



Managing your RSA IONOS Email Account Guide

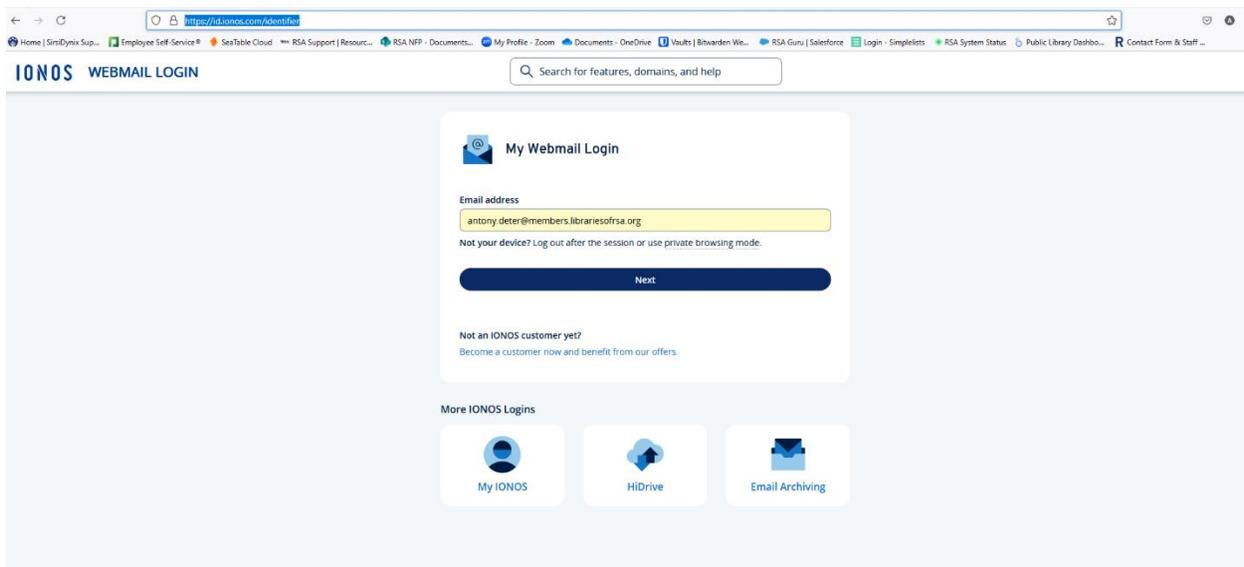
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Logging in to your RSA IONOS email account

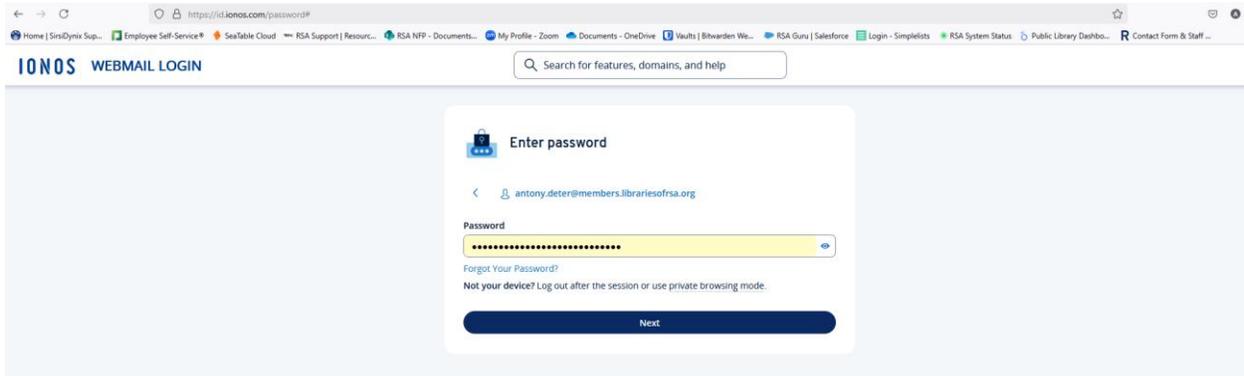
1. Open your internet browser and navigate to the IONOS Webmail Login Screen at <https://id.ionos.com/identifier>.



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 its 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.

