

Accessing DAVFRAT E-mail

Access DAVFRAT email at the following URL:

<http://www.davfrat.org/IClient>

Enter: **User Name** and **Password** (domain not required)

Example: Username: PAG Password: Sm0keD0g#



DAV Department & Chapter Email

DAV
Disabled American Veterans

Username:

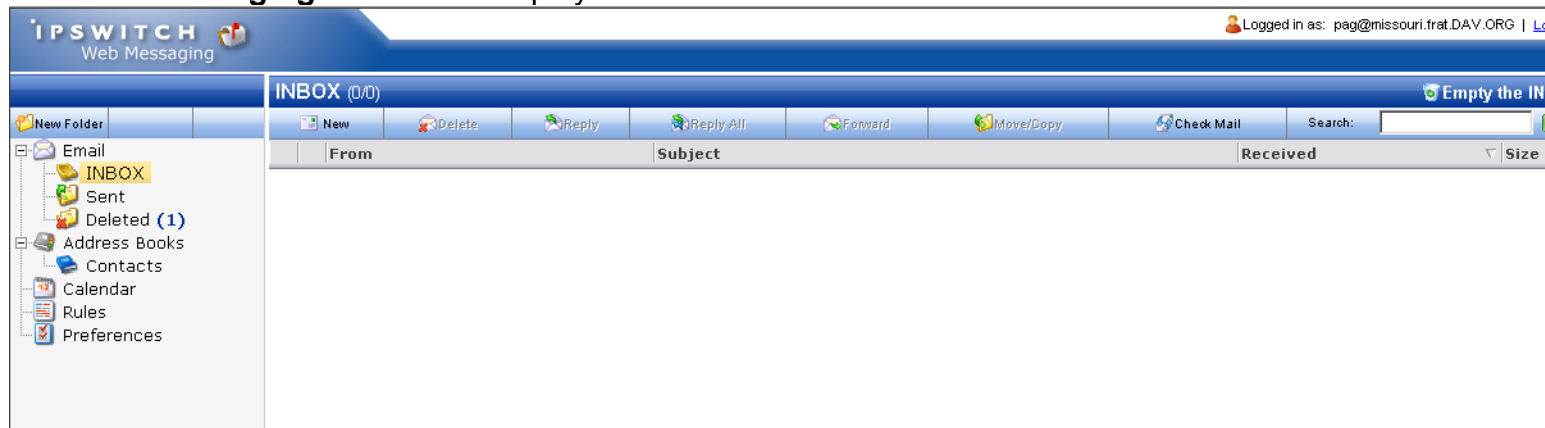
Password:

Language: ▼

Remember my username

Remember my password

The **Web Messaging** Interface is displayed:



IPSWITCH Web Messaging

Logged in as: pag@missouri.frat.DAV.ORG | [Logout](#)

INBOX (0/0) [Empty the IN](#)

Search:

From	Subject	Received	Size
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Left sidebar: New Folder, Email (INBOX, Sent, Deleted (1)), Address Books, Contacts, Calendar, Rules, Preferences

To send a new email message:

1. Click the **New** button.



IPSWITCH Web Messaging

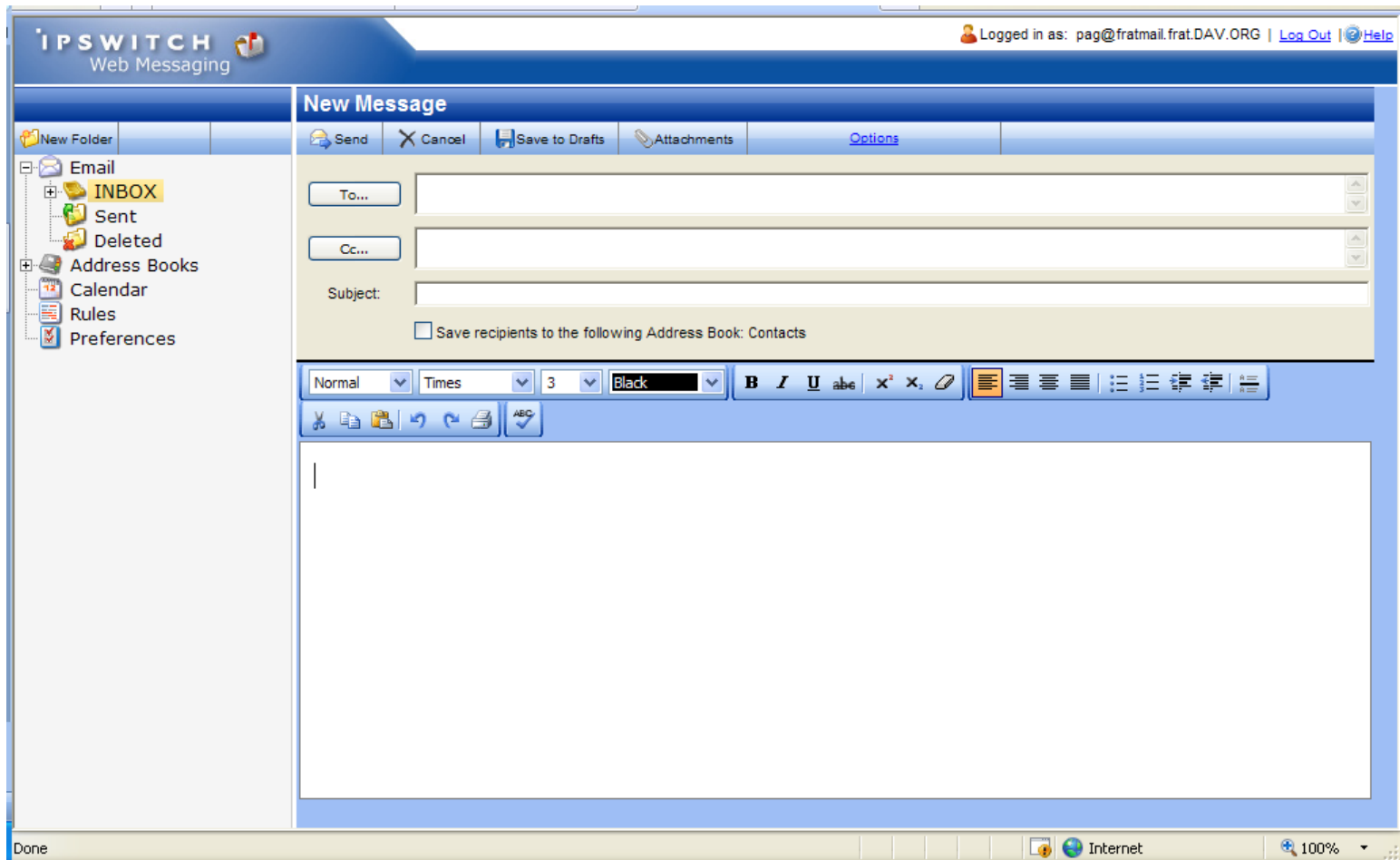
INBOX (0/0)

Search:

From	Subject	Received	Size
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Left sidebar: New Folder, Email (INBOX, Sent, Deleted (1)), Address Books, Contacts, Calendar, Rules, Preferences

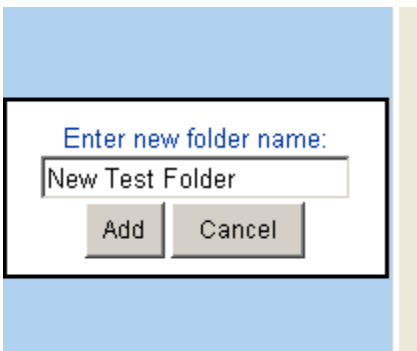
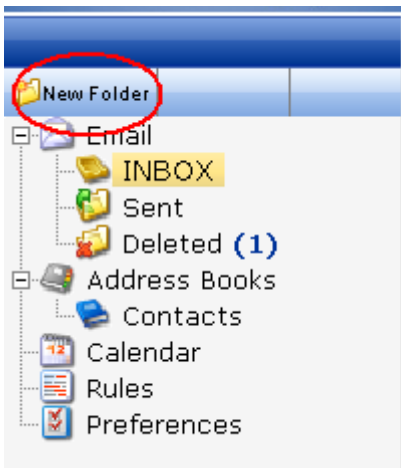
The **New Message** window displays:



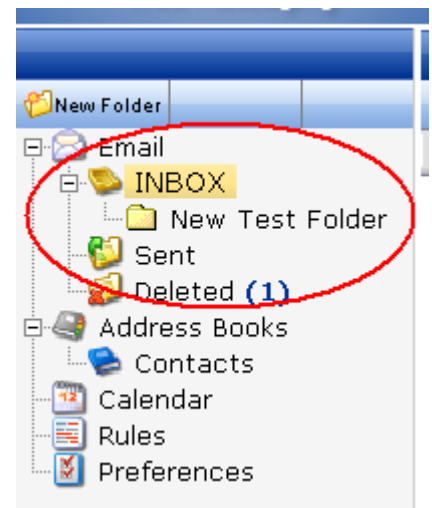
2. Type the recipient's email address in the **To** field.
3. Type the **Subject**
4. Type your message in the body.
5. Click on **Send**.

