

QUICK HELP FOR MANAGING YOUR EMAIL ACCOUNT VIA INTERNET EXPLORER / WEB

Open Internet Explorer and type the address www.ffc.net.pk in address bar and press <Enter>. The following page will be opened. OR you can also access your mail from www.ffc.com.pk, and clicking on the [Web Mail](#) link in the left corner.

FFC Fauji Fertilizer Company Limited
Sowing the Seeds of Progress and Prosperity

Web Mail Service
www.ffc.com.pk
www.ffc.net.pk

Please enter your User Name & Password below
User Name can be entered with/without @ffc.com.pk

Username
Password
Language English (American)

[Change Your Email Account Settings](#)

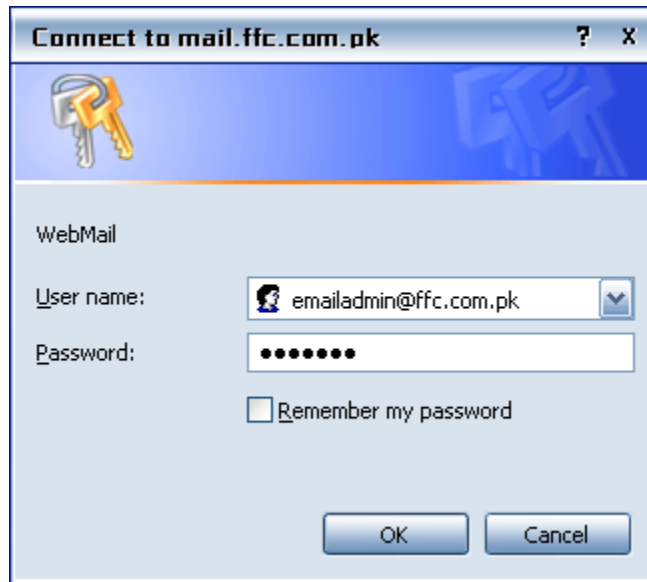
Help for Email Checking
Email Account Managementnt
For further queries please contact local IT-System Administrator

This is a restricted company site and requires proper authentication. Any illegal or Unauthorized attempt to access will be monitored.
If you are a Fauji Fertilizer Company Limited employee and having problems accessing this site, please contact local IT-System Administrator.