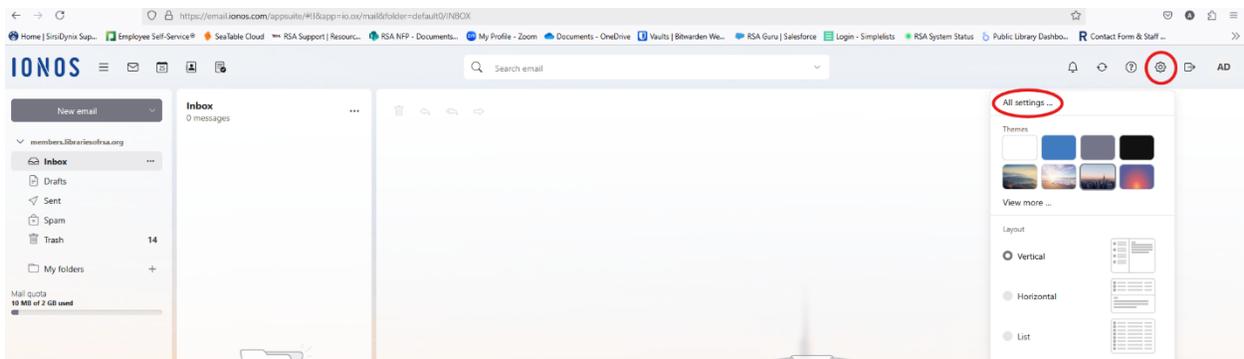
3. At the next screen enter your library's password and click Next.



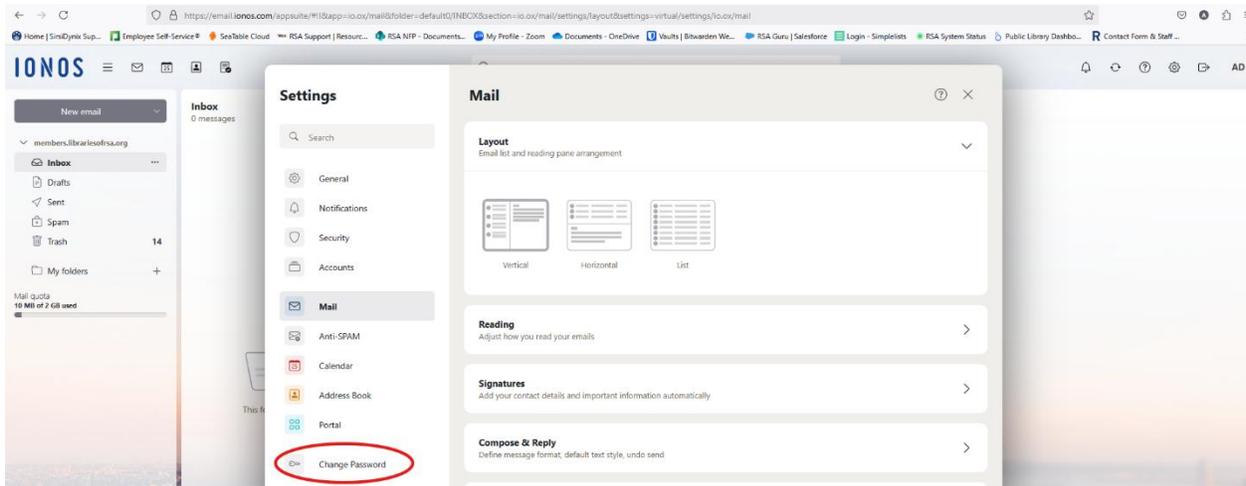
What to do if you want to change or have forgotten your RSA IONOS password

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.

