



**Institute for Advanced Studies
in Basic Sciences**

Gava Zang, Zanjan, Iran

Email Guide

Dear user, for using mail service, please read the items mentioned in this guide. The contents of this guide will help you avoid future problems. Ask your question by sending an email to f.saadati@iasbs.ac.ir



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Log in to the email

- **First choose a browser**

Enter the link of the university email server <https://mail.iasbs.ac.ir> in the address bar. In this case, the following window is displayed:

IASBS WebMail

Log in to your IASBS email account

Contact the computer center to resolve the issue

1 USERNAME

2 PASSWORD

3 LOG IN

Forgot password? Forgot username?

4 Switch to Standard Interface

English



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In above window:

1. Enter the username, for example: adrang
2. Enter the password
3. Login to email
4. Your current environment is in AJAX mode. If you want to see the classic environment, you can click on **Switch Standard Interface**.

Login to your IASBS email account

USERNAME

PASSWORD

LOG IN

Switch to Ajax Interface

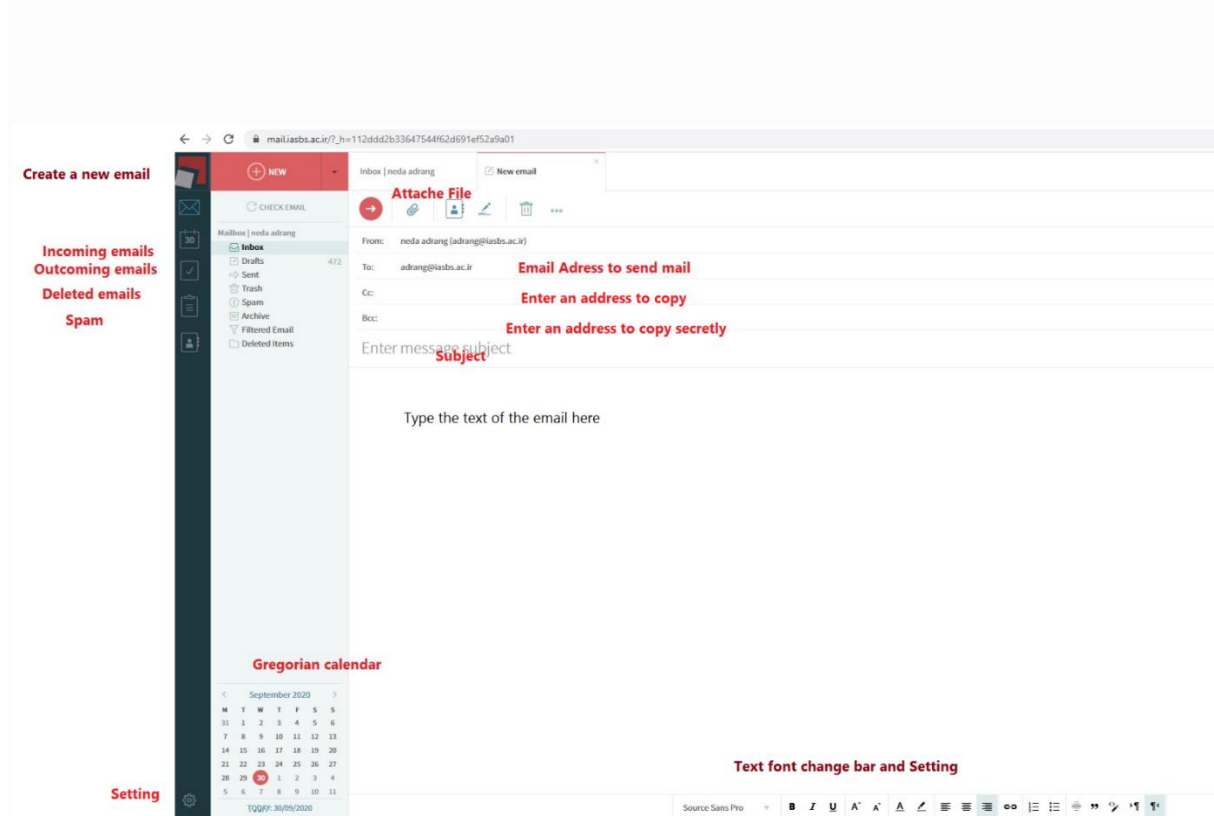
To return to Ajax environment



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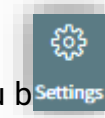
User interface

After entering the user window, you will see the following environment.



