

# Webmail Manual

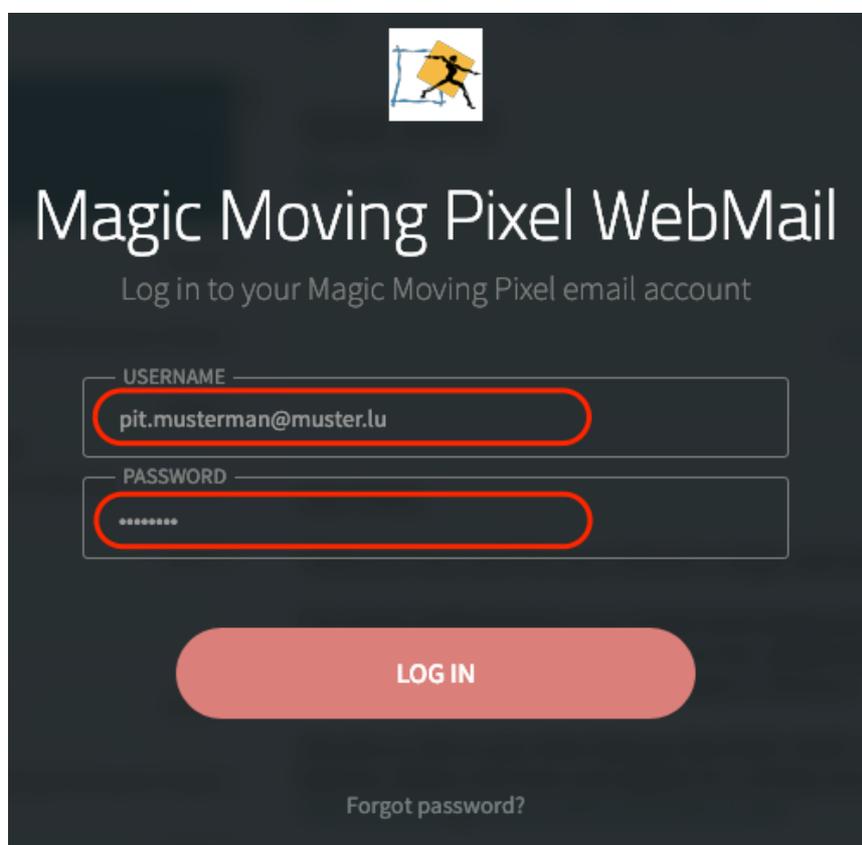
1. Login
2. Configurations
  - 2.1. Set Email up for Password Recovery
  - 2.2. Change Password
  - 2.3. Calendar / Contacts Configurations
3. Create new email / appointment / contact
4. Set up Out-Of-Office / Auto-Responder
5. Password Recovery

## 1. Login

To access the webmail, you need to go to:

<https://webmail.mmp.lu/>

On this page you enter your email as your username and your password and click **Log In**.





# Magic Moving Pixel WebMail

Log in to your Magic Moving Pixel email account

USERNAME  
pit.musterman@muster.lu

PASSWORD  
\*\*\*\*\*

LOG IN

[Forgot password?](#)

## 2. First Configurations

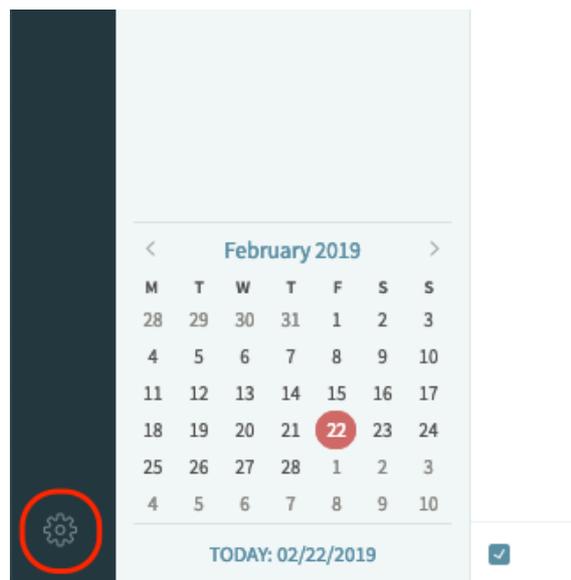
### Important:

Before you begin using the webmail, we recommend you set up these configurations.

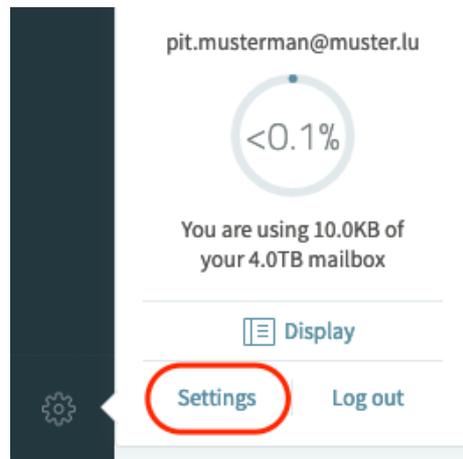
### 2.1. Set Email up for Password Recovery

In case you forget the password of your email account, Password Recovery will help you to get a new one.

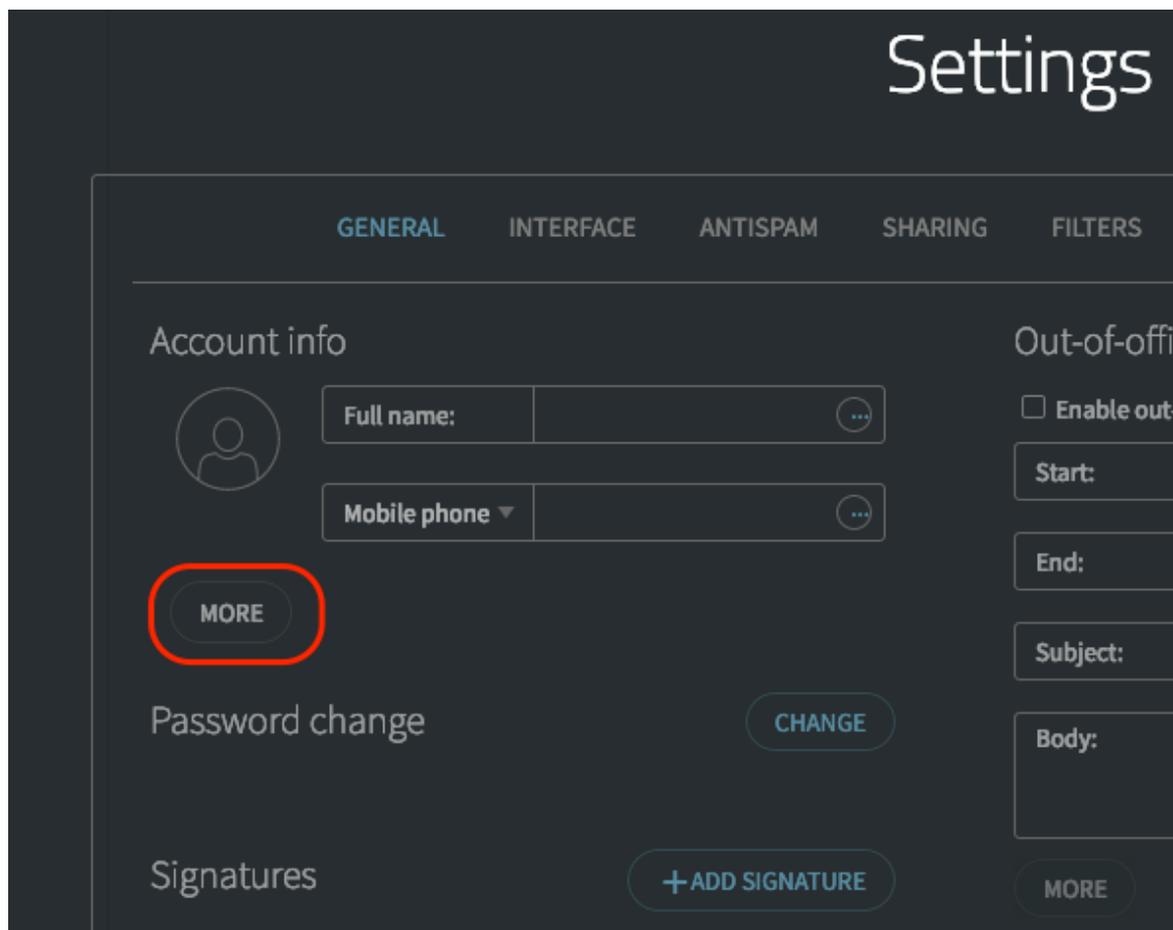
To set it up you need to click on the **Options** icon.