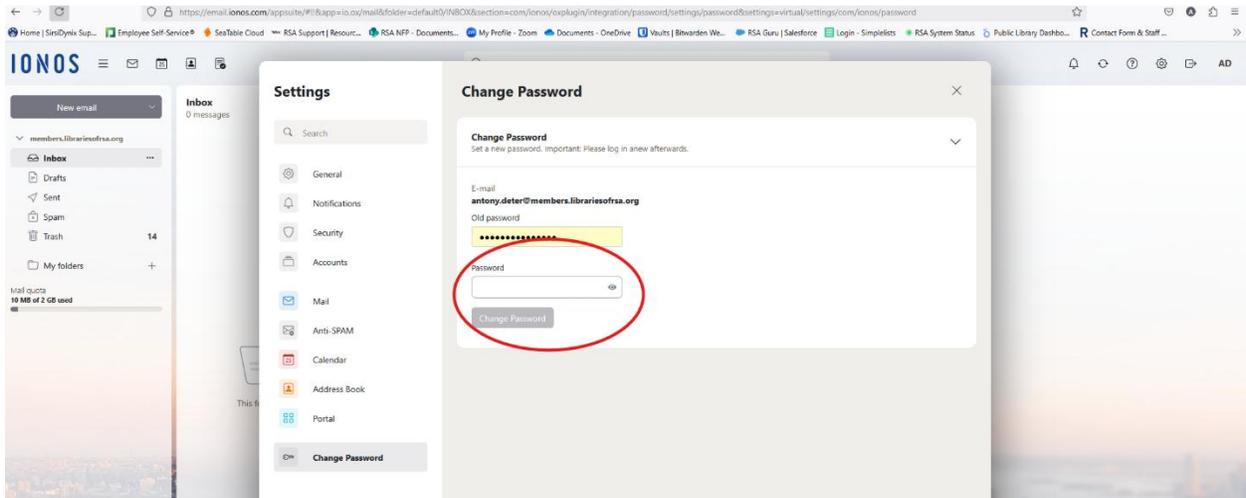
1. Click on the Gear symbol near the top right of the screen to open the settings
2. Click on All settings...



3. Click on Change Password



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



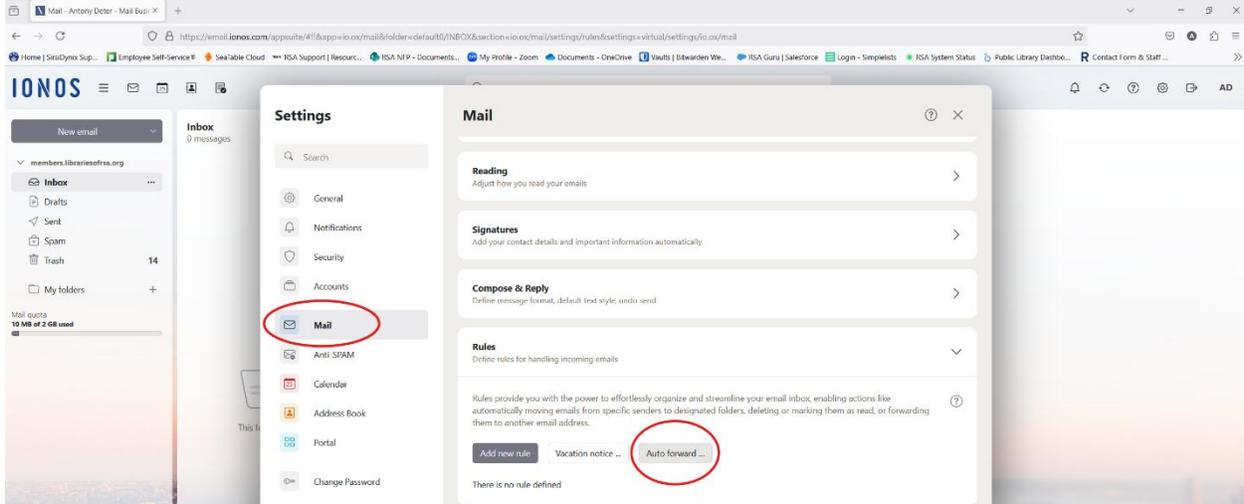
There is no need to inform RSA of this change.