Email settings

Click the Settings button in the lower left corner of the menu bar

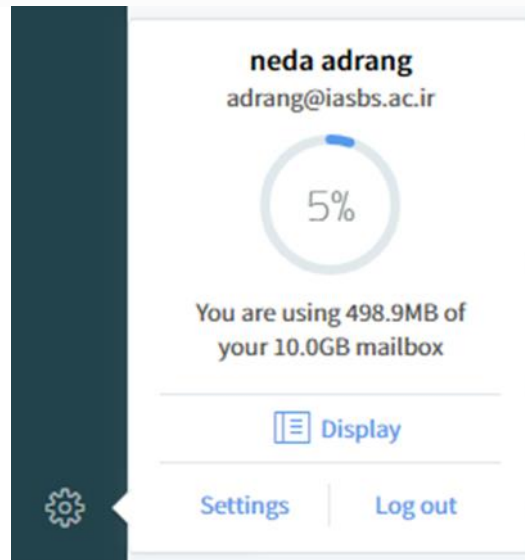


Then the following panel is displayed as shown, where you can see your email Capacity.



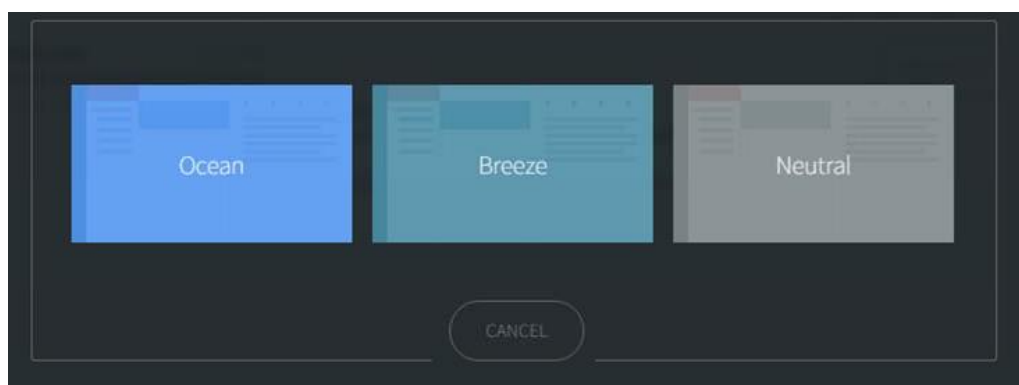
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Display

Choose this item to change Appearance of the panel. You can select one of these options.





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Setting

Managing general settings and privatization of your mail.

Settings

GENERAL

INTERFACE

ANTISPAM

SHARING


FILTERS

ALIASES

IMPORT / EXPORT

INFO

Account info



Full name:

neda adrang

...

Mobile phone ▾

...

CREDENTIAL RECOVERY

MORE



Password change

CHANGE

Signatures

+ ADD SIGNATURE

Signature (1) ▾



Archiving

Archive messages in:

a single archive folder ▾

Out-of-office auto-responder

☐ Enable out-of-office auto-responder

Start:

Now ▾

End:


Never ▾

Subject:

Body:


MORE

Read receipts

☐ Request read receipts 

Send read receipts:

Ask before sending ▾

☐ Request delivery receipts 

SAVE

SAVE & CLOSE

CLOSE

Log out

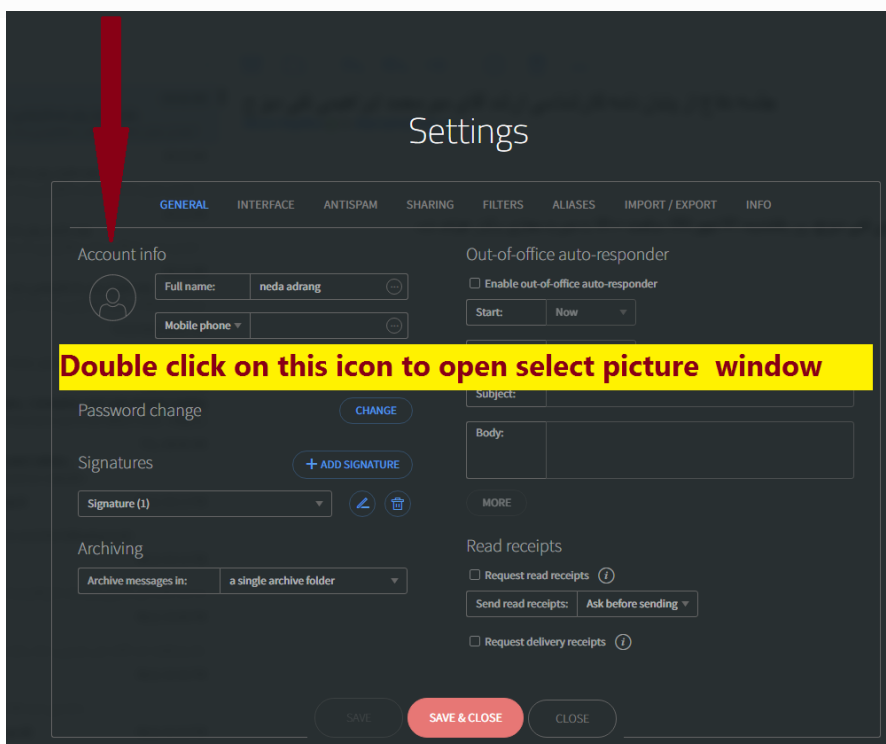
To exit your account.



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Insert an image for the email server user icon

Choose “general option” in setting, you will see a circular icon according to the image shown in the figure below. Double-click on this icon.



In the opened window, select the image path.

As you can see, the selected image appears instead of the default image.

Note: When inserting images, you need to adjust the dimensions of the image according to the box. Use paint, Photoshop or etc.



Note: The image extension must be JPG, PNG or GIF.

✓ Record security information to recover passwords and usernames

➤ The first method

In the Setting window on the General tab, select the Credential Recovery button as shown, answer and save the desired security question.

The screenshot shows the 'Settings' window with the 'GENERAL' tab selected. The 'Account info' section contains fields for 'Full name' (neda adrang) and 'Mobile phone'. Below these fields, the 'CREDENTIAL RECOVERY' button is highlighted with a red arrow and the text 'Answer the security question'. Other sections visible include 'Out-of-office auto-responder', 'Password change', 'Signatures', 'Archiving', and 'Read receipts'. At the bottom, there are 'SAVE', 'SAVE & CLOSE', and 'CLOSE' buttons.

The screenshot shows the 'Credential recovery' dialog box. It has a title bar 'Credential recovery'. Inside, there's a 'Secret Question' section with a dropdown menu currently showing 'What was the name of your first teacher?'. Below that is a 'Secret answer' field with masked characters (asterisks). At the bottom, there are two buttons: 'UPDATE' and 'CANCEL'.



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➤ The second method

In the Setting window on the General tab, select the More button as shown.

The screenshot shows the 'Settings' window with the 'GENERAL' tab selected. The 'Account info' section contains a profile icon, a 'Full name' field with the value 'neda adrang', and a 'Mobile phone' field. A red arrow points to the 'MORE' button located below the 'Mobile phone' field. Other sections visible include 'Out-of-office auto-responder' with an 'Enable out-of-office auto-responder' checkbox and 'Start/End' time pickers; 'Password change' with a 'CHANGE' button; 'Signatures' with an 'ADD SIGNATURE' button; 'Archiving' with an 'Archive messages in:' dropdown set to 'a single archive folder'; and 'Read receipts' with checkboxes for 'Request read receipts' and 'Request delivery receipts'. At the bottom of the window are three buttons: 'SAVE', 'SAVE & CLOSE' (highlighted in red), and 'CLOSE'.

Complete and save the Personal Email section.

It should be noted that it is possible to complete other information about yourself in this section



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Contact details

Personal details	Business details
Nickname:	Company:
Home phone:	Position:
Home address:	Work phone:
Personal email:	Business address:
Yahoo! Messenger ID:	Website:
Personal VoIP address:	Business email:
Google Talk ID:	Business fax:
Live Messenger address:	Business VoIP address:
ICQ number:	Department:
AOL screen name:	Office:
Skype ID:	Profession:
Birthday:	Manager's name:
Spouse's name:	Assistant's name:
Notes:	

UPDATE CANCEL

Attention:

By registering this information, you can use both methods to recover your password or username on the email login page.