Next, click on **Settings**.



Under the tab **General** and field **Account info**, click on **More**.



Under **Personal email**, enter an email that you use privately (not company/business email).

**Optional:** You can enter all other information.

Next, click on **Update**.

## Contact details

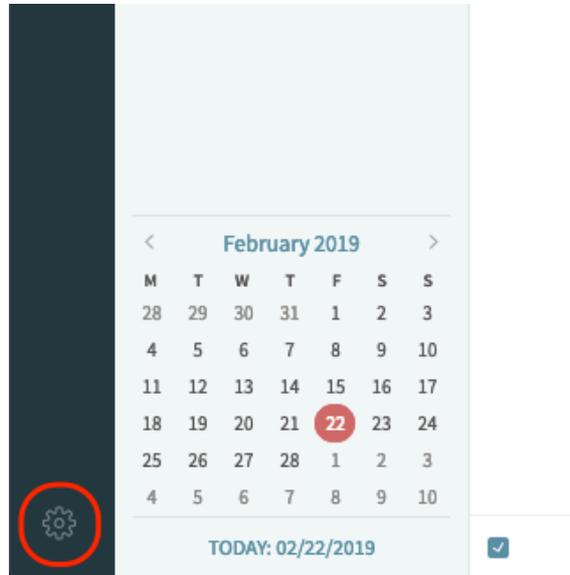
Personal details	Business details
Nickname:	Company:
Home phone:	Position:
Home address:	Work phone:
Personal email: your.private@email.lu	Business address:
Yahoo! Messenger ID:	Website:
Personal VoIP address:	Business email:
Google Talk ID:	Business fax:
Live Messenger address:	Business VoIP address: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

**UPDATE** **CANCEL**

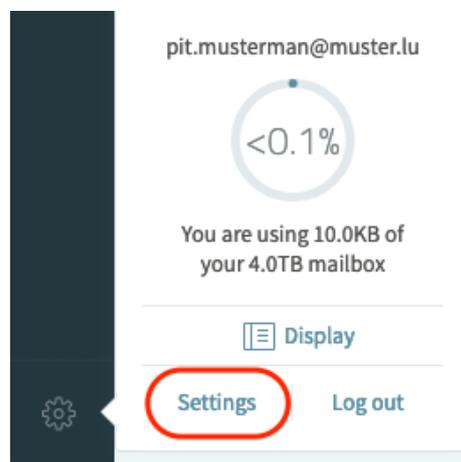
On the **Settings** window, click on **Save & Close**.

## 2.2. Change Password

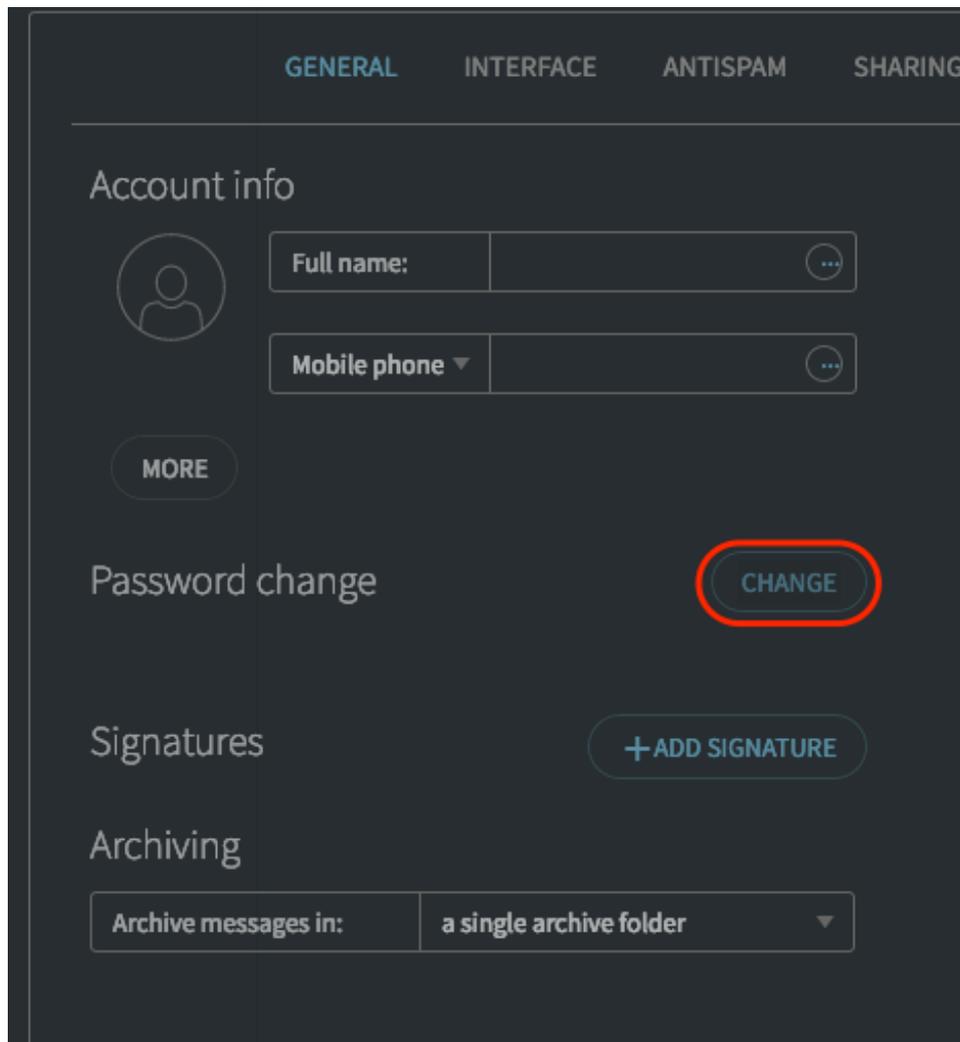
To set it up you need to click on the **Options** icon.