Forwarding your RSA IONOS account emails

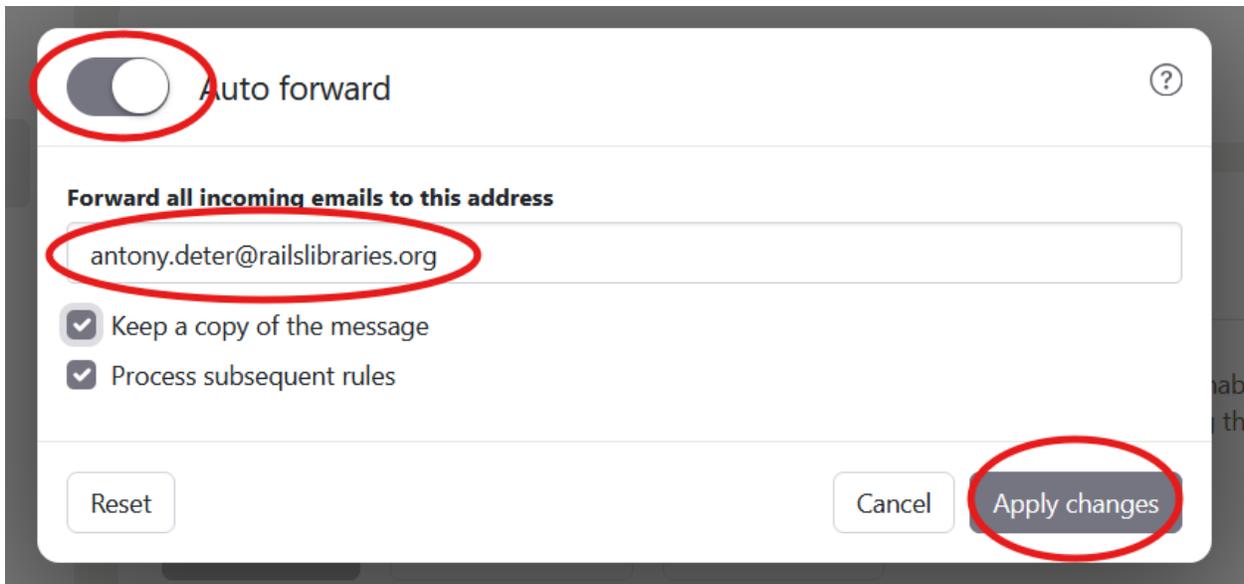
All the emails received by your RSA IONOS account can be automatically forwarded to another email address. If you set up this feature you should ensure that that email address is accessible by anyone needing access to your pick lists and any Symphony and BCA reports.

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

Resource Sharing Alliance



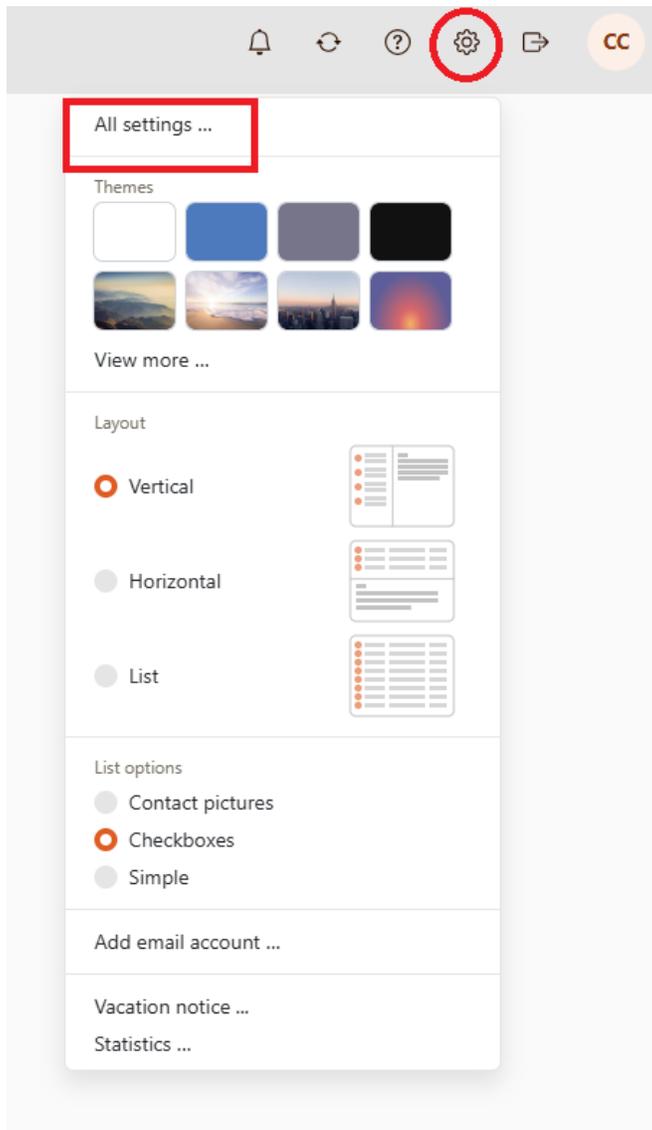
3. Click on the Auto forward button, fill out the email to which you want all emails received at your RSA IONOS email address forwarded and Click Apply Changes.