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Change password

Choose change in password change

The screenshot shows the Outlook 'Settings' window with the 'GENERAL' tab selected. The 'Password change' section is visible, containing a 'CHANGE' button. A red arrow points to this button. Other sections include 'Account info', 'Signatures', 'Archiving', 'Out-of-office auto-responder', and 'Read receipts'. At the bottom, there are 'SAVE', 'SAVE & CLOSE', and 'CLOSE' buttons.

You can change your password according to the description on the figure .



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Password change

Password: current password

New password: Type new password

Retype new password: Retype selected password

SAVE CANCEL

Choose to save change

Set digital signature at the bottom of the email

In the Setting window of the General section, click on the ADD Signature option to insert a new signature, and click on the pencil icon to edit the signature.



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Settings

GENERAL INTERFACE ANTISPAM SHARING FILTERS ALIASES IMPORT / EXPORT INFO

Full name: neda adrang

Mobile phone

CREDENTIAL RECOVERY

MORE

Account info

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE

GENERAL INTERFACE ANTISPAM SHARING FILTERS ALIASES IMPORT / EXPORT INFO

Full name: neda adrang

Mobile phone

CREDENTIAL RECOVERY

MORE

Account info

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE

Out-of-office auto-responder

Enable out-of-office auto-responder

Start: Now

End: Never

Subject:

Body:

MORE

Signature (1)

Signature (1)

Signature (1)

Archive messages in: a single archive folder

Archive messages in: a single archive folder

Archive messages in: a single archive folder

SAVE

SAVE & CLOSE

CLOSE



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Add signature

HTML

Signature body

Type your favorite text in the box below

با احترام
دورنگ | مرکز کامپیوتر
دانشگاه تحصیلات تکمیلی - علوم پایه - زنجان
زنجان - پلاک استاد یوسف تهرانی پادک، 444
تلفن : 024 33152265
adrang@iasbs.ac.ir | www.iasbs.ac.ir