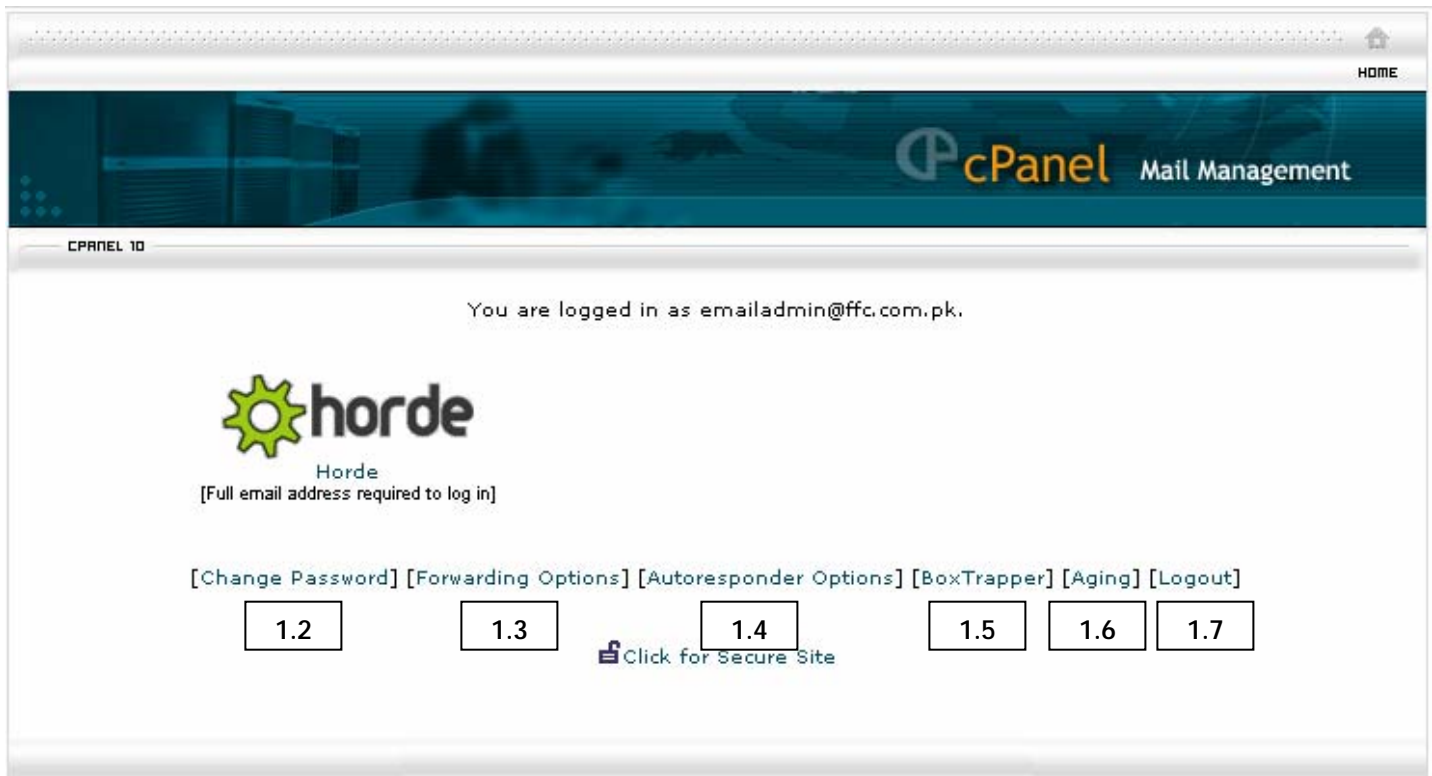
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1. Email Account Settings

To change your email account settings, click on "Change Your Email Account Settings", a popup as shown below will be opened asking for your username and password. Provide your complete email address here (including @ffc.com.pk) and your email account password, press "OK".



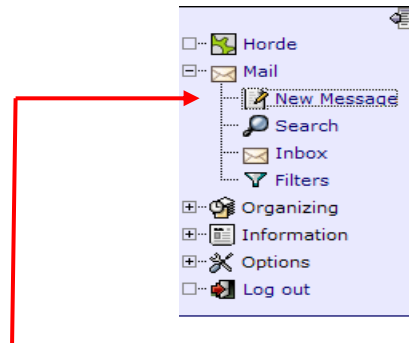
1.1 Window as shown below will be opened with the following options:



1.2 To change password, Click On '**Change Password**', enter the new password and click on '**Change Password**'.

- 1.3 To forward email to another email address click on '**Forwarding Option**' and enter the email at which you want to forward your incoming emails and click '**Add Forwarder**'. A copy of all your incoming mails will be sent that address as well.
- 1.4 To setup auto email response to all incoming emails being sent to you, click on '**Auto Responder**'. Enter the fields '**From**', '**Subject**' and write details in the '**Body**' and click '**Setup Auto Responder**'.
- 1.5 Mail Aging is the process in which emails will be removed from server automatically after a certain period of time defined by user. To set aging of your account, click on 'Aging'. Enter value in number of days to keep emails and click '**Submit**'.
- 1.6 Box trapper contains white/black and ignore lists. For further details please contact IT - System Administrator.
- 1.7 Click on '**Logout**' to logout from the "Email Account Settings". Changes will take effect from the next time you log in.

