The Account Management Console Quick Reference Guide will show you how
to do the following:

- Log in
- Understand Account Information
- Understand Mailbox Usage
- Change your Password
- Forward your Email to other email addresses
- Set a Vacation Message
- Log Out

Should you have any questions about the Account Management Console, contact the Help Desk at 994-5530.

Logging In

The Account Management Console is located at http://amc.gwu.edu. Once there, follow the steps below.

1. Enter your **User ID** and **Password**. Your User ID is your email address without the @gwu.edu.

2. Click the **Login** button.
Understanding Account Information

The **ACCOUNT INFORMATION** screen displays basic account information such as your name and email address.

1. Click the **Mailbox Usage** button to view your mailbox quota information.

Understanding Mailbox Usage

This screen displays the percentage of space your messages have taken up. If you have folders, you will see the percentage broken up by folder.

<table>
<thead>
<tr>
<th>Mailbox Name</th>
<th>Mailbox limit (quota)</th>
<th>Total kilobytes used</th>
<th>Total percentage used</th>
<th>Mailbox Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12084</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

This line contains the number of messages, the total kilobytes, the date of the last message received, the partition, and the quota limit for the given folder.
Changing Your Password

You may want to change your current password to a new password. The PASSWORD CHANGE screen enables you to do just that.

1. Click the Password Change link.
2. Type your current password in the Current Password field.
3. Type your new password in the New Password field.
4. Type your new password again in the New Password (Again) field.
5. Click the Save Changes button.

Enabling Forwarding

If you need to forward your GW Mail to another email address, you will need to enable forwarding. The FORWARDING RULES screen will enable you to turn forwarding on and off and to determine which accounts you would like to forward your messages to. You can forward your messages to as many different accounts as you’d like.

1. Click the Forwarding Rules link.
2. Select Forwarding on to activate Forwarding.
3. Select Deliver a copy to inbox when forwarding email to also deliver the mail to your inbox for this GW email account.
4. Enter each email address in a separate line in the Forward each message to field.
5. Click the Save Changes button.

WARNING: Be careful when specifying a forwarding address. If there is a typo in the address, the mail cannot be forwarded and will be discarded by the system.
Setting A Vacation Message

When you go on vacation, it’s a good idea to set a vacation message so that those persons sending you messages will know that you aren’t replying to email.

1. Select Check this box to enable vacation messages.

2. Select the Vacation Start Date and Vacation Start Time.

3. Select the Vacation End Date and Vacation End Time.

4. Enter the Interval for reply to repeat senders (days).

5. Enter the Subject line.

6. Enter your personalized vacation message for external senders.

7. Enter your personalized vacation message for internal senders.

8. Click the Save Changes button.

Logging Out

If at any point you want to log out of the Account Management Console, simply click the Logout link in the upper right corner.

1. Click the Logout link on any screen to log out of the Account Management Console.