Source Sans Pro

B *I* U A⁺ A⁻ A



Settings

GENERAL

INTERFACE

ANTISPAM

SHARING

FILTERS

ALIASES

IMPORT / EXPORT

INFO

Appearance

CONFIGURE

Localization

Language: English

Custom language

☐ Automatically update my time zone

Time zone: Asia / Tehran

Date format: DD/MM/YYYY

Time format: 12-hour: hh:mm AM

Week start day: Saturday

Working day starts from Saturday

Work week days: ☒ M ☒ T ☒ W ☐ T ☐ F ☒ S ☒ S

Specify working days

Working hours: 08:00 AM - 05:00 PM

Specify working hours

Calendar: Gregorian

☒ Enable right-to-left editing

Be sure this item is active

Preferences

Body filtering: Low level

Delete items: To trash

☒ Request confirmation when permanently deleting items

☐ Automatically empty the Trash folder on each logout

☐ Automatically empty the Spam folder on each logout

☐ Always display personal & business details, when adding or editing a contact

☒ Automatically add recipients from sent messages to Collected Addresses

☐ Play a notification sound when receiving new email

☒ Mark messages as 'Read' automatically

☐ when they are displayed

☒ after being displayed for 3 seconds

Mark after 3 seconds

☐ when selection changes

Message composing

CONFIGURE

Save change and then close

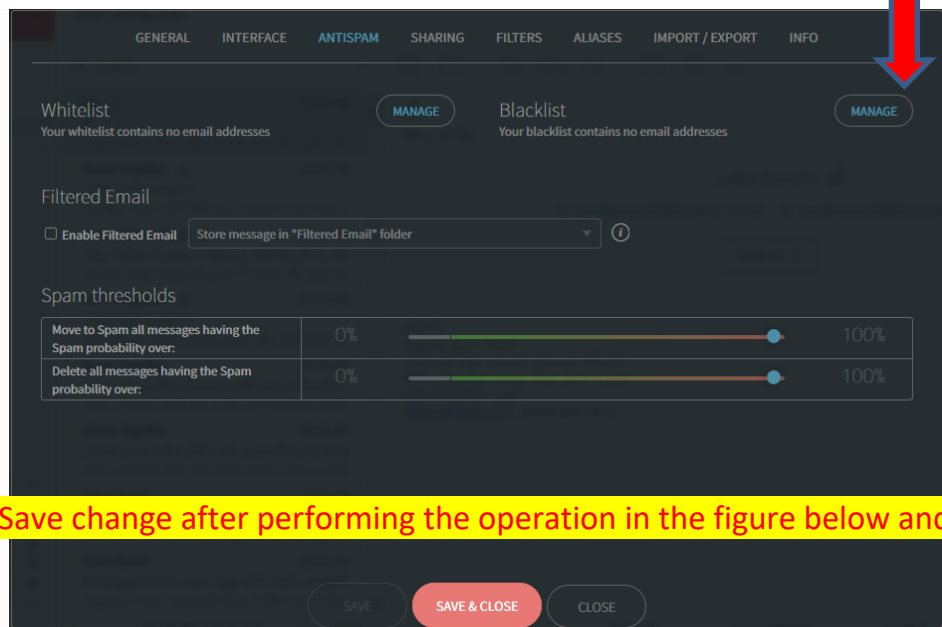
SAVE

SAVE & CLOSE

CANCEL

Specify spam or blacklist emails

ANTISPAM tab in the box specified, you can place the emails that you do not want to be transferred to INBOX in the blacklist group.



GENERAL INTERFACE **ANTISPAM** SHARING FILTERS ALIASES IMPORT / EXPORT INFO

Whitelist
Your whitelist contains no email addresses **MANAGE**

Blacklist
Your blacklist contains no email addresses **MANAGE**

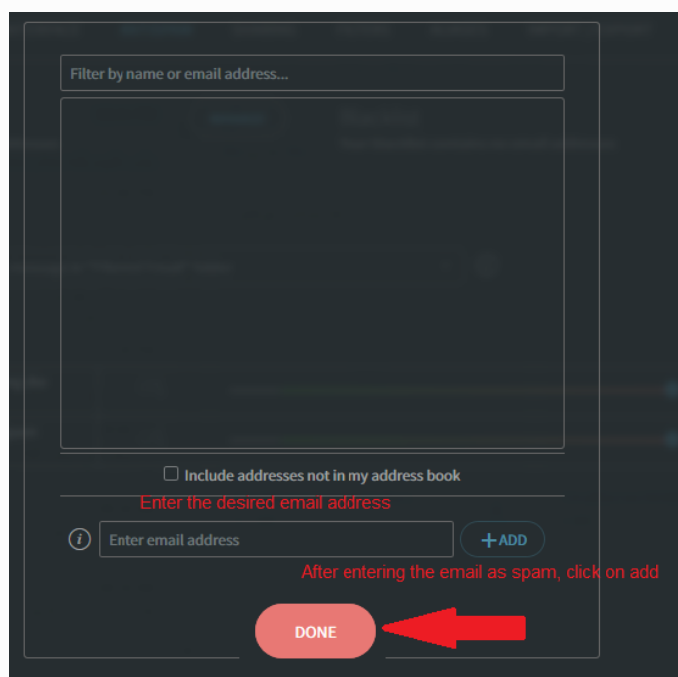
Filtered Email
☐ Enable Filtered Email Store message in "Filtered Email" folder ⓘ

Spam thresholds

Move to Spam all messages having the Spam probability over:	0%	<div><div></div></div>	100%
Delete all messages having the Spam probability over:	0%	<div><div></div></div>	100%

SAVE **SAVE & CLOSE** **CLOSE**

Save change after performing the operation in the figure below and close



Filter by name or email address...

☐ Include addresses not in my address book

Enter the desired email address

ⓘ Enter email address **+ADD**

After entering the email as spam, click on add

DONE



Create a temporary email

Sometimes for download or copy a content, want you to enter mail address. If you have license from administer, you can use temporary email address. Do this by (Temporary Email)

By this, you prevent promotional emails attack. Click on Aliases.

GENERAL INTERFACE ANTISPAM SHARING FILTERS **ALIASES** IMPORT / EXPORT INFO

Temporary aliases

Email address	Expiry date	Options
---------------	-------------	---------

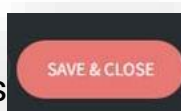
Newly generated aliases will only be available after the configuration is saved.