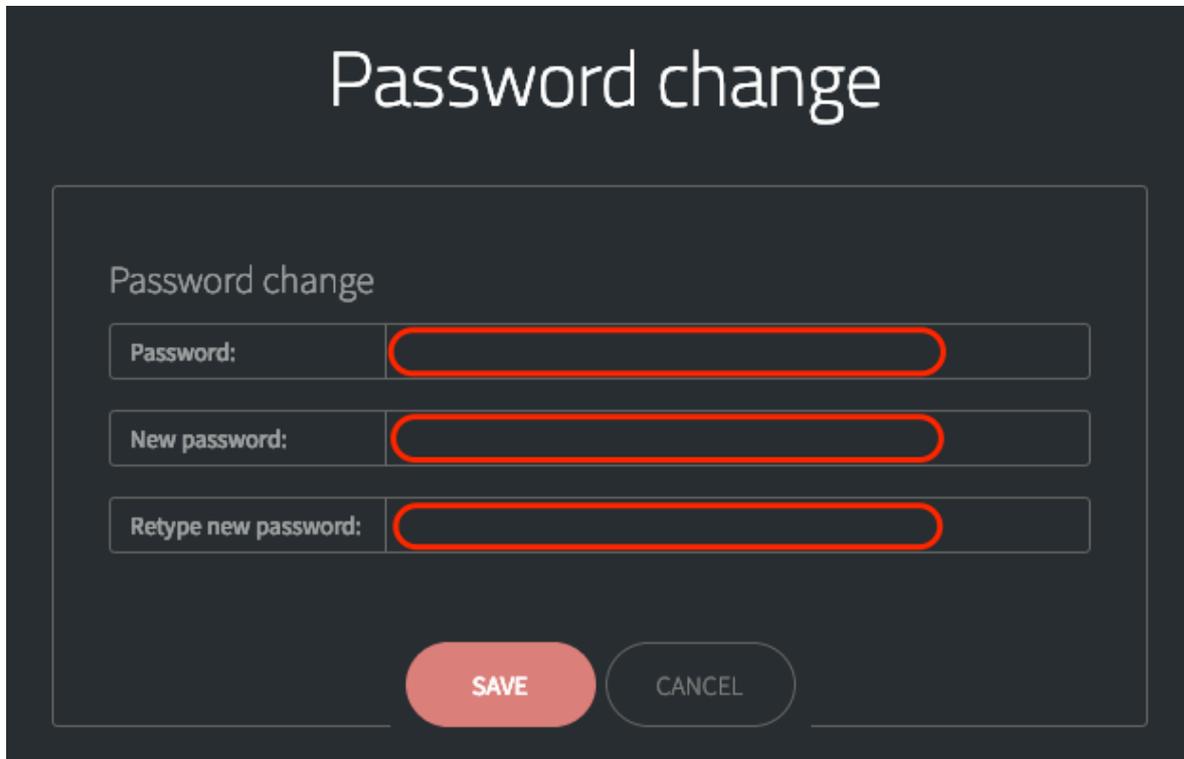
Next, click on **Settings**.



In the window **Settings** under the tab **General**, click on **Change** left of **Password change**.



Next, in **Password** enter your old password.  
In **New password**, enter your new password and in **Retype new password**, enter your new password again.  
Lastly, click on **Save**.

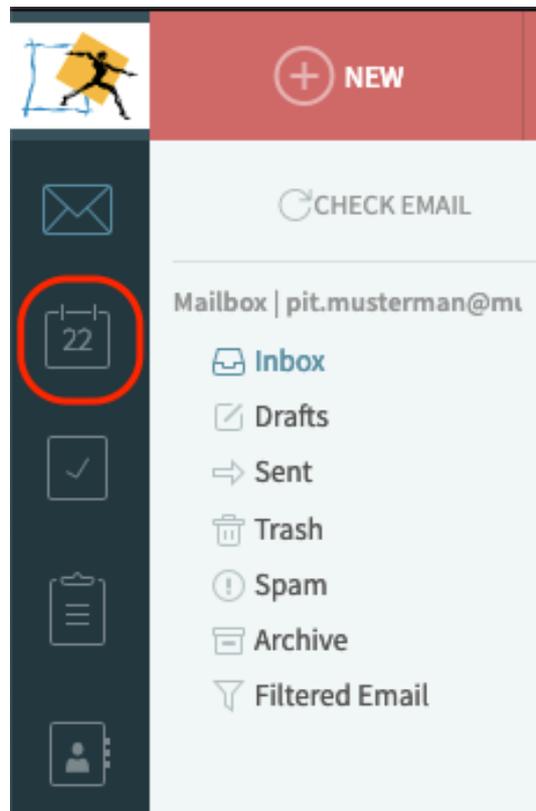


The image shows a dark-themed dialog box titled "Password change". Inside the dialog, there is a sub-header "Password change" followed by three input fields. The first field is labeled "Password:", the second "New password:", and the third "Retype new password:". Each input field is highlighted with a red rounded rectangle. At the bottom of the dialog, there are two buttons: a red "SAVE" button and a grey "CANCEL" button.

In the next window, click on **Save & Close**.

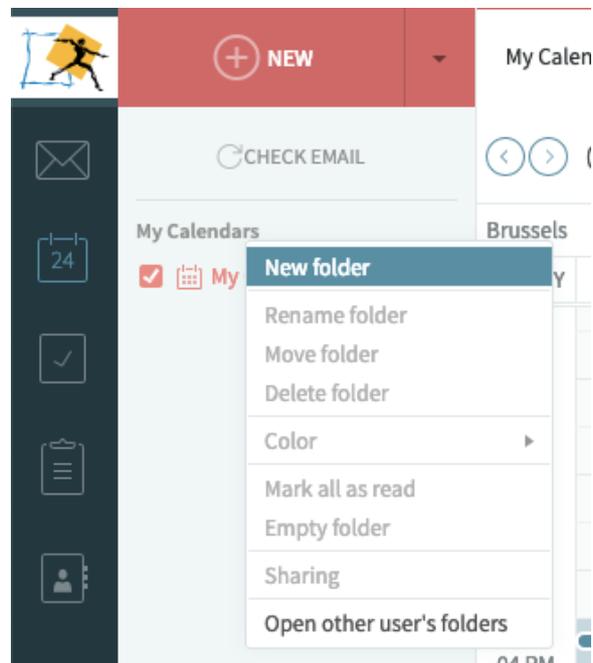
## 2.3. Calendar / Contact Configurations

To configure your calendars or contacts, you click on **Calendar** or **Contacts** icon.

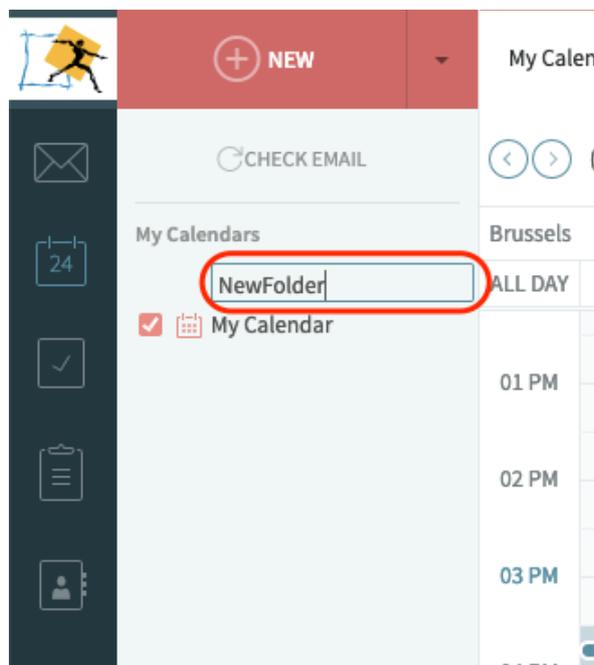


## Create new calendar / contact folder

To create a new calendar / contact folder, right-click on **My Calendars** or **My Contacts** and select **New folder**.

