

Prolog Email Setup

For Non Jacobs' employees skip the Citrix environment and go to page 9 or use link: Email Setup Instructions for Users without a Jacobs Email.

If you do not know on which mail server your mail account resides you can check following the procedure on page 6. Lookup Prolog Email settings

CITRIX Environment

- 1. Login onto <u>http://prolog.jacobs.com</u>.
- 2. Select the Mail Configuration in the Application window.



3. Click the Mail Configuration Icon

4. Click on the Show Profiles... Option



5. Select the Outlook Profile and the click Remove

Mail			2	×
General				
The foll	owing pr <u>o</u> files a	are set up on this	computer:	
Outlook				
A <u>d</u> d	R <u>e</u> move	Properties	Сору	
When starting Microsoft Outlook, use this profile:				
C Prompt for a profile to be used				
Always use this profile				
Outlool	<		•	
OK	Cancel	Apply	Help	

6. Click on the Add Button

Mail
General
The following profiles are set up on this computer:
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
O Prompt for a profile to be used
Always use this profile
OK Cancel <u>A</u> pply Help

7. Type your "User Name" and then click on OK.

New Profile	×
Create New Profile	ОК
Create New Prome	Cancel
Profile <u>N</u> ame:	
John Doe	

8. Select "Add a New e-mail account". Click Next



9. Select "Microsoft Exchange Server", click Next.

E-mail Accounts
Server Type You can choose the type of server your new e-mail acount will work with.
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server.
< <u>B</u> ack <u>N</u> ext > Cancel

10. In the "Microsoft Exchange Server" line, type the name of the server that is the same as your desktop. (e.g. OAKMSG42)

E-mail Accounts	×
Exchange Server Settings You can enter the required information to connect to your Exchange server.	
Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.	
Microsoft Exchange Server: DENMSG01	
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.	
User Name: Doe, John Check Name	
More Settings	
< <u>B</u> ack <u>N</u> ext > Cancel	

 In the "User Name" field, type your name exactly as it is in your desktop and then click "Check Names". Then Click "<u>N</u>ext".

E-mail Accounts	? ×
Congratulations!	
You have successfully entered all the information required to setup your account.	
To close the wizard, click Finish.	
< <u>B</u> ack. (Finish	

12. Click "Finish".

Mail	<		
General			
The following profiles are set up on this computer:			
John Doe			
Add Remove Properties Copy			
When starting Microsoft Outlook, use this profile:			
C Prompt for a profile to be used			
Always use this profile	L		
John Doe			
OK Cancel <u>Apply</u> Help			

Please Note: When you send a message through Prolog, you will receive a message "A program is trying to access email addresses you have stored in Outlook. Do you want to allow this?" Please click "Yes". You will then receive another message stating "A program is trying to send email on your behalf. Do you want to allow this?" click "Yes" again.

NOTE: You will always be asked these 2 questions, this is normal behavior, and is and is expected!!!

To properly configure your Prolog Email, you will need to know the settings for your email on your local desktop.

- 1. On your local desktop, BEFORE you log into Citrix, click on Start>Settings>Control Panel.
- 2. Click on the Mail icon. A panel will pop up like the screenshot below
- 3. Click on the <u>E</u>-mail Accounts button.



4. Select "View or change existing e-mail accounts" and click Next.

E-mail Accounts	<u>?</u> ×
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail C Add a new <u>e</u> -mail account Image: Mew or change existing e-mail accounts	
Directory C Add a new <u>d</u> irectory or address book C View or c <u>h</u> ange existing directories or address books	
< Back Next >	Close

5. Click on the "Change" button.

E-mail Accounts			? ×
E-mail Accounts You can select an account and chan	ge its settings or remove it.		
Outlook processes e-mail for these a	accounts in the following order:		
Name	Туре	_hange	
Microsoft Exchange Server	Exchange (Default)	Add	
		<u>R</u> emove	
		Set as Default	
		Move <u>U</u> p	
•	•	Move <u>D</u> own	
Deliver <u>n</u> ew e-mail to the following lo Mailbox - Jones, Billy	New <u>O</u> utlook Data File		
	< <u>B</u> ack	Finish Ca	ancel

 In the "Microsoft <u>E</u>xchange Server:" field is the name of your E-mail server. Write this down so you have the name when you log into Citrix. Also, write down your name exactly as it is in the user name field so you can enter it into your Citrix Email setup.

E-mail Accounts			? ×
Exchange Serv You can enter	ver Settings • the required information to connect to •	your Exchange server.	
Type the name of administrator.	of your Microsoft Exchange Server comp	uter. For information, see your syster	m
Microsoft <u>E</u> xc	hange Server: <u>STLMSG01</u>		
Type the name o your user name.	of the mailbox set up for you by your adr	ministrator. The mailbox name is usual	lly
<u>U</u> ser Name:	Jones, Billy	Check Name	
			(
		<u></u>	ore Settings
		< <u>B</u> ack <u>N</u> ext >	Cancel

7. Please select Cancel to exit the interface.

Email Setup – Users without a Jacobs Email Account

- 1. Log into Citrix using <u>http://prolog.jacobs.com</u>.
- 2. Follow the instructions as from CITRIX environment until bullet 6
- 3. Please name the profile "Outlook", click OK.
- 4. Click "Add email account", click "Next".
- 5. Click "Microsoft Exchange Server", click "Next".
- 6. In the "Microsoft Exchange Server" line, type the OAKMSG42.
- 7. In the "User Name" field, type "Prolog E-mail" and click "Check Names". Select Prolog E-mail US.
- 8. Click "Finish".

Please Note: When you send a message through Prolog, you will receive a message "A program is trying to access email addresses you have stored in Outlook. Do you want to allow this?" Please click "Yes". You will then receive another message stating "A program is trying to send email on your behalf. Do you want to allow this?" click "Yes" again.

NOTE: You will always be asked these 2 questions, this is normal behavior, and is and is expected!!!

Things to keep in mind:

Prolog email functionality for the Generic Prolog E-mail accounts is OUTBOUND only. If anyone attempts to reply to an email sent from within Prolog Manager or Prolog Website, the email will be "Bounced" by the Jacobs email servers. This is done to keep email use to a minimum so that the system does not get "bogged down", and to limit the amount of downtime the email server may incur.

The Microsoft outlook client is available, however, even if open, you will not be able to receive email.

All Prolog Manager users share an email account, therefore, it's important that you include your name in the body of the email so the receiver knows its source of origin.