Permanent aliases (info)

Email address	Alias type
adrang@iasbs.ac.ir	Domain alias

SAVE SAVE & CLOSE CLOSE

Be sure to save and close





Use shortcut key and view the occupied space (Used Quota)

How much space is in the inbox?

If you do not pay attention to the volume of your email and the volume of the email is full, then no email will be sent or received. Follow the path below to know the volume of your email.

In the Setting window at the top, click on the INFO option.

GENERAL INTERFACE ANTISPAM SHARING FILTERS ALIASES IMPORT / EXPORT **INFO**

About

You are connected to Axigen Mail Server version 10.3.1.26.0

Used quota

You are using 515.7 MB (5.0%) of your 10.0 GB mailbox

View the total volume used by each user

Shortcuts

Shortcut	Description	Context
<input checked="" type="checkbox"/> F2	Quick edit current item/selection	Used in tasks list
<input checked="" type="checkbox"/> Ctrl + P	Print current item/selection	Used in items list and in the item view/edit control
<input checked="" type="checkbox"/> Ctrl + S	Save currently opened item	Used in the item edit control
<input checked="" type="checkbox"/> Ctrl + Shift + F	Forward message/selection	Used in the item list, if in the mail section
<input checked="" type="checkbox"/> Ctrl + R	Reply to message	Used in the item list, if in the mail section
<input checked="" type="checkbox"/> Ctrl + Shift + R	Reply to all recipients of the message	Used in the item list, if in the mail section
<input checked="" type="checkbox"/> Ctrl + J	Mark as Spam	Used in the item list
<input checked="" type="checkbox"/> Ctrl + Shift + J	Mark as Not Spam	Used in the item list

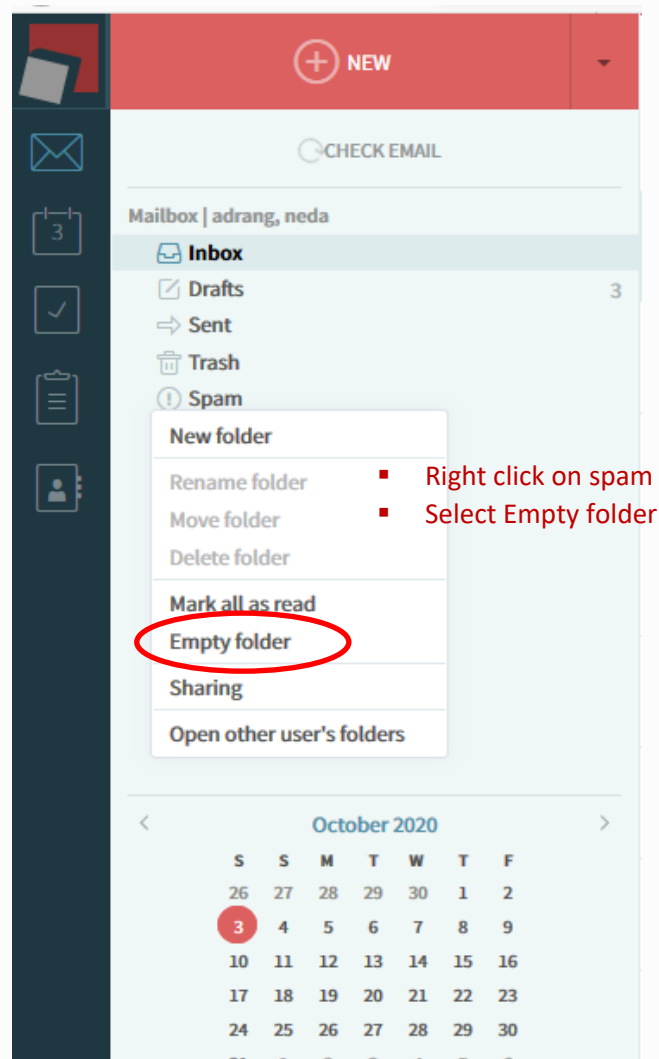
SAVE SAVE & CLOSE CLOSE



Delete spam folder

As a perceptual user should delete the spam mail in spam folder.