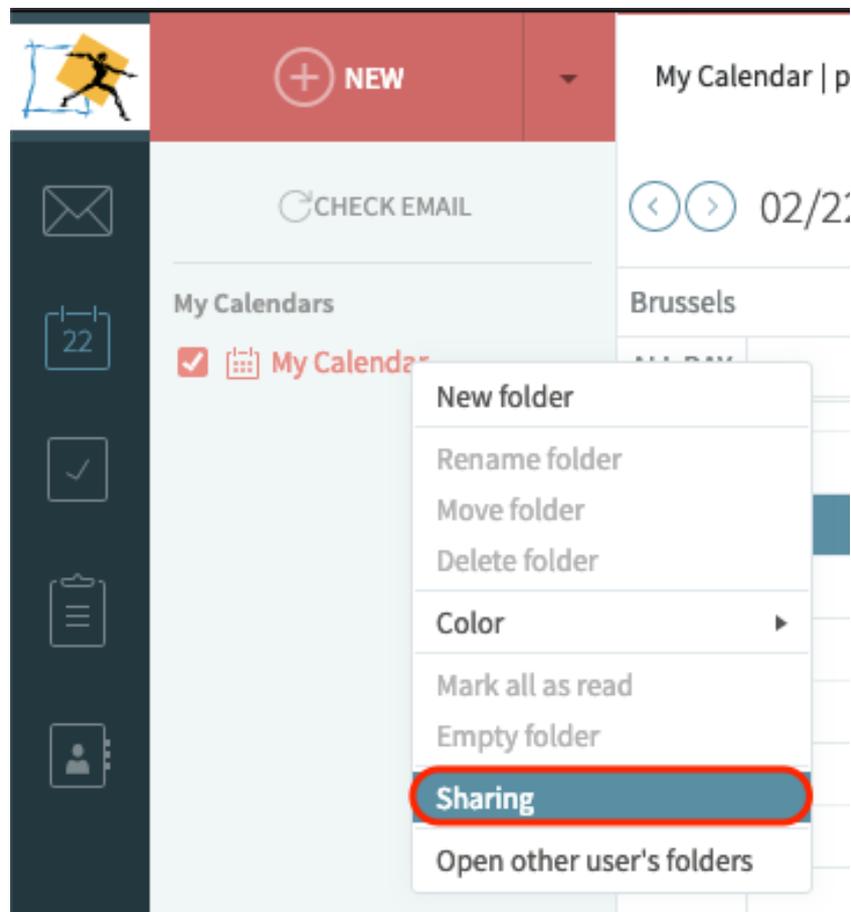


Give it a name and click enter.



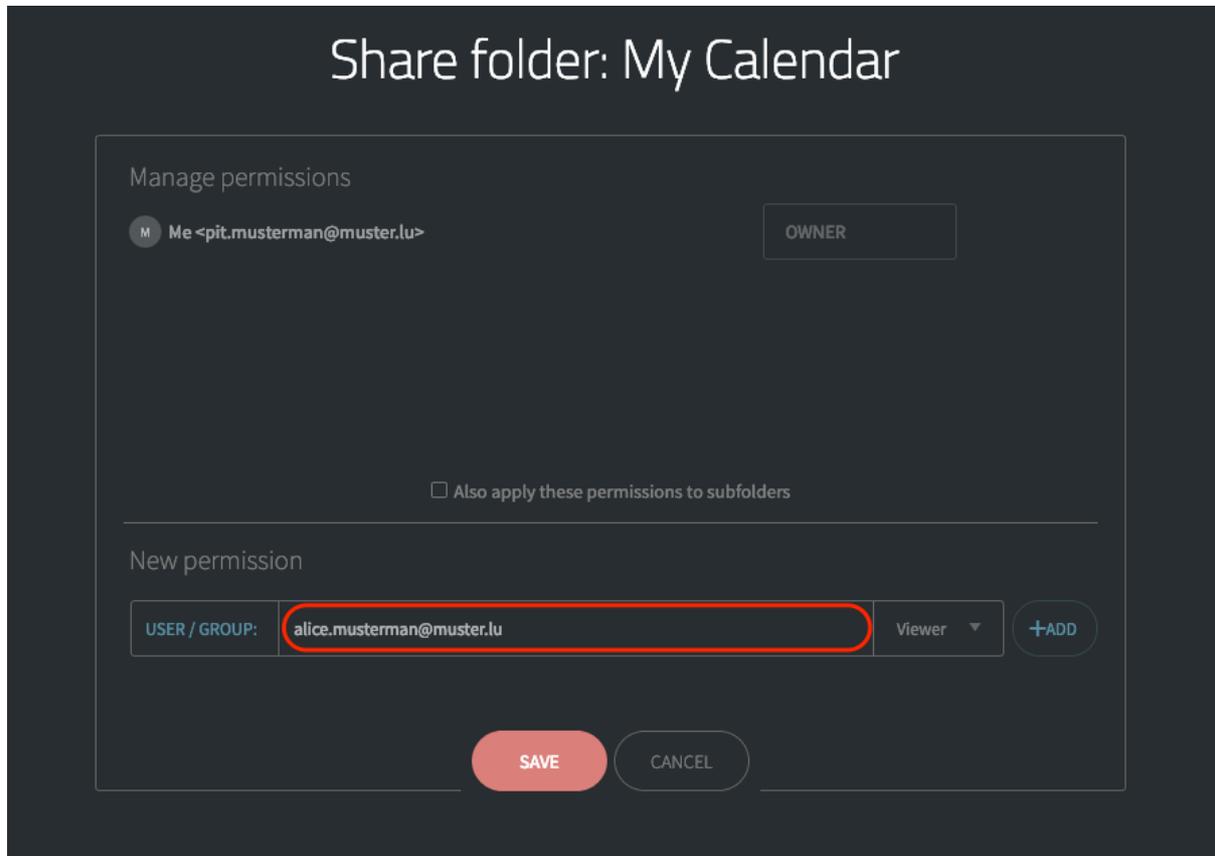
## Share a calendar / contact folder

To share a calendar or a contact folder, right-click the calendar you want to share.