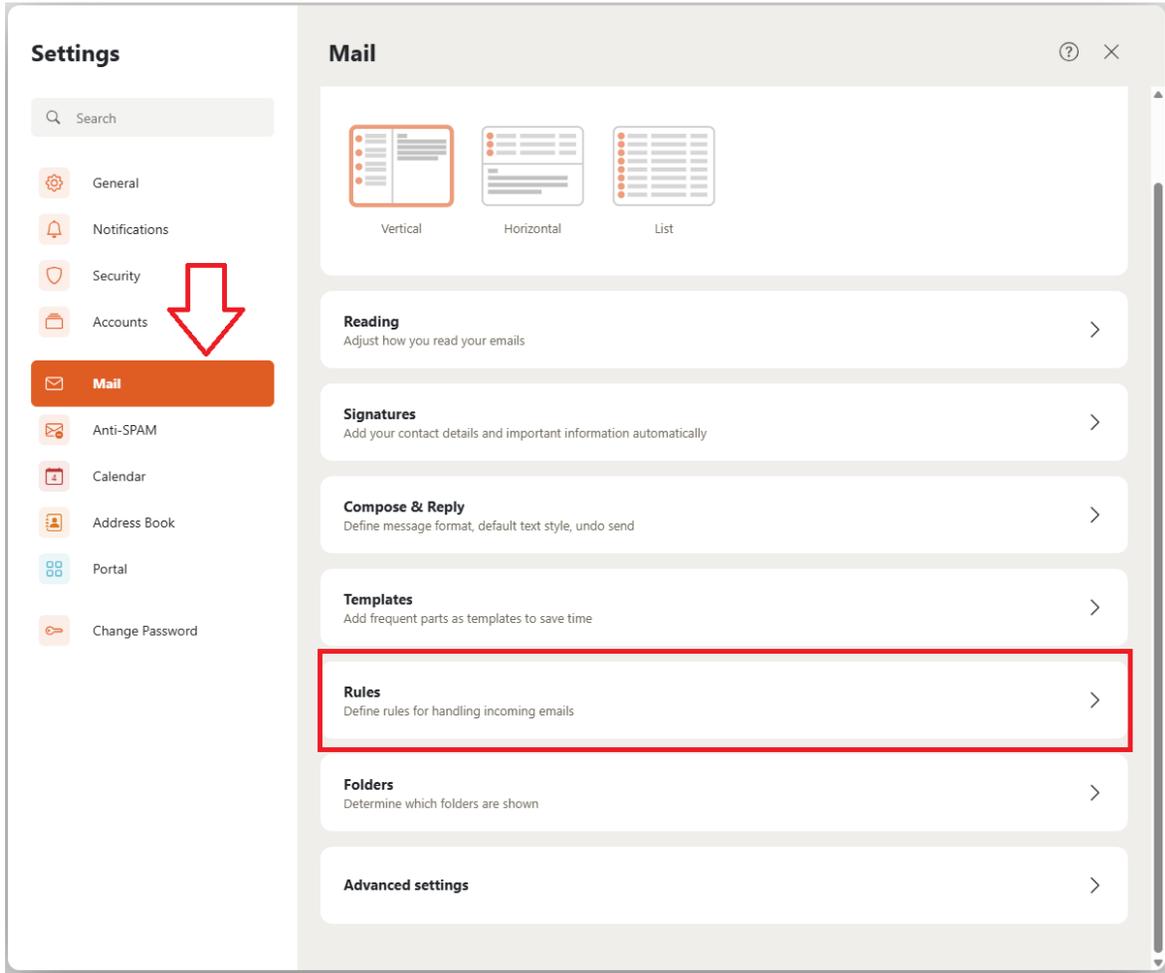
Auto Sorting Emails into Folders and Forwarding Only Specific Emails

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.