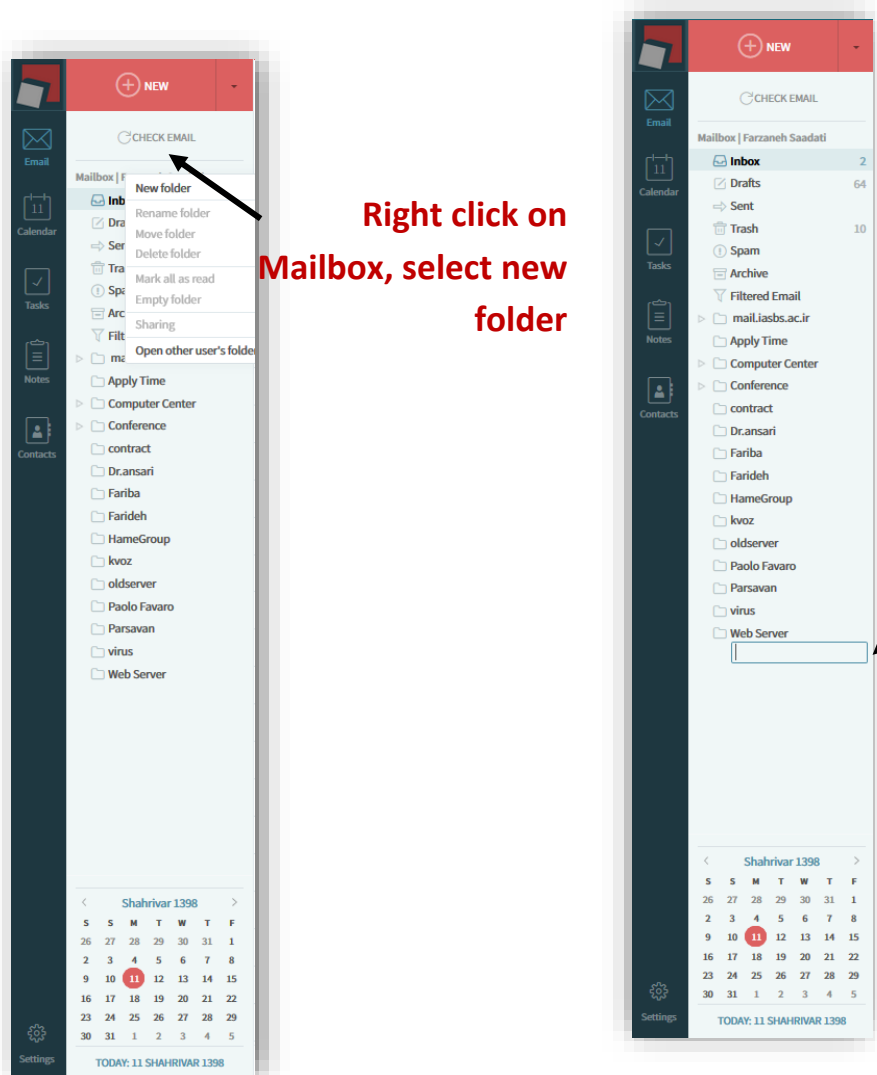
Deleting this spam will prevent the use of space from being used up, which will cause problems in sending and receiving your emails in the future.





Create new folder

You can create new folders to categorize your emails and move your emails to these folders.





Create Mailing List

If you need to correspond within a group, it is possible to create a mailing list, for which the relevant request must be announced to f.saadati@iasbs.ac.ir along with the desired email address.

Subscribe request

- ✓ To become a member of the mailing list, each person must send an email to the address of the mailing list, for example IT98-subscribe@iasbs.ac.ir:
- ✓ It is better for the applicant to join the mailing list to enter his / her name and surname in the email sent in the subject field.

Inbox | Farzaneh Saadati ☒ New email

→ 📎 👤 ✎ 🗑️ ⋮

From: Farzaneh Saadati (f.saadati@iasbs.ac.ir)

To: IT98-subscribe@iasbs.ac.ir

Cc:

Bcc: **Neda Adrang**

Enter message subject



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Attention:

The mailing list manager must log in to the mailing list from the standard interface to confirm membership applications!