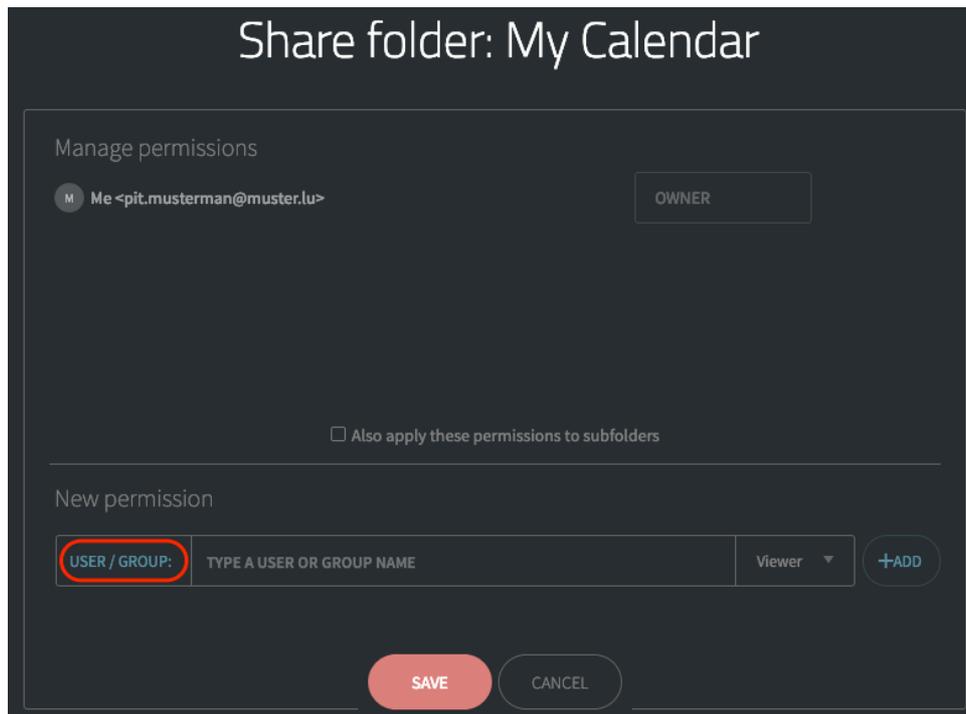


Next, you can either give permission to a user by either typing the email of user in **User / Group** (1) or you can click on **User / Group** to get a list to select a user (2).

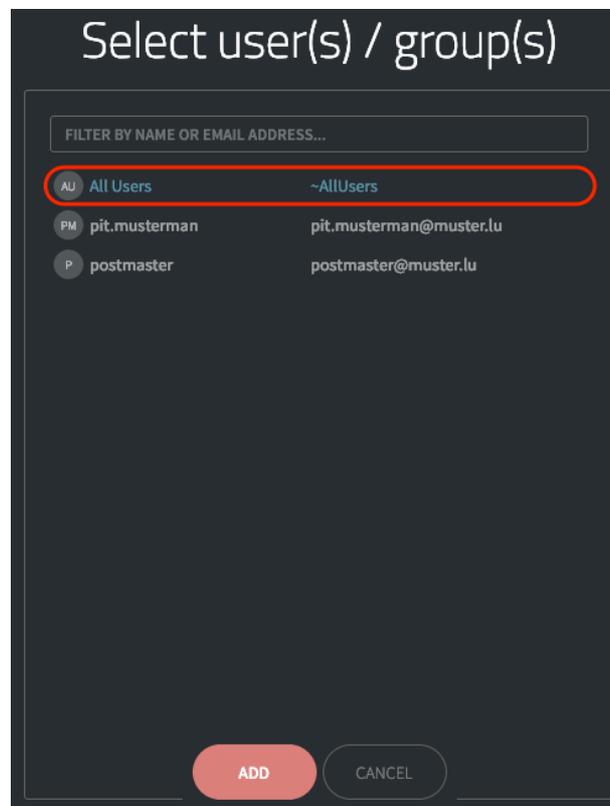
(1) Adding user by entering its email:



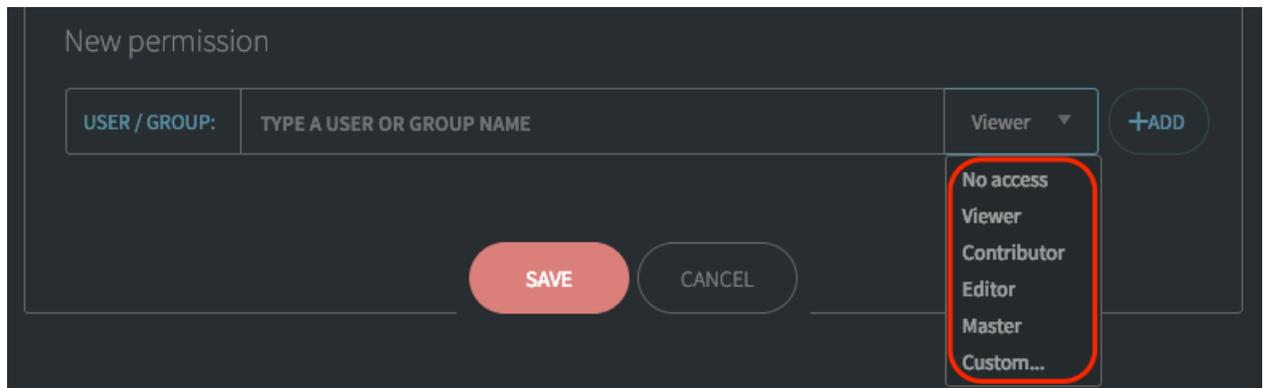
(2) Adding user by clicking on **User / Group**:



(2.1) Select one User or All Users and then click on **Add**:



Next, you can choose the permission for the selected User or all Users.



Permissions definition:

**No access:**

The User has no access to the calendar or contacts folder.

**Viewer:**

The User can view your calendar or contacts folder.

**Contributor:**

The User can view and add events to your calendar or contacts folder.

**Editor:**

The User can view, add and delete events to your calendar or contacts folder.

**Master:**

The User can do everything you can do to your calendar or contacts folder.

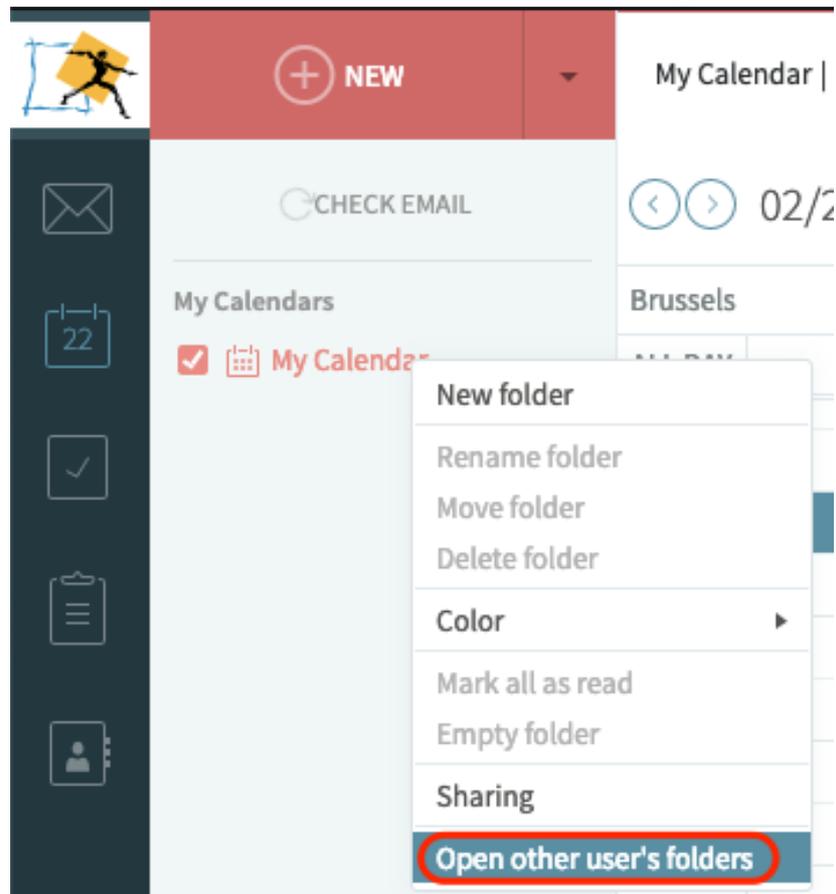
**Custom:**

Define custom permissions for the User.

