eSageLink My Account Guide

Online Account Management allows you to make changes to your eSageLink account.

Go to www.eSagelink.com and select the My Account icon. Enter your email address and password and press "Submit". The Manage Your Email section allows you to change your password, set up email aliases, set up an auto-responder message, set up email forwarding and configure your email filter(s). Select the desired email address from the list displayed in "Step 1" of the Manage Your Email Accounts window. Choose the desired option from the list in "Step 2". You may also **add a new email address** by selecting this option at the bottom of Step 1.

CHANGING YOUR PASSWORD

1. Select the email address you wish to change in Step 1. Select the "Change Your Password" option in Step 2.
2. Enter the new password of your choice. Your password is case sensitive, must be between 5 and 8 characters in length and contain no spaces.
3. Re-enter your new password.
4. Click on "SAVE".
5. Return to your desktop and click on the Sage Internet icon.
6. Click on "Settings" at the top left of the window.
7. Click on "Connection".
8. Delete the contents in the password box in the dialer settings window.
9. Enter your new password.
10. Select "OK".

CREATING AN EMAIL ALIAS

An email alias is an address that forwards all the email it receives to another account. All email, which is sent to your alias, will be forwarded to: **your account@esagelink.com**.

Note: You cannot configure this service in such a way that the email you send will appear to have come from your alias. You can have up to 15 aliases per primary account**.**

1. Select the email address you wish to change in Step 1. Select the "Email Aliases" option in Step 2.
2. Enter the email alias.
3. Select "Add".

SETTING UP THE AUTO RESPONDER

The auto responder lets you define an "absence" message for situations where you may be unable to access your email for some time. When you receive an email, an automatic response email is sent to the sender.

Email, which is sent to you while your auto-responder is enabled, will still be available for download once you return. To set up the auto-responder:

1. Select the email address you wish to change in Step 1. Select the “Auto Responder” option in Step 2.
2. Enter the date you wish to start sending the automatic response in the “Desired Start Date” box.
3. Enter the date you wish to stop sending the automatic response in the “Desired End Date” box.
4. Enter the desired subject line of the message.
5. Enter the contents of the auto-responder message.
6. Select “SAVE”.

SETTING UP EMAIL FORWARDING

Email forwarding allows you to forward all your eSageLink e-mails to another e-mail address.

1. Select the email address you wish to change in Step 1. Select the “Email Forwarding” option in Step 2.
2. Enter an e-mail address where you would like to receive your message.
3. Select the forwarding type from the drop down box: Select either CC (Carbon Copy) or Forward. A CC (Carbon Copy) will retain a copy of any received email and also forward a copy on to the destination email address you specify.
4. A Forward will route all incoming mail to the destination email address you specify. No copies of received emails are kept at your eSageLink address.

SETTING UP YOUR EMAIL FILTER LIST

This feature allows you to add Reject List and Accept List values to your personal email filter list. Reject List values ensure that email from specified senders and/or domains will not pass through your SPAM filters. Accept List values ensure that email from specified senders and/or domains will pass through your SPAM filters. Values in your Accept List take precedence over values in your Reject List.

1. Select the email address you wish to change in Step 1. Select the "Email Filter List" option in Step 2.
2. Enter the email address or partial email address you wish to reject in the "Reject List" and those you wish to accept in the "Accept List" and select "ADD".
3. Enter only a username if you want to block email from that name regardless of its domain.
4. Enter only a domain name (ie. @domain.com) if you want to block all email from that domain regardless of who the individual sender is.
5. Enter the exact email address (ie. username@domain.com) if you want to block a specific address.
6. Note: Sage may have Accept and/or Reject Lists set up. These will take precedence over your personal list.