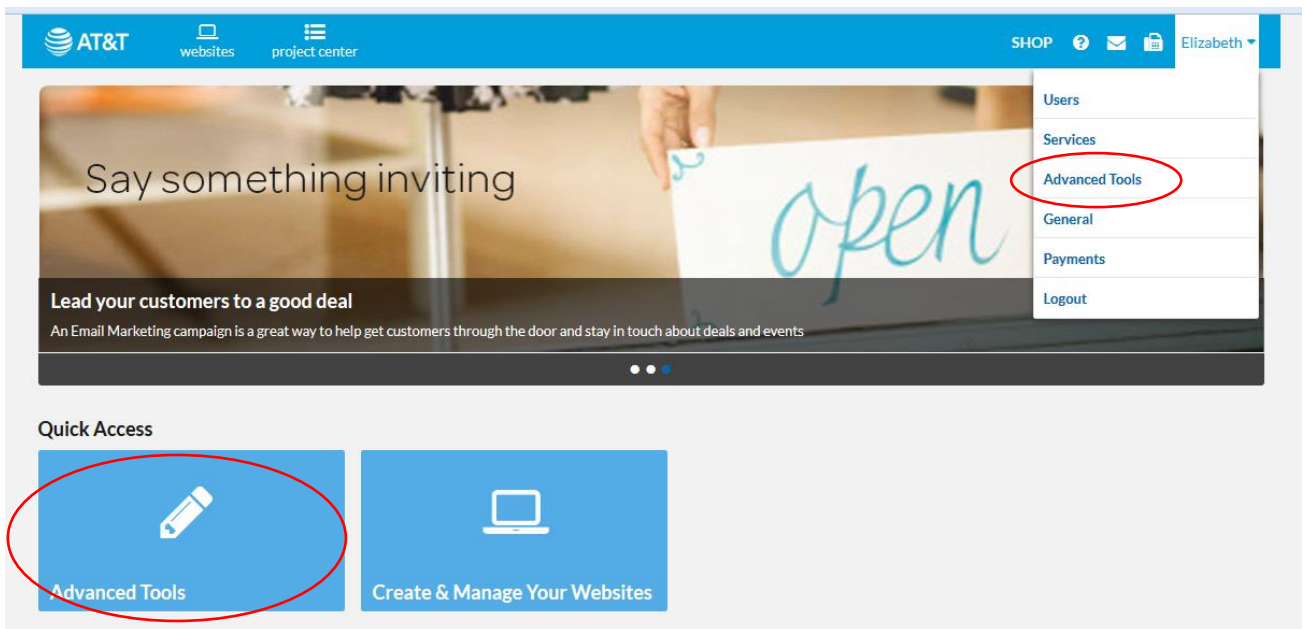


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Locate your Advanced Tools and Applications

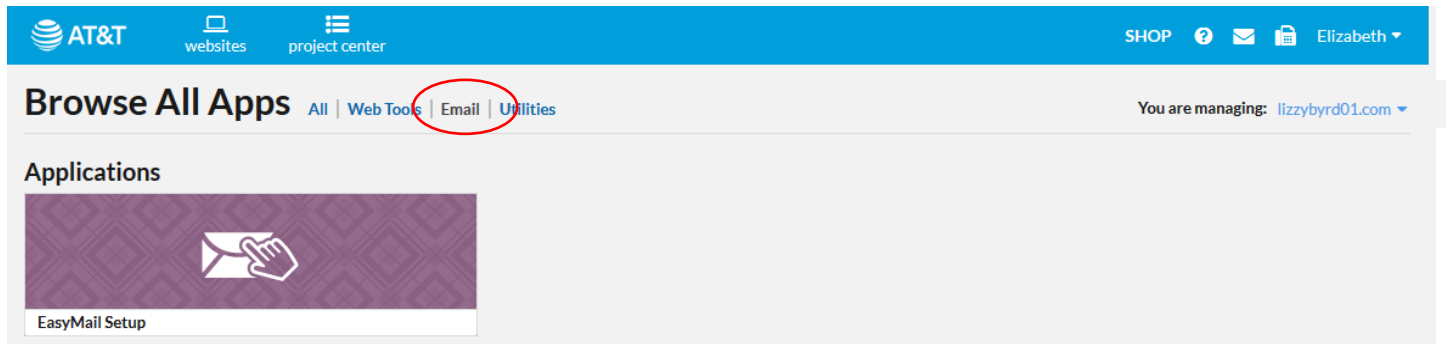
Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.