## Open calendar or contacts folder from another user

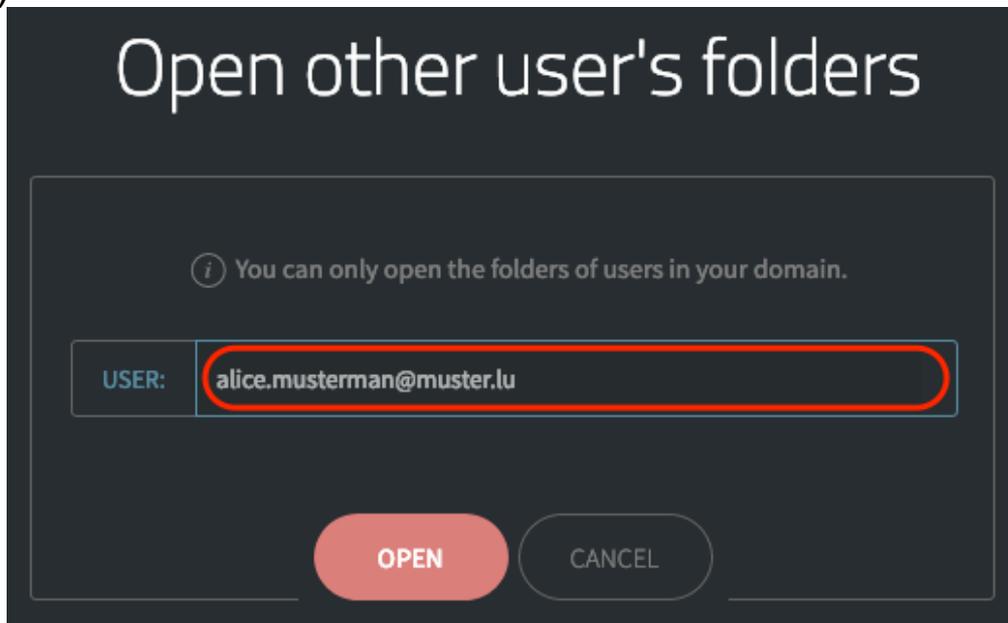
To open a calendar from another user, right-click **My Calendars** or **My contacts**.

Select **Open other user's folders**.



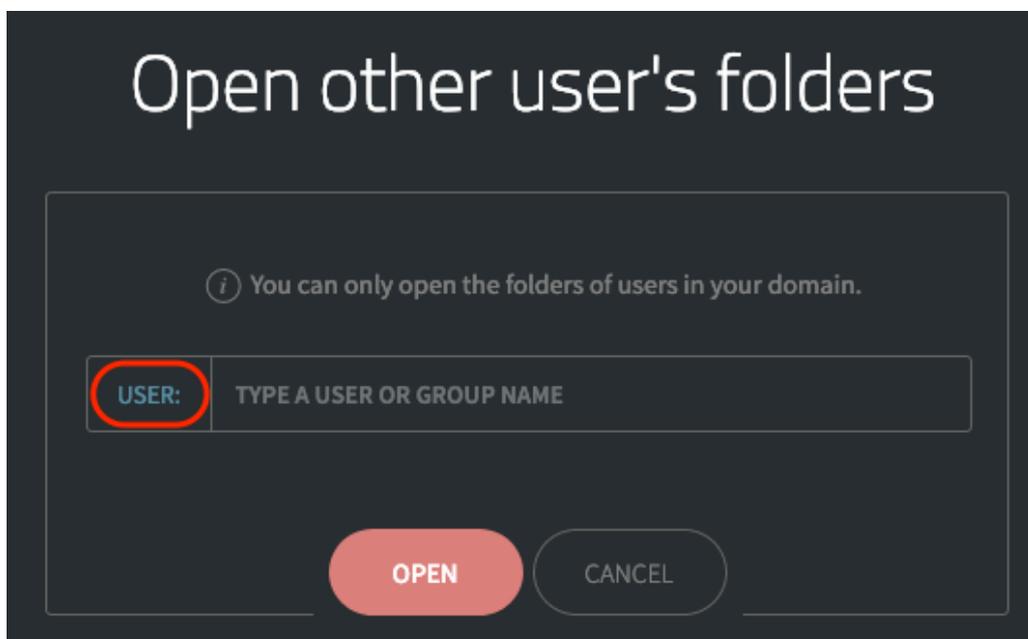
Next, you can choose the user you want to open from by entering their email (1) or by clicking on **User** (2).

(1) Enter email of User:



The screenshot shows a dark-themed dialog box titled "Open other user's folders". At the top, there is an information icon and the text "You can only open the folders of users in your domain." Below this is a form with a label "USER:" and a text input field containing the email address "alice.musterman@muster.lu". The input field is highlighted with a red rounded rectangle. At the bottom of the dialog, there are two buttons: "OPEN" (highlighted in red) and "CANCEL".

(2) Click on **User**:



The screenshot shows the same "Open other user's folders" dialog box. In this view, the "USER:" label is highlighted with a red rounded rectangle. The text input field is empty and contains the placeholder text "TYPE A USER OR GROUP NAME". The "OPEN" and "CANCEL" buttons are visible at the bottom.

(2.1) Select a user from the list and click on **Add**

## Select user / mailing list

FILTER BY NAME OR EMAIL ADDRESS...

AM	alice.musterman	alice.musterman@muster.lu
PM	pit.musterman	pit.musterman@muster.lu
P	postmaster	postmaster@muster.lu

**ADD** CANCEL

After selecting a User, click on **Open**

## Open other user's folders

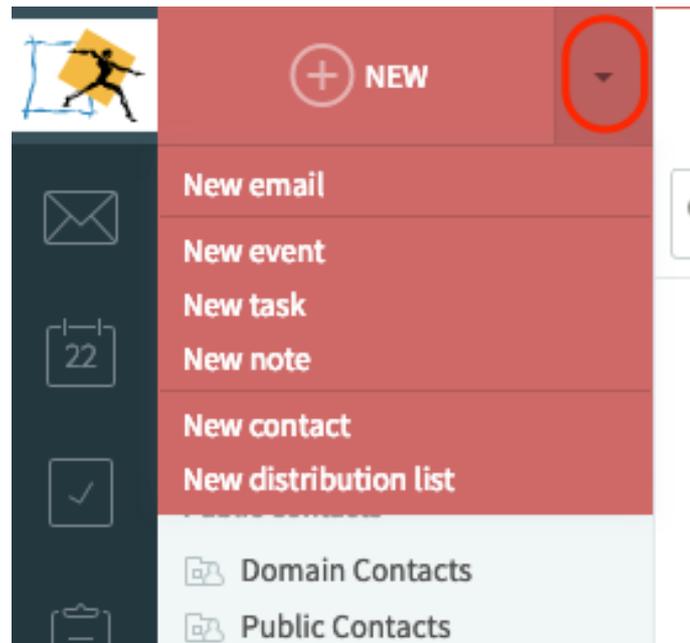
*i* You can only open the folders of users in your domain.