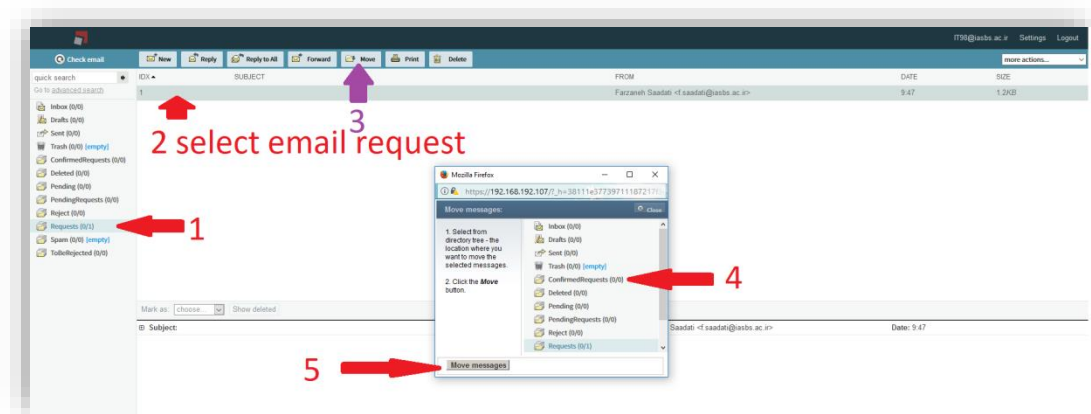
The screenshot displays the Axigen web interface. At the top, the Axigen logo is visible. Below it, a red message states "You've successfully logged out." The main heading is "Login to your Axigen email account". The login form includes a "USERNAME" field with the value "it98" and a "PASSWORD" field with masked characters. Below the password field is a checkbox labeled "Remember me on this computer". A blue "LOG IN" button is positioned below the form. At the bottom, there is a link that says "Switch to Ajax Interface".

The membership application is then approved by the administrator according to the following steps:

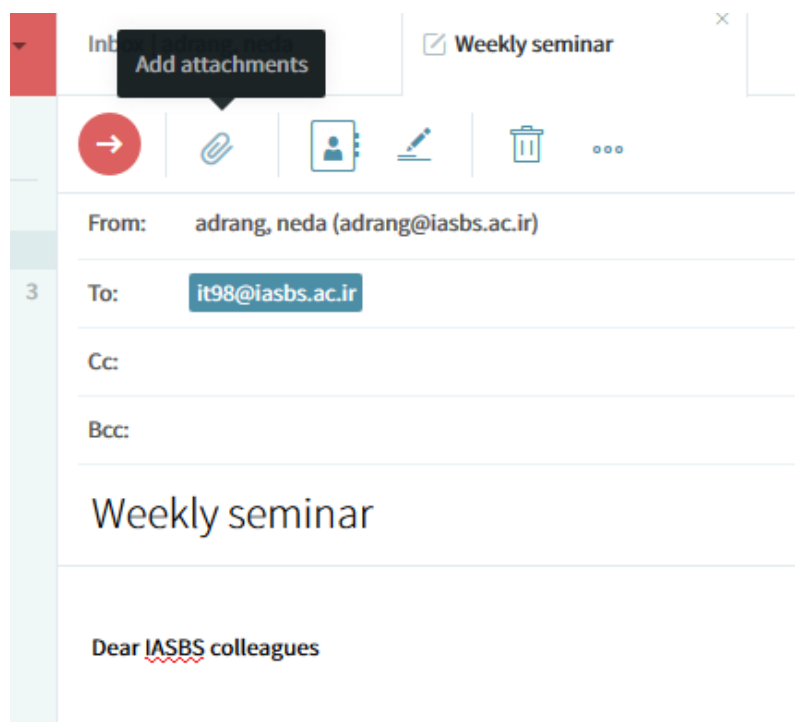


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Membership confirmation step



How to send an email is as follows:



Unsubscribe



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To unsubscribe from a mailing list, you must do the following:

The screenshot shows an email client interface. At the top, there's a red header bar with a dropdown menu showing 'Inbox | adrang, neda' and a 'New email' button. Below the header is a toolbar with icons for sending, attaching, inserting, editing, deleting, and a menu. The email body shows the following fields:

- From: adrang, neda (adrang@iasbs.ac.ir)
- To: it98-unsubscribe@iasbs.ac.ir
- Cc:
- Bcc:
- Enter message subject

The body text area is currently empty, with a cursor at the top left.

After submitting the application, the cancellation of the membership must be approved by the admin, as in the application process.

