



This website allows you to administer your account, giving you maximum control over features provided by Grande.NETSM.

OPENING ACCOUNT ADMINISTRATION

- On your start menu toolbar, click the **Internet Explorer** icon  .



- In the Address section of your toolbar, type <https://admin.grandecom.net/>. Press **Enter**.
- Next to the Security alert dialogue box, click **YES**.

Follow the steps below to log in and open Account Administration



- Type your Grande Username and Password in the appropriate text boxes. Click **Log in**.

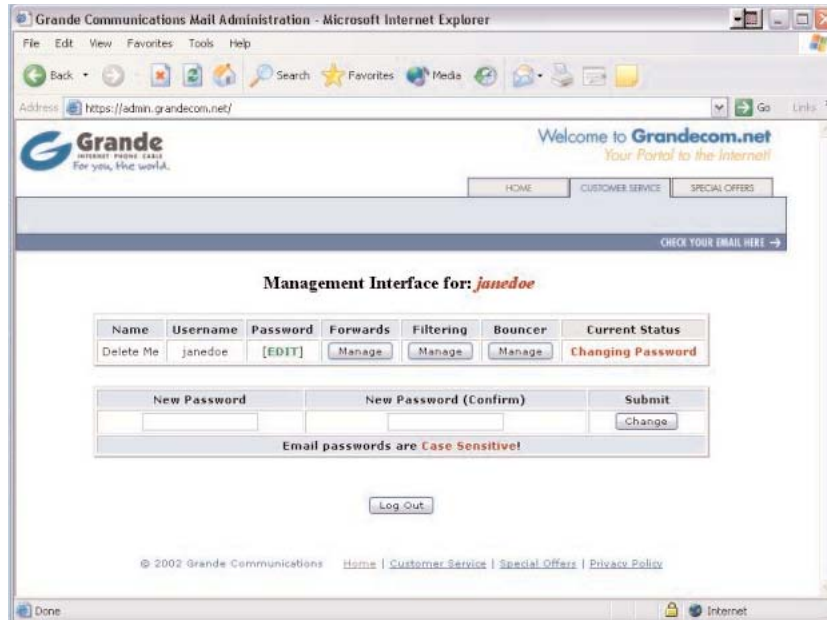


Changing Your Password

Follow the steps below to change your email account password.



- Click the **Change** button under the Password title.



- Type a new Password in the New Password and Confirm text boxes. Click **Change**.
- The Current Status Bar will change to Password Changed.

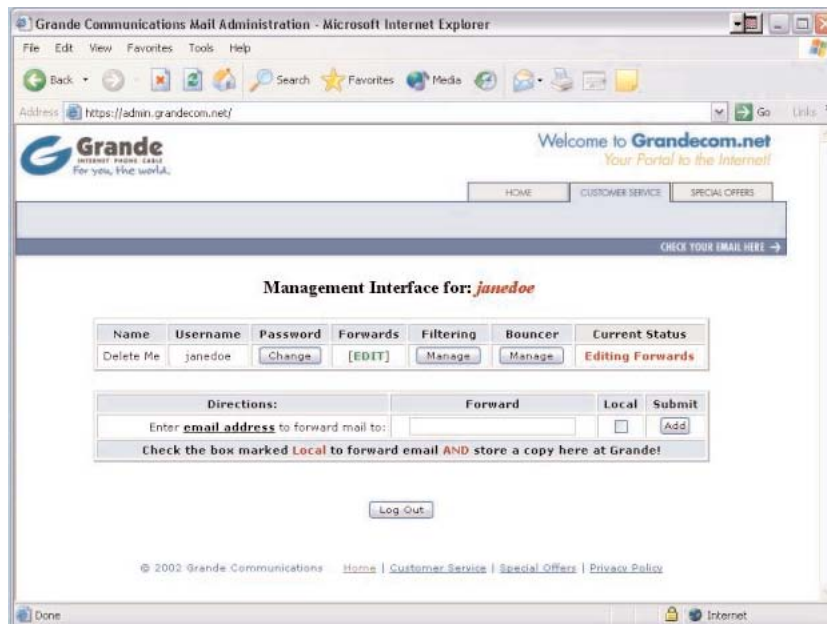


Forwarding Your Email

This enhanced Grande.NETSM feature is an added convenience to you. You can temporarily forward all incoming email to any location (i.e., forward your home email to the office while at work). To forward your incoming email, follow the steps below.



- Click the **Manage** button under the Forwards bar.





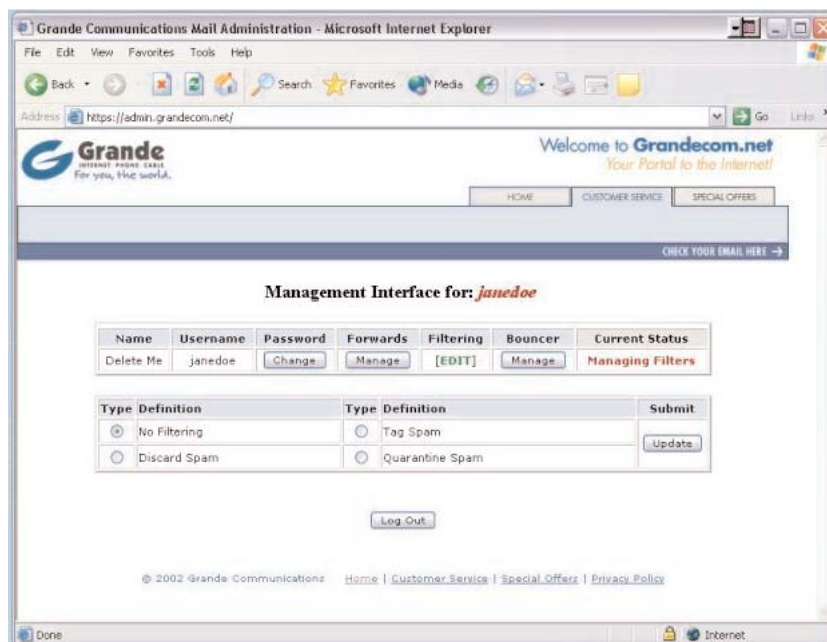
- Type the forwarding email address in the text field. If you would also like a copy kept in your Grande.NETSM account, place a check mark in the Local box. Click the **Add** button under the Submit bar.

To stop forwarding your email, follow the steps below.

- Click the **Manage** button under the Forwards bar.
- Delete the forwarding address from the Forward text box. Click the **Add** button under the Submit bar.

Setting up Email Filters

You can set up email filtering in three ways. **Tag Spam**: this filter will add the words, "**** SPAM" to the subject line of any email that is identified as spam. Based on this new subject line, you can set up your email client to perform special actions. **Discard Spam**: this filter will delete any incoming email that matches the criteria for spam before it gets to your mailbox. You will not see the spam messages at all. **Quarantine Spam**: this filter will move spam messages into a separate mailbox that you can access at: <http://qm.grandecom.net/> From this special version of WebMail, you can browse the messages marked as spam whenever you choose. You can also "Unspam" any messages that you would like to keep. These messages will return to your normal mailbox.





Setting up an Auto-Responder (Bounce)

This Grande.NETSM feature allows you to create your own auto-responder.

- Click on the **Manage** button under the Bouncer title
- Enter a custom message in the text box under the Automated Response Message title.
- When a new message is received in your mailbox, the sender will automatically receive your custom message.

