



Managing your RSA IONOS Email Account Guide

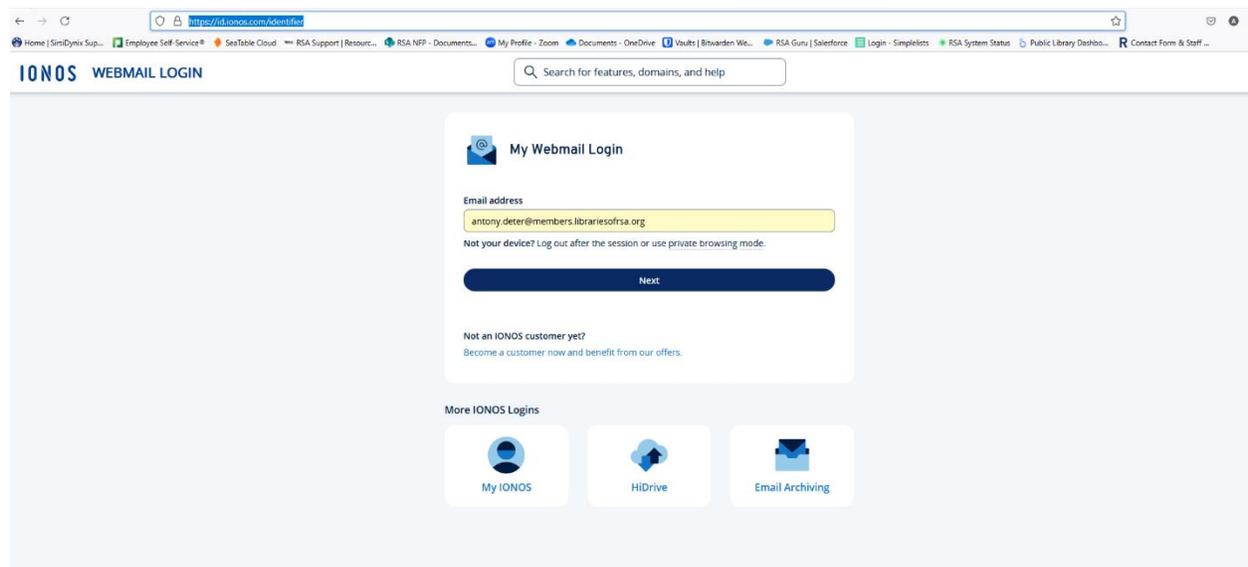
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Logging in to your RSA IONOS email account

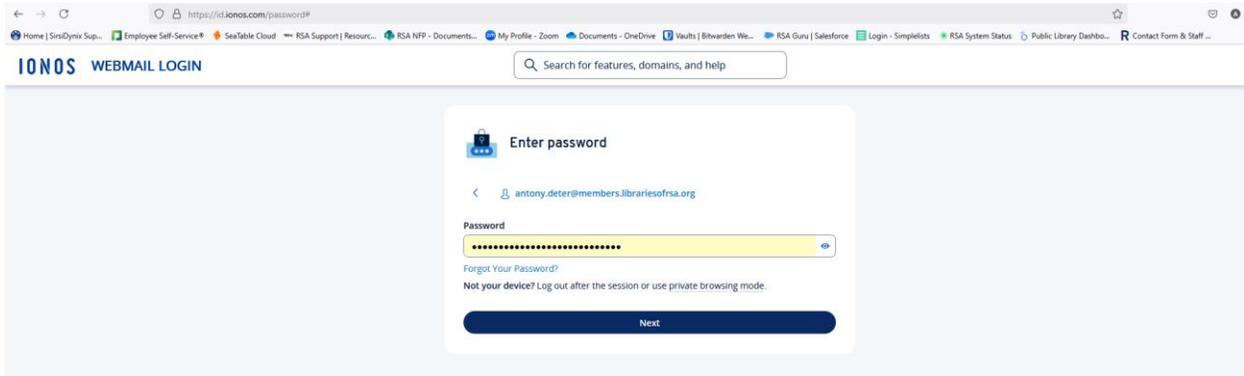
1. Open your internet browser and navigate to the IONOS Webmail Login Screen at <https://id.ionos.com/identifier>.



2. Enter your library's RSA IONOS email address. The email address follows the format of your library's WorkFlows System Code in lower case followed by @members.librariesofrsa.org. Click Next.