2. New Message:



2.1 Click on '**New Message**' to create a new message. A window similar to following will open.

A screenshot of the 'New Message' window in Horde Mail. The window has a title bar with 'Send Message', 'Save Draft', and 'Cancel Message' buttons. Below the title bar, there are fields for 'Identity' (usman_safdar@ffc.com.pk), 'To', 'Cc', 'Bcc', and 'Subject'. A 'Charset' dropdown menu is set to 'Western (ISO-8859-1)'. There are icons for 'Address Book', 'Expand Names', 'Spell Check', 'Special Characters', and 'Attachments'. A 'Text' area is provided for composing the message. At the bottom, there are 'Send Message', 'Save Draft', and 'Cancel Message' buttons. Below the main window, there is an 'Attachments' section with a 'File 1:' field, a 'Browse...' button, and an 'Attachment' dropdown menu. There is also an 'Update' button. Below the attachments section, there are two questions: 'Save Attachments with message in sent-mail folder?' and 'Link Attachments?', both with 'No' selected in the dropdown menus. The bottom of the window shows a taskbar with an 'Internet' icon.

2.2 **To:** Enter the recipient email address e.g. maslam@anydomainname.com.

2.3 **CC:** Enter the carbon copy recipient email address list.

- 2.4 **BCC:** Enter the Blind Carbon Copy recipient email address.
- 2.5 **Subject:** Enter the subject of an email to be composed.
- 2.6 **Address Book:** Click here to choose recipient email addresses from already created Address Book.
- 2.7 **Spell Check:** Checks your composed email spellings from built in dictionary and highlight the mistakes along with suggested alternative correct spellings.
- 2.8 **'Save a copy in Sent':** keeps a copy of your sent email messages in the Sent messages folder.
- 2.9 **'Request a Read Receipt':** sends an email message of confirmation in your inbox that email has been read by the recipient.
- 2.10 **Switch to HTML composition:** displays a toolbar as follows:



You can select font, font size, make the text bold, italic, underlined, redo, undo create tables and many other options which can make the email composition better and beautiful.

- 2.11 **Attachments:** Attach files, by browsing by browsing the appropriate file and attaching it by clicking **'Update'**. Click **'Send'** to send the email, or cancel to navigate away from this message and cancelling your email message.

3. Search:

- Click on **Search** to find a particular email from your inbox. The following window will open.

Search

Submit Reset

Message matches

Match Any Query Match All Queries

Select a field

Message flags

Old messages New messages Both

Answered messages Unanswered messages Both

Important messages Not important messages Both

Deleted messages Not deleted messages Both

Message folders

Select all | Select none

Inbox

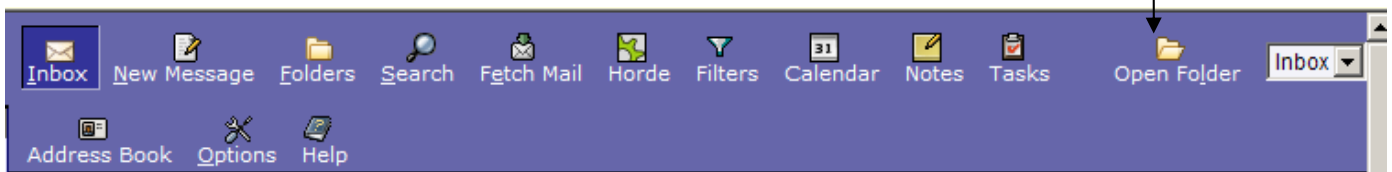
Virtual Folders

Save search as a virtual folder?