When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.



Business Class Email is found in the Email category under EasyMail Setup.



Getting Started – Business Class Email

Business-branded email addresses, mobile synchronization, online collaboration tools and huge storage are just a few of the features you have access to with AT&T Business Class Email.

EasyMailSetup is your email administration tool that allows you to easily setup and manage your Business Class Email accounts. Empower your employees with individual, branded email addresses. Features include:

- Creating and modifying email accounts
- Managing email account passwords and viewing email settings
- Setting spam filters and viewing storage utilization per email address
- Accessing help tools for setting up and managing your email addresses on your desktop and mobile devices.

Get Started By Creating Your Business Class Email Accounts

Step 1 – launch the configuration wizard by clicking on the 'EasyMailSetup' icon within the AT&T Control Panel.

Step 2 – with the EasyMailSetup interface open click 'Create a new account'. This wizard will walk you through a step-by-step process to set up your email addresses.

Main Menu

Quickly and easily manage Email accounts.

Create a new account

Here you can create a new Email account or Alias account.

Modify an existing Email Account

Modify the properties of existing Email and alias accounts. You can modify Junk Filtering settings, forwarding settings, or other account properties.

Go to my Dashboard

The dashboard gives you an overview of all your Email accounts.

Settings

You can upgrade your Email features.

Help

Get help with Email problems.

Follow the steps to get your email addresses up and running quickly:

- Select 'Create an Email Account'.
- Fill in the requested email account details -
Recommendations for individual users email addresses would be using their first initial and full last name (ex. ido@companyname.com).

New Account Type

Please select which type of account you would like to create.

Create an Email Account

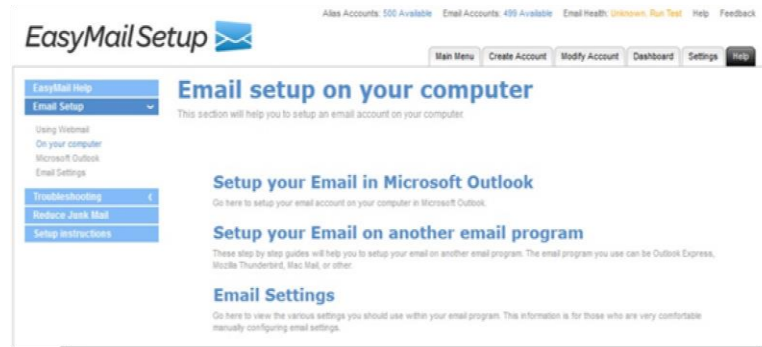
You are currently using 0 of 5 available Business Class Email Accounts.
"Email" accounts allow you to send and receive Email. They can be accessed by Webmail, POP3, IMAP.

Create an Alias Account

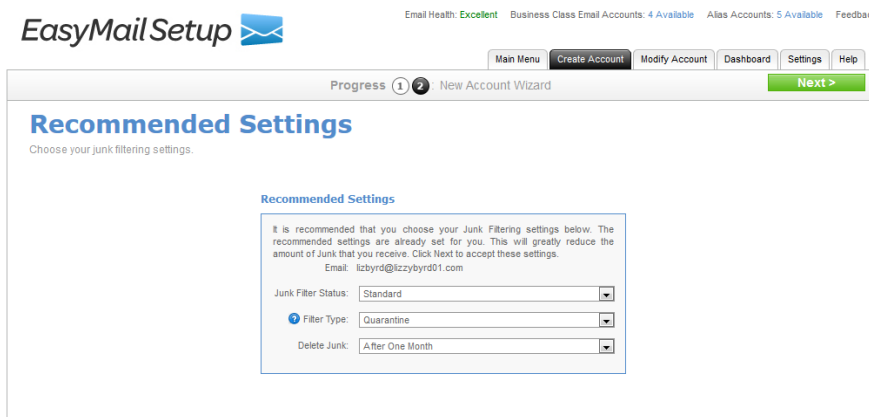
You are currently using 0 of 5 available Alias Accounts.
"Alias" accounts are Email addresses which forward mail to one or more Email accounts. Aliases do not have their own inbox.



