

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 <u>https://id.ionos.com/identifier</u>.

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IUNUS WEBMAIL LOGIN	Q Search for features, domains, and help	_
	My Webmail Login	
	Email address	
	antony deter@members.librariesoffsa.org	
	Not your device? Log out after the session or use private browsing mode.	
	Next	
	Not an UMUS customer yet? Become a customer now and benefit from our offers.	
	More IONOS Logins	
	My IONOS HiDrive Email Archiving	

 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.

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IONOS WEBMAIL LOGIN	Q. Search for features, domains, and help	
	Enter password	
	Forget Your Password? Not your device? Log out after the session or use private browsing mode.	
	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 <u>help@rsa.nfp</u> 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...

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3. Click on Change Password

Resource Sharing Alliance

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New email	~	Inbox 0 messages	Settings	Mail	@ ×				
 members.librariesofrsa.org 			Q Search	Layout Email list and reading pane arrangement	~				
			© General						
 ✓ Sent Spam 	14		 Notification Security 						
My folders	+		Accounts	Vertical Horizontal List					
Mail quota 10 MB of 2 GB used			Mail	Reading					
			Anti-SPAN	Adjust how you read your emails	>				
		5	Calendar						
		This	Address 8	Signatures sok Add your contact details and important information automatically	>				
			Con Change Partal	Compose & Reply Define message format, default text style, undo send	>				

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

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New email	~		nbox) mess	ages	5	Settin	igs		Change Password			×							
✓ members.librariesofrsa.org						Q Se	arch		Change Password Set a new password, important: Please log in anew afterwards.			\sim							
😔 Inbox						6	Conoral												
Drafts						121	General		E-mail										
						ф.	Notifications		antony.deter@members.librariesofrsa.org										
Spam						0			Old password										
Trash	14					0	Security												
My folders	+				Ľ		Accounts		Password										
Mail quota 10 MB of 2 GB used					Ŀ		Mail												
							Anti-SPAM		C. Change Password										
				[2	Calendar												
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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.

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✓ members.librariesofrsa.org			9	Search	Reading	>					
Inbox Drafts			0	General	Adjurt how you read your emails	-					
√ Sent			4	Notifications	Signatures Add your contact details and important information automatically	>					
Trash My folders	14 +		0	Accounts	Compose & Reply	5					
Mail quota 10 MB of 2 GB used				Mail	Define message format, default text siyle, undo send	<u> </u>					
			8	Anti-SPAM	Rules Define rules for handling incoming emails	~					
				Calendar Address Book	Rules provide you with the power to effortheady organize and streamline your enrall tabox evabling actions like automatically moving emails from specific senders to designated folders, deleting or marking them as read, or forwarding them to compleme email address.	0					
		This	88	Portal	Add new rule Varation notice _ (Auto forward _)						
	-		0.00	Change Password	There is no rule defined		-				

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.

Auto forward	?
Forward all incoming emails to this address	
antony.deter@railslibraries.org	
Keep a copy of the message	
Process subsequent rules	na I t
Reset	Cancel Apply changes

Auto Sorting Emails into Folders and Forwarding Only Specific Emails

Can you set up Rules to sort incoming emails for you. You can either sort them into specific folders or have only specific emails forwarded to a different address. You can opt to forward ALL emails to a different email account, or only specific ones.

1. Select the gear in the upper right corner and click on All settings... in the drop down menu.

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All settings		
Themes		
View more		
Layout		
O Vertical		
Horizontal		
List		
List options		
Contact pictures		
Checkboxes		
Simple		
Add email account		
Vacation notice		
Statistics		

Settings	Mail	? ×
Q Search		
Notifications	Vertical Horizontal List	
Accounts	Reading Adjust how you read your emails	>
Mail Anti-SPAM	Signatures Add your contact details and important information automatically	>
Calendar Address Book	Compose & Reply Define message format, default text style, undo send	>
PortalChange Password	Templates Add frequent parts as templates to save time	>
	Rules Define rules for handling incoming emails	>
	Folders Determine which folders are shown	>
	Advanced settings	>

2. Select Mail from the left hand menu and then click on Rules.

3. Select Add new rule.

Rules Define rules for hand	dling incoming emails							\sim
Rules provice you n ut gwatically novi hem to another en Add new rule	with the power to effort ing emails from specific mail address. Vacation notice	lessly organize and stre senders to designated	eamline your e folders, deletir	mail inbox, enablin ng or marking them	g actions lik 1 as read, or	e forward	ding	?
autoforward				Edit	Disable	\downarrow	×	

4. Create a title for your rule, then add the specific Conditions and Actions you would like. This is where you select what emails you want to be sorted.

Create new rule ?
Rule name
New rule
Apply rule if all conditions are met
Process subsequent rules
Conditions
This rule applies to all messages. Please add a condition to restrict this rule to specific messages.
Add condition
Actions
Please define at least one action.
Add action

Create new rule

Rule name

New rule

Apply rule if all conditions are met

Process subsequent rules

Conditions

This rule applies to all messages. Please add a condition to restrict this rule to

Add condition	
From	
То	
Cc	ne action.
Any recipient	
Mailing list	
Subject	
Body	
Email address	
Envelope	
Header	
String	
Size	
Sent date	
Current date	

5. Once you have the specifics entered, Save your new Rule.

Create new rule			?
Rule name			
Patty's Naughty List			
Apply rule if all conditions are met			
Process subsequent rules			
Conditions			
From	Contains	patty.kweram@railslibraries.org	Ī
Add condition			
Actions Fease devine at least one action.			
Add action			
File into Redirect to Mark email as			
Set color flag			
Discard			
Reep Set IMAP keywords			
Add IMAP keyword			
Remove IMAP keyword			

In the above example, all emails from the address <u>patty.kweram@railslibraries.org</u> can either be filed into a folder of your creation or redirected to a different email address.

Here is how to select and create a folder:

Select folder	
✓ RSA Internak E-Mail	î
🖂 Inbox	24
📄 Drafts	
🗹 Sent	
😒 Spam	aii
🔟 Trash	
D My folders	-
Create folder	Cancel Select

Select folder	
 ✓ RSA Internak E-Mail ✓ ↔ Inbox 	24
 Pratts ✓ Sent ✓ Spam Trash 	
Create folder	Cancel Select

Create new rule			?
Rule name			
Patty's Naughty List			
Apply rule if all conditions are met			
Process subsequent rules			
Conditions			
From	Contains	patty.kweram@railslibraries.org	Î
Add condition			
Actions			
File into	Select folder	INBOX/Naughty List	Î
Add action			
		Cancel	Save

All emails from <u>patty.kweram@railslibraries.org</u> will now automatically go into the Naughty List folder, regardless of subject or title.

Here is what it looks like to forward only selected emails to a different email address:

Create new rule			?
Rule name			
Patty's Naughty List			
Apply rule if all conditions are met			
Process subsequent rules			
Conditions			
From	Contains	patty.kweram@railslibraries.org	Ō
Add condition			
Actions			
Redirect to		director@library.com	Î
Add action			

All emails from patty.kweram@railslibraries.org will now be sent to director@library.com, regardless of subject or title.

Cancel

Opening Emailed Reports

It's important to note that at this time, IONOS doesn't auto open spreadsheets. You must download, then open them. If you have any questions or concerns, please contact the help desk at <u>help@rsanfp.org</u>.