USER: alice.musterman@muster.lu

**OPEN** CANCEL

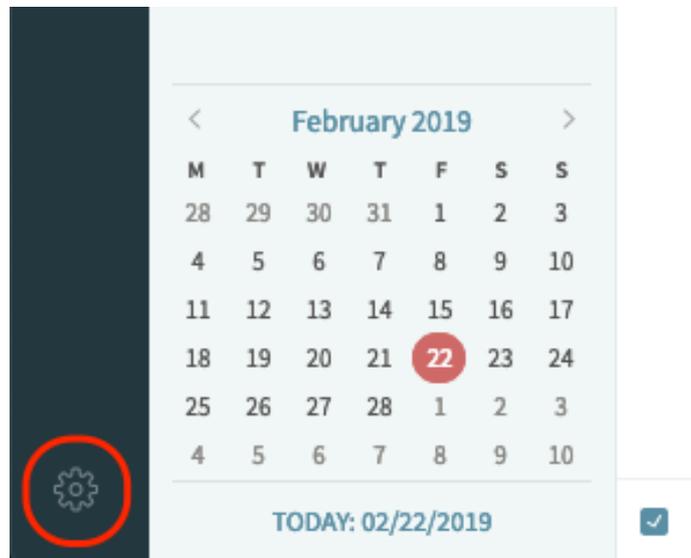
### 3. Create new email / appointment / contact

To create a new email, appointment or contact, you click on the arrow next to **New** button.

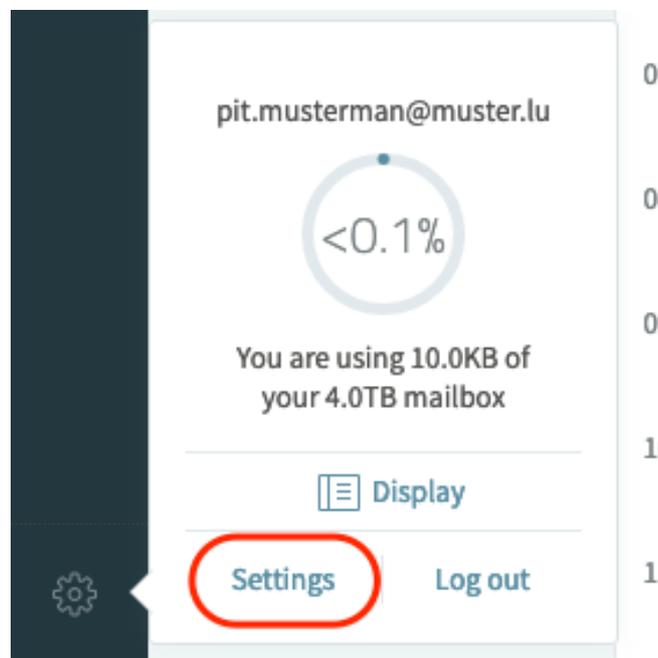


## 4. Set up Out-Of-Office / Auto-Responder

To set up an auto-responder, select **Options** icon.



Next, select **Settings**.



Under the tab **General** and field **Out-of-office auto-responder**, enable the auto-responder.

Next, select **now** or **specific date**, and the date, for the start date.

Next, select **never** or **specific date**, and the date, for the end date.

In **Subject**, enter the title or subject of the message.

In **Body**, enter the message.

Next, click on **More**.

The image shows a dark-themed user interface for configuring an 'Out-of-office auto-responder'. The title 'Out-of-office auto-responder' is at the top. Below it, a checkbox labeled 'Enable out-of-office auto-responder' is checked and circled in red. Underneath, there are two rows for dates. The first row is for the 'Start' date, with a dropdown menu set to 'specific date' and a date field containing '02/24/2019', both circled in red. The second row is for the 'End' date, with a dropdown menu set to 'specific date' and a date field containing '02/28/2019', both circled in red. Below the date fields is a 'Subject:' label followed by a text input field containing the word 'SUBJECT', circled in red. Underneath that is a 'Body:' label followed by a large text area containing the word 'MESSAGE', circled in red. At the bottom left, there is a button labeled 'MORE' circled in red.

Next, choose who to auto-reply to:

**everyone:**

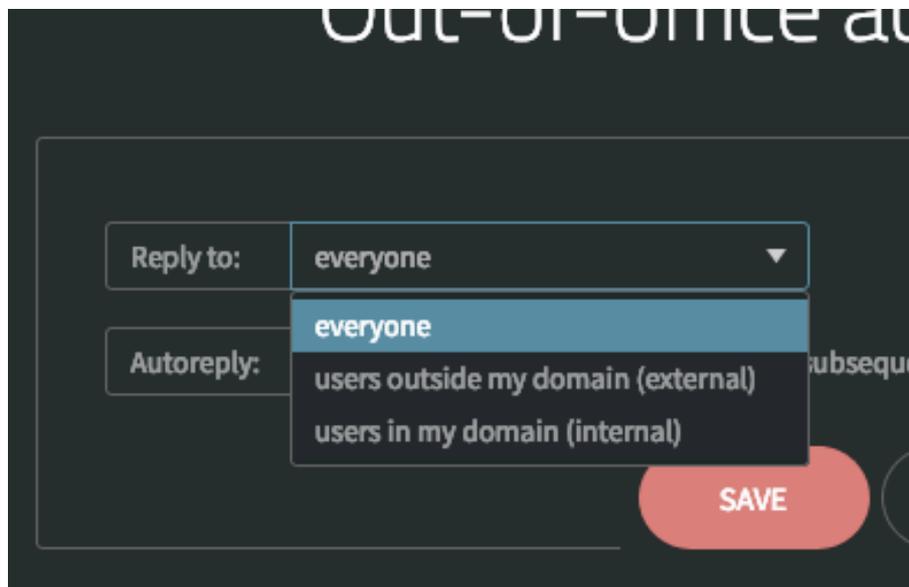
Everyone who emails you will get the message

**users outside my domain (external):**

Users that email with a different email address than from the company

**users in my domain (internal):**

Users that have the email from the company.



Next, choose how to auto-reply:

**once:**

Send it only one time, if the sender sends you an email

**no often than every:**

Send it every n-th day, if the sender sends you an email.