For example, RSA's System code is AG_ALS-PDC so it's email address is: ag_als-pdc@members.librariesofrsa.org. Note there are no spaces in email addresses; underscores or hyphens are used in the System Code,

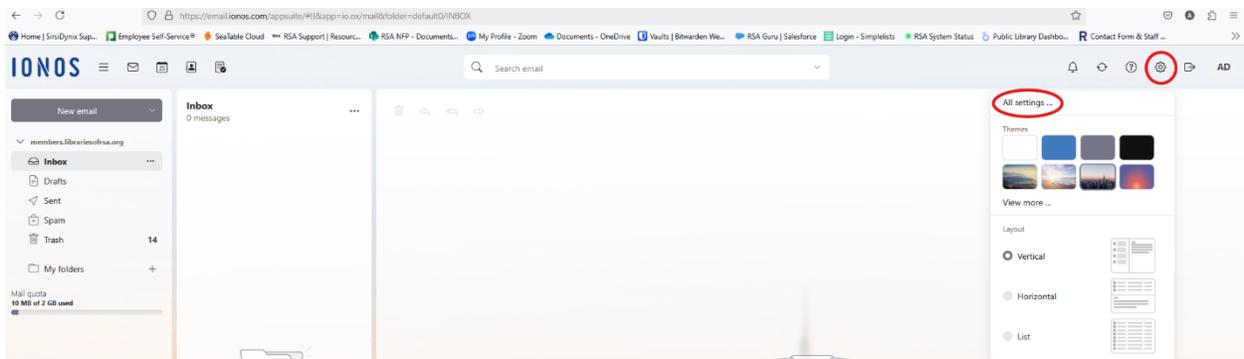
3. At the next screen enter your library's password and click Next.



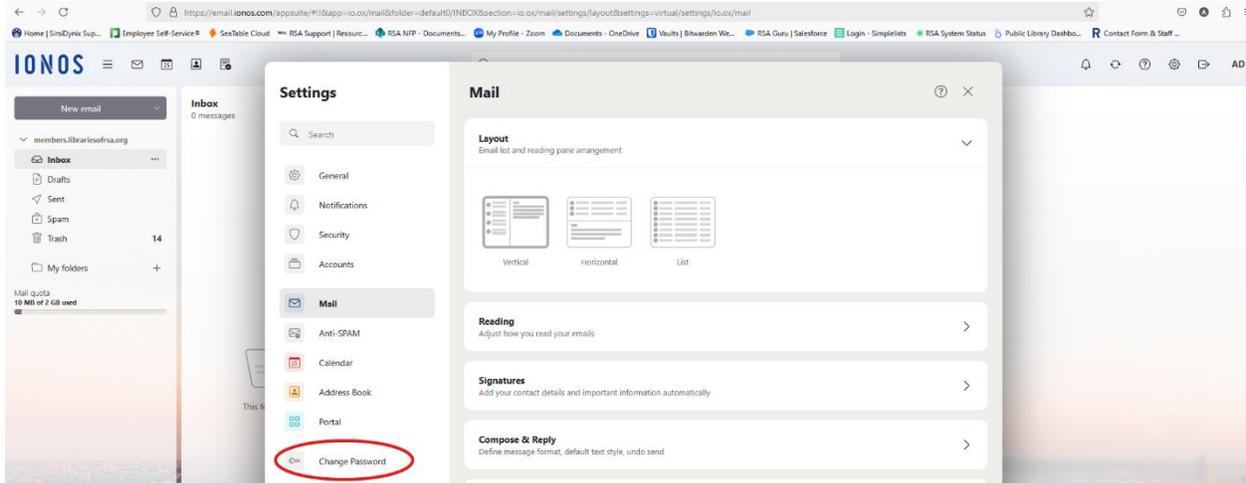
What to do if you want to change or have forgotten your RSA IONOS password

You may change the password to your RSA IONOS email account. If you change it and then forget it, RSA can help you reset the password but will not keep track of it. Contact the RSA Help Desk at help@rsa.nfp or 866-940-4083 if you need help resetting the password.