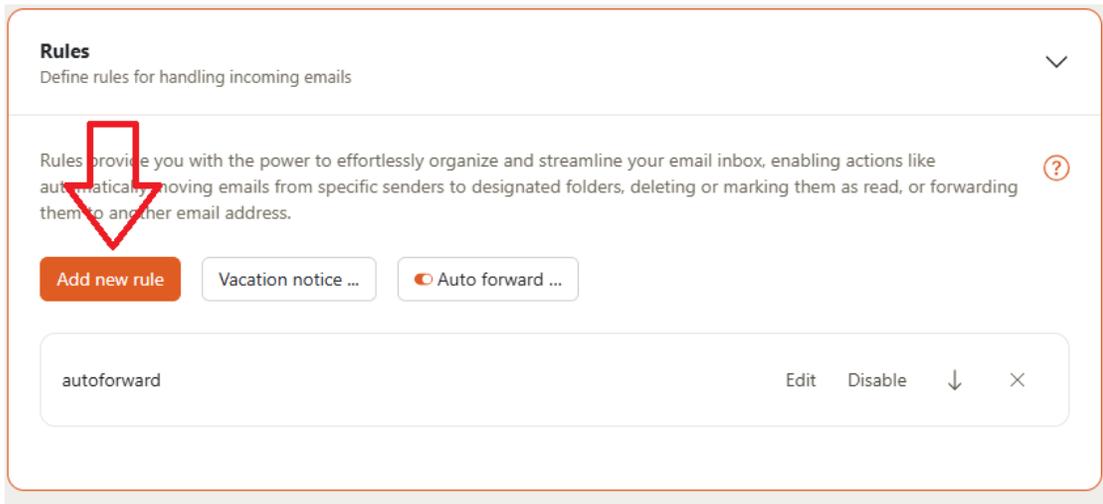
1. Select the gear in the upper right corner and click on All settings... in the drop down menu.



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



3. Select Add new rule.



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
- To
- Cc
- Any recipient
- Mailing list
- Subject
- Body
- Email address
- Envelope
- Header
- String
- Size
- Sent date
- Current date

the action.