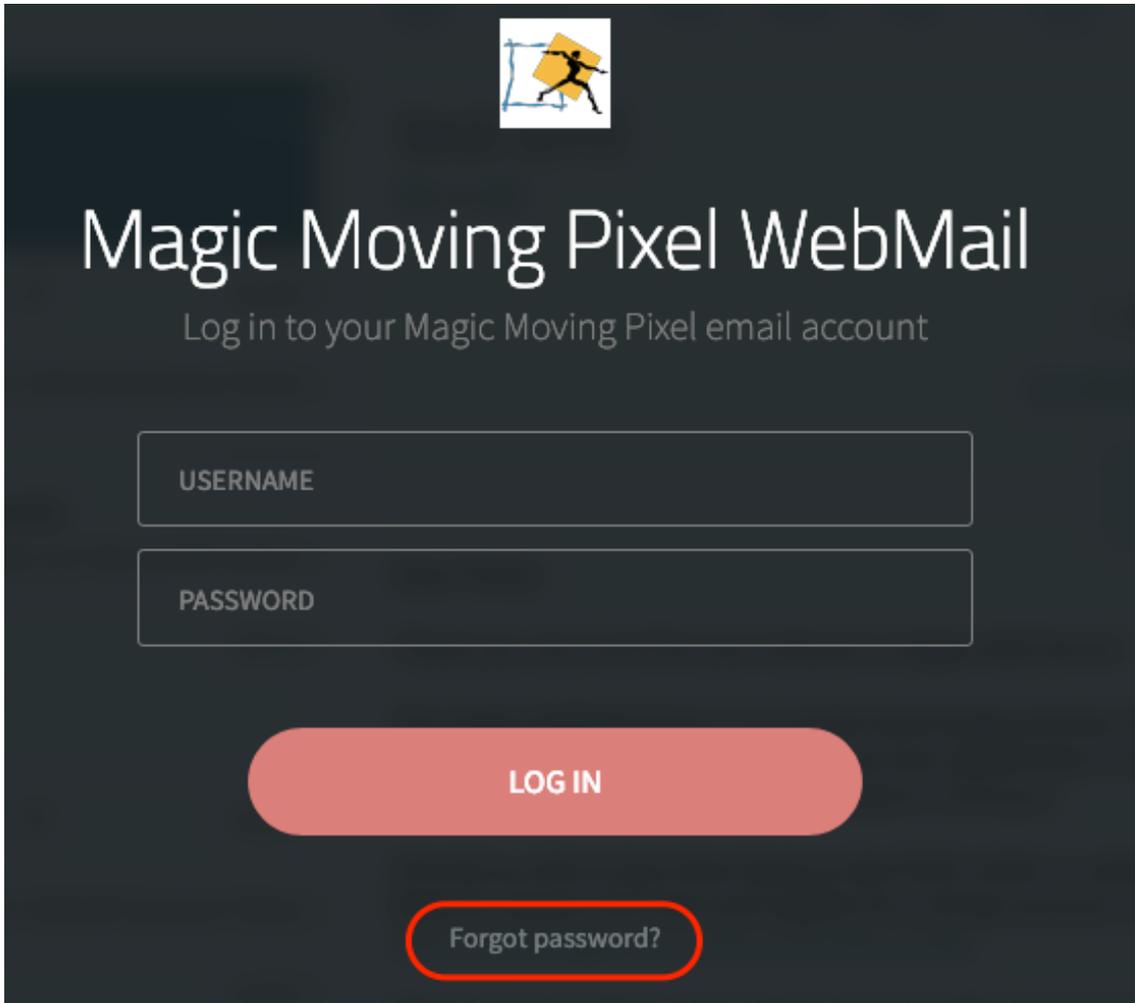
**every day:**

Send it every day once, if the user emails you every other day.

Out-of-office auto-reply configuration interface. The 'Reply to' dropdown is set to 'everyone'. The 'Autoreply' dropdown is open, showing options: 'once' (highlighted), 'no often than every', and 'every day'. A '7 days to subsequent' field is visible next to the dropdown. A red 'SAVE' button is at the bottom right.

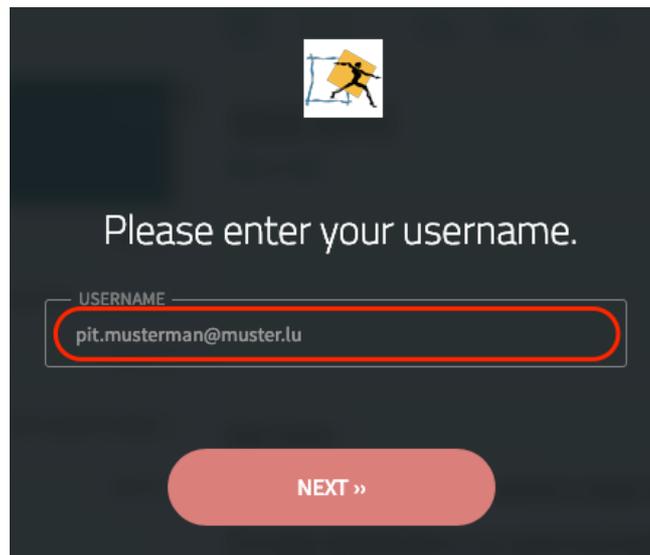
## 5. Password Recovery

In case you forgot your password, on the homepage click on **Forgot password?**



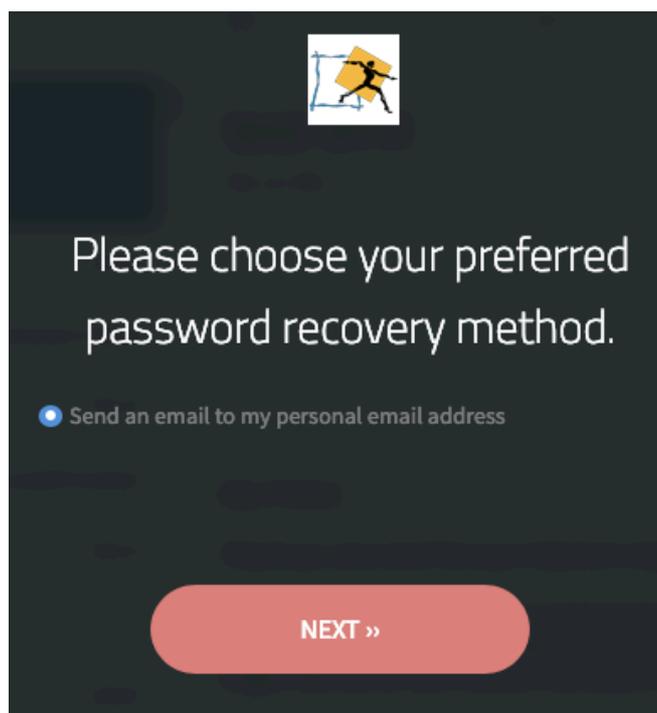
The image shows a login page for Magic Moving Pixel WebMail. At the top center is a logo featuring a stylized figure in a blue square with a yellow triangle. Below the logo, the text "Magic Moving Pixel WebMail" is displayed in a large, white, sans-serif font. Underneath this, the instruction "Log in to your Magic Moving Pixel email account" is written in a smaller, lighter font. There are two input fields: the first is labeled "USERNAME" and the second is labeled "PASSWORD". Below these fields is a large, rounded, reddish-orange button labeled "LOG IN". At the bottom center, there is a smaller, rounded button labeled "Forgot password?" which is highlighted with a red border.

Next, enter your email as your username.



A dark-themed login screen with a logo at the top center. The text "Please enter your username." is centered. Below it is a text input field labeled "USERNAME" containing the email address "pit.musterman@muster.lu". A red circle highlights the input field. At the bottom is a red button labeled "NEXT »".

Lastly, click on **Next**.



A dark-themed screen with a logo at the top center. The text "Please choose your preferred password recovery method." is centered. Below it is a radio button selected for "Send an email to my personal email address". At the bottom is a red button labeled "NEXT »".