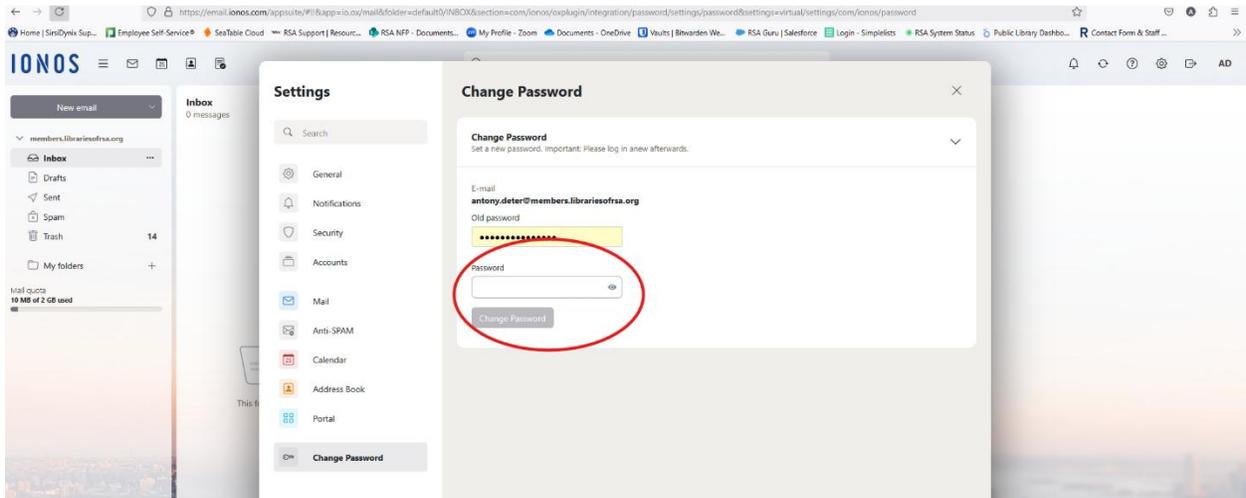
1. Click on the Gear symbol near the top right of the screen to open the settings
2. Click on All settings...



3. Click on Change Password



4. Enter your new password in the Password box and click Change Password.



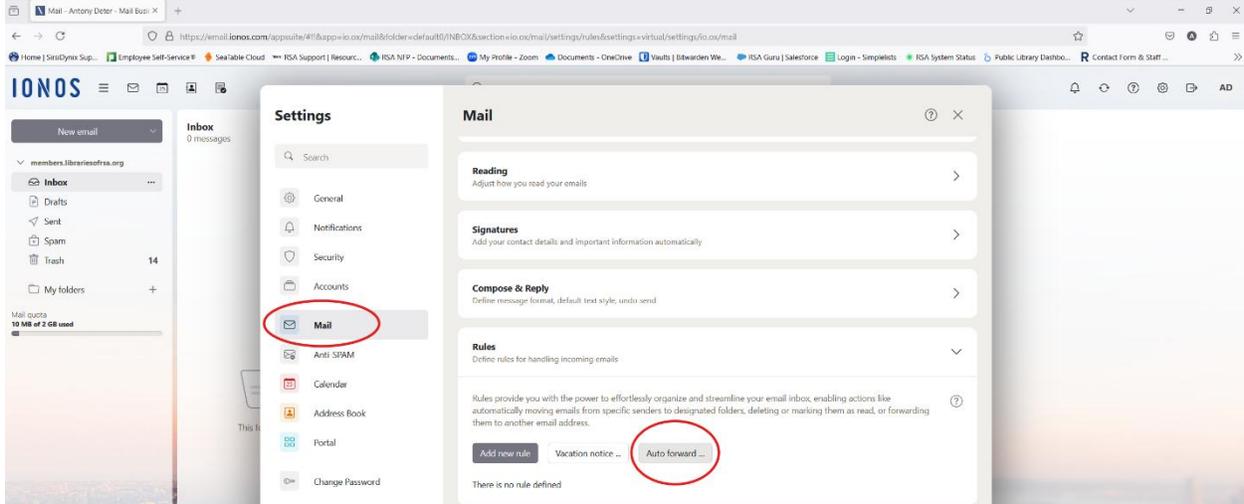
There is no need to inform RSA of this change.

Forwarding your RSA IONOS account emails

All the emails received by your RSA IONOS account can be automatically forwarded to another email address. If you set up this feature you should ensure that that email address is accessible by anyone needing access to your pick lists and any Symphony and BCA reports.

1. Click on the Gear icon as above.
2. Click on Mail and the Auto forward... button.

Resource Sharing Alliance



3. Click on the Auto forward button, fill out the email to which you want all emails received at your RSA IONOS email address forwarded and Click Apply Changes.