Virtual folder label:

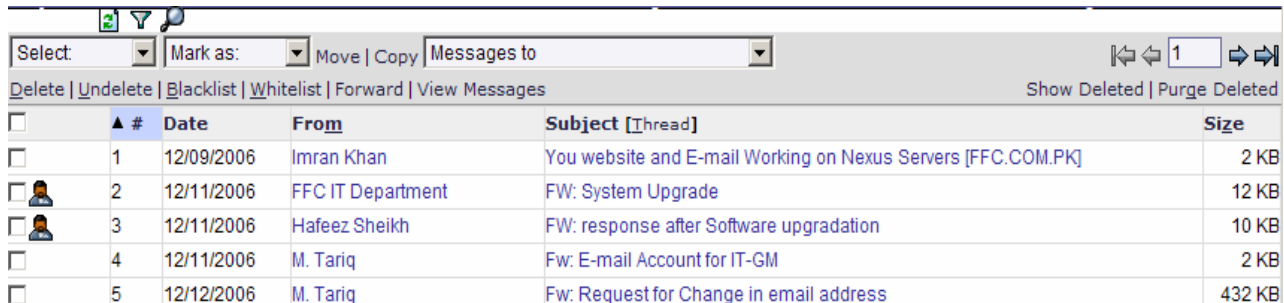
Submit Reset

Different filters can be setup as shown in above figure by selecting a field e.g. From, To, BCC, CC, Subject, Body, Received on etc, setting '**Message flags**' and submit your query, which will display the results based on the criteria. You may save your query as a virtual folder, which will keep your query safe. It can be re-queried again based on that saved query previously, by opening the '**Open Folder**' from the tool bar as shown in following figure.



4. Inbox

4.1 Click on Inbox to view all the received emails. The following window will open.



<input type="checkbox"/>	#	Date	From	Subject [Thread]	Size
<input type="checkbox"/>	1	12/09/2006	Imran Khan	You website and E-mail Working on Nexus Servers [FFC.COM.PK]	2 KB
<input type="checkbox"/>	2	12/11/2006	FFC IT Department	FW: System Upgrade	12 KB
<input type="checkbox"/>	3	12/11/2006	Hafeez Sheikh	FW: response after Software upgradation	10 KB
<input type="checkbox"/>	4	12/11/2006	M. Tariq	Fw: E-mail Account for IT-GM	2 KB
<input type="checkbox"/>	5	12/12/2006	M. Tariq	Fw: Request for Change in email address	432 KB

4.2 Emails can be read simply by clicking on '**Subject**' or '**From**' which are in blue font.

4.3 Open the **Select** drop down menu and you can find number of options like *All, Seen, Not Seen, Deleted, Answered* etc and various actions can be performed like **Mark** as *Seen, Unseen, Important, Not Important, Deleted, Drafted* etc (See** Legend**)

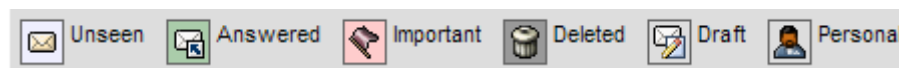
4.4 *You can* Move/copy messages to any particular folder by using Move/Copy created already.

4.5 Any email can be deleted by marking that particular email and clicking delete. It should be kept in mind that email will initially be **marked** as **deleted**, and will not be deleted immediately. For permanently deleting such emails, click 'Purge Deleted' or click '**Hide Deleted**' emails to hide these emails.

4.6 '**Navigation**' between different pages can be done via either giving the page number or by clicking arrows as shown in following figure. Simple Arrow like ← or → move you forward and backward from the current page, while | ← or → | take you to first and last page respectively as shown in figure.



Legend



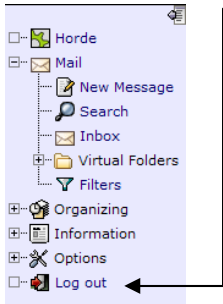
5. Tool Bar



A **toolbar** is also present at the top while you navigate in your email box. Some of its important functions are.

- 5.1 **Inbox:** Clicking on it takes you to inbox of email.
- 5.2 **New Message:** Opens a window for composing a new email.
- 5.3 **Folders:** Allows you to create a new folder, which can be used for management of emails
- 5.4 **Search:** Takes you to search window for finding a particular email.
- 5.5 **Address Book:** To maintain address book.

Logout



Click on **Log out** to log out from the email.