To create new folders for filing messages:

1. Click the **New Folder** button. 2. Type the new folder name in the **Enter new folder name** field
Click **Add**

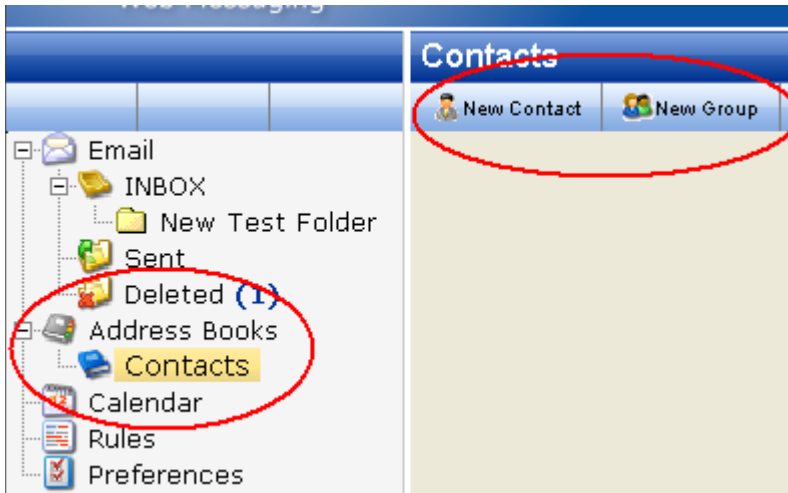


The **New Test Folder** displays:



To administer Contacts & Distribution Lists:

1. Click on **Address Books**.
2. Click on **Contacts**.



3. Select **New Contact** to add contact information for someone.
4. Select **New Group** to create a group of email contacts for a distribution list.

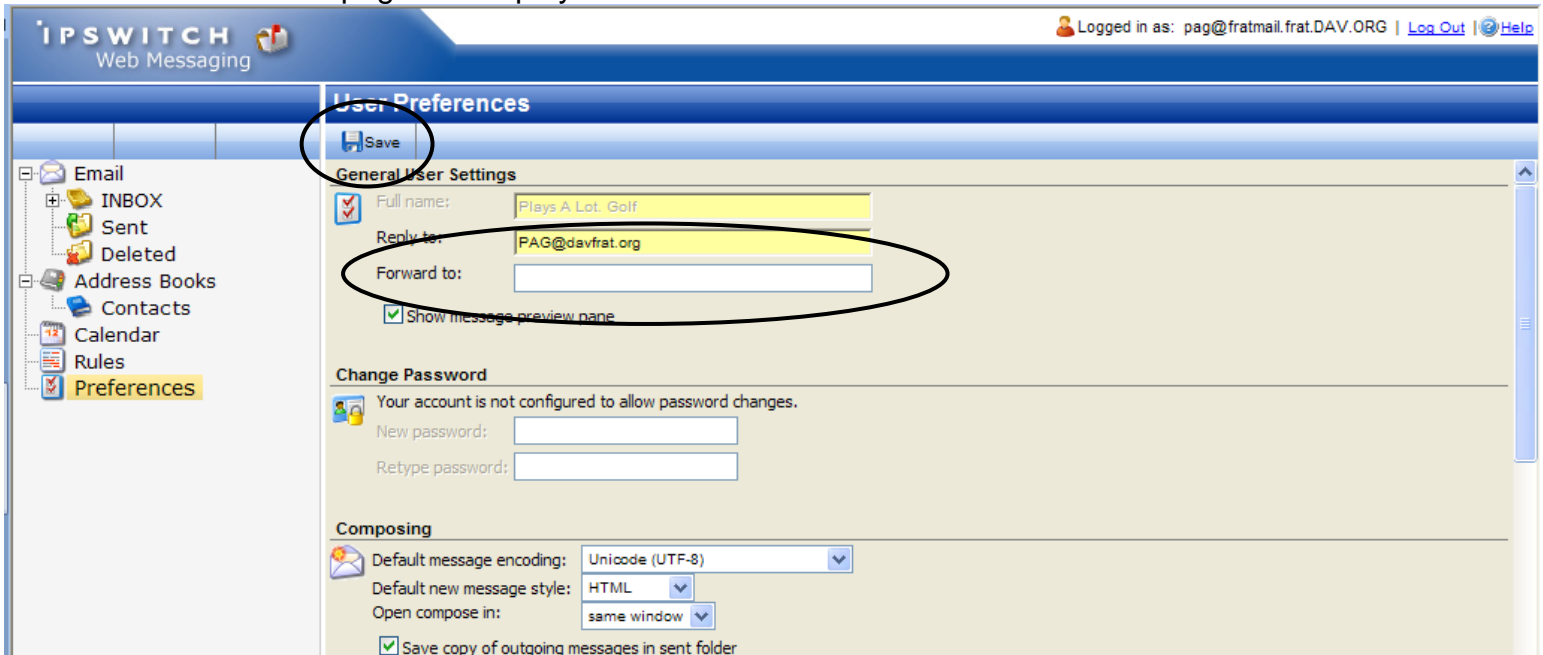
The **Preferences Page** allows you to set some default options for:

1. Forwarding & Replying
2. Delete Options
3. Automatic Responses
4. Signature
5. Out-of-Office Vacation Messages

To set up the email to automatically forward to another email account (such as your home email account):

1. Click on **Preferences**

The **User Preferences** page will display:



2. Under **General User Settings**, click in the **Forward to** field
3. Type in the email address that you want messages automatically forwarded to.
4. Click **Save** (located at the top of the page).