Step 3 – setup your newly created email address on your desktop email client such as Outlook and also on your mobile smartphone. This is easy to do by following the steps right from within EasyMailSetup by clicking on the Help Tab.



Recommend Settings – choose your junk filtering settings

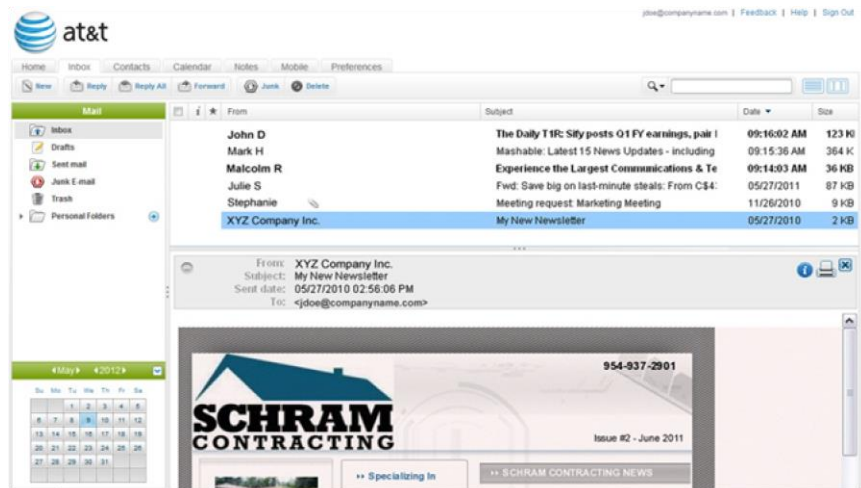


With Business Class Email you also have access to a feature rich web-based mail interface that allows you to manage your email inbox, contacts, calendars, email preferences and much more. This interface provides you with important productivity tools including email message compose, and collaboration with co-workers including sharing calendars and contacts. You can also wirelessly synchronize your calendar and contacts between the web-based interface and smartphone device, ensuring that your important information is the same across your many devices. In addition, you can store and manage files directly within this web-based interface.

Get Started Using the Business Class Email Web-based Email Interface

Step 1 – type websitesmail.att.com into your Internet browser such as Firefox or Internet Explorer. Don't forget to inform your other email users about this helpful web-based email interface.

From this secure login page, enter your email address and password that you created during your Easymail setup process. Once you created that email account, you can log into your mail. Click Login.



Step 2 – once logged into the web-based interface you will be able to do a number of day-to-day email and collaboration functions. There are seven key email sections that you can access by clicking on the tabs.