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

Add condition

Actions

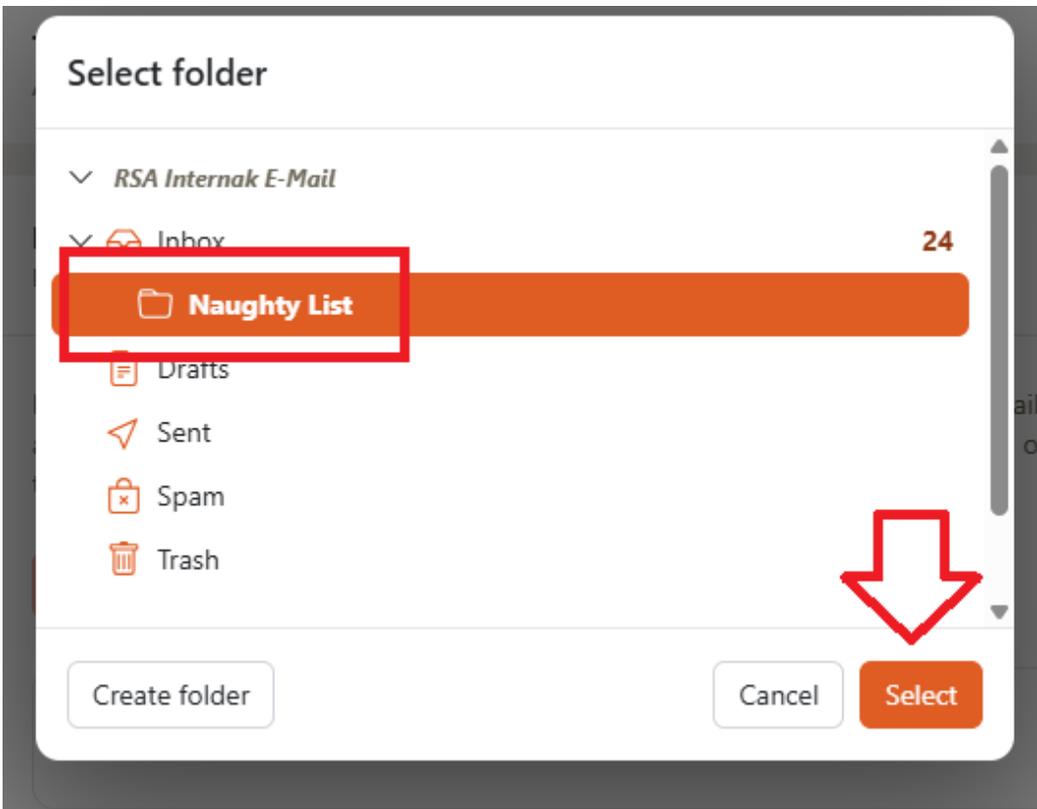
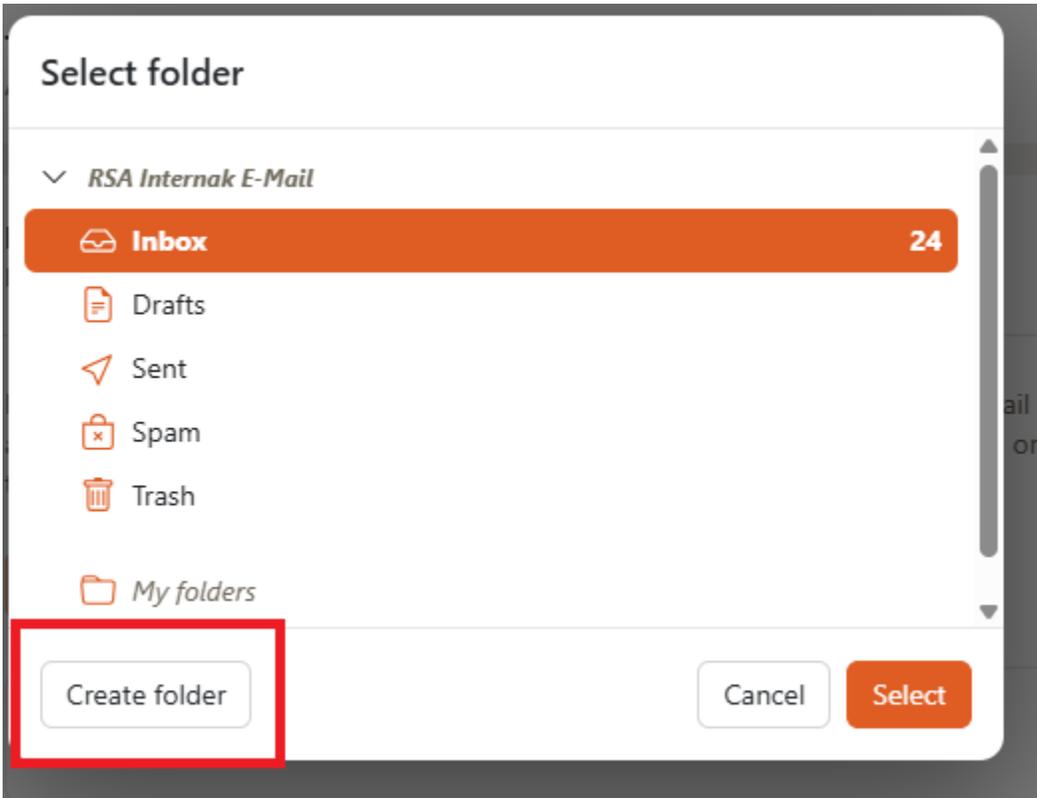
Please define at least one action.

Add action

- File into
- Redirect to
- Mark email as
- Set color flag
- Discard
- Keep
- Set IMAP keywords
- Add IMAP keyword
- Remove IMAP keyword

In the above example, all emails from the address patty.kweram@railslibraries.org 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:



Create new rule ?

Rule name

Apply rule if all conditions are met

Process subsequent rules

Conditions

From	Contains	<input type="text" value="patty.kweram@railslibraries.org"/>	
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Actions

File into	Select folder	<input type="text" value="INBOX/Naughty List"/>	
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All emails from patty.kweram@railslibraries.org 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



Add condition

Actions

Redirect to

director@library.com



Add action

Cancel

Save

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

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 help@rsanfp.org.