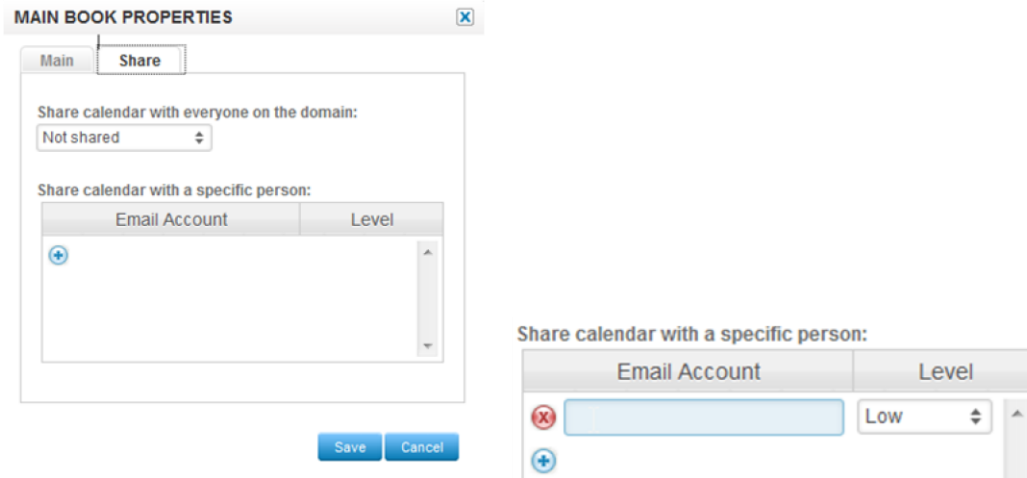
These tabs include:

- Home – A quick view dashboard that displays unread messages; calendar events; tasks; notes; mailbox storage statistics.
- Inbox – This is where you will have access to your email messages, compose and reply to emails, search emails within your inbox and much more.
- Contacts – here you will be able to setup personal and shared contacts. Please see our Managing Email guide for more information about importing your contacts and calendar.
- Calendars – here you will be able to setup personal and shared calendars, setup meetings and view other users calendars within your company, while tracking day to day tasks
- Notes – a great place for taking notes while in meetings and on calls
- Mobile – here you will have access to setting up your email on your mobile smartphone and gives you access to the sync clients that will allow you to wirelessly synchronize your calendar and contacts to and from your smartphone device and web-based interface.
- Preferences – your place to manage email settings and setup your email signature, change spam preferences, change email password, and setup auto reply messages which is great for when you are going to be away from your email for long periods of time, like when you go on vacation.

Sharing Calendars

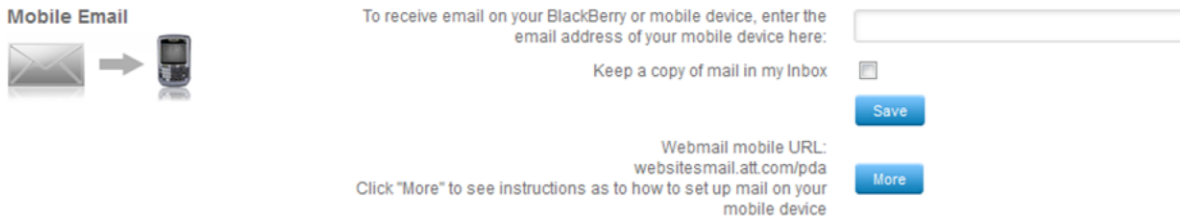
Any calendar that you create can be shared with other users in your domain. Users who share your domain includes anyone whose email address after the "@" symbol is the same as yours. For example, if your email address is "myemail@calendardomain.com", then any user whose email address ends in "@calendardomain.com" is in your domain. It is also possible to restrict access (or assign special access to) individual users in your domain.

There is also some flexibility in the types of access granted within a calendar. For example, if you share a calendar with low permissions, others can only view the calendar information; however, if you add a specific email account with high permissions, this account will have edit permissions.



Mobile Email

This allows you to forward your email to your mobile device. You can use the email address associated with your webmail domain, or you can choose to forward a copy to an alternative email address.





Synchronizing your Data

You can synchronize your contact lists, calendar events, task lists and notes with Outlook, Outlook Express, Blackberries and other SyncML-enabled mobile devices using SyncSuite.

SyncSuite synchronizes your Calendar and Contacts between your RIM BlackBerry™, iPhone Microsoft Outlook™, Microsoft Outlook Express™, or other mobile devices. This means that all your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office, and your Microsoft Outlook Express™ at home.

To download the applicable client program, click the "Mobile" button located at the top of the Webmail interface, and select the appropriate client to download. The "installation instructions" link on the download page will provide you with step-by-step instructions, detailing how to download and install the client on your computer or compatible mobile device.