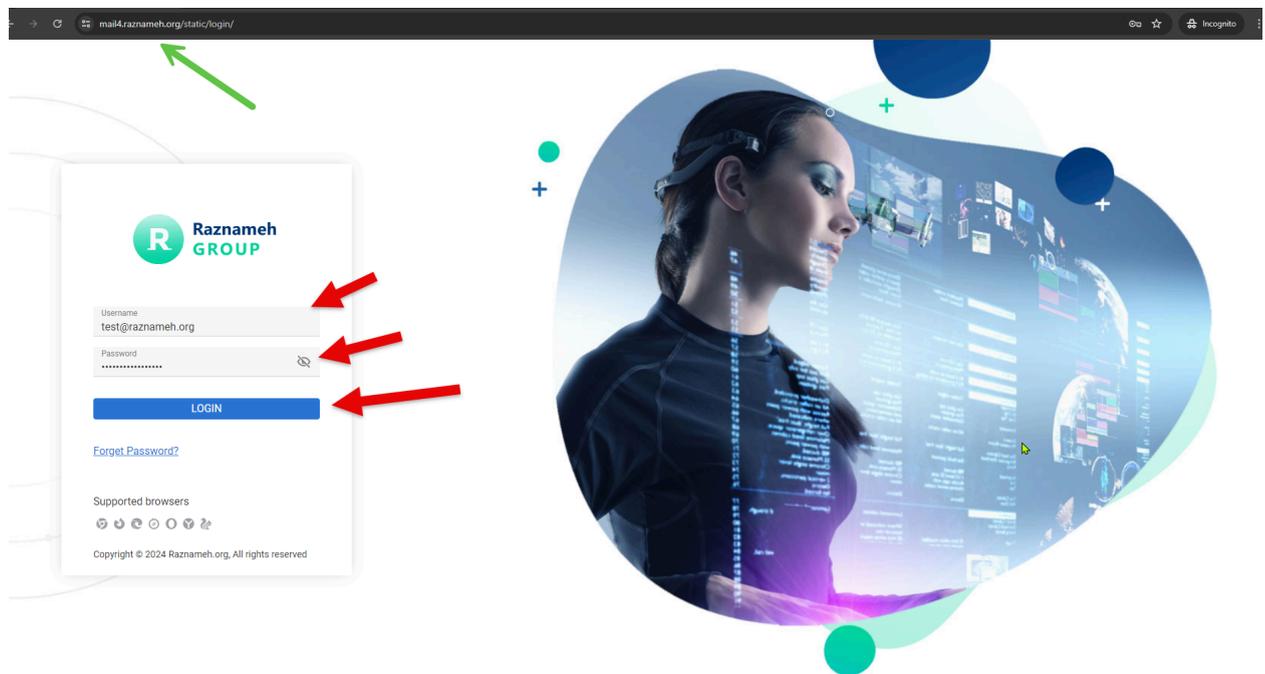# Email Service

Hi everyone!, I'm going to walk you through our email service. This is the email address you'll use to send and receive messages, and it's also the one we'll use to register you on other platforms on the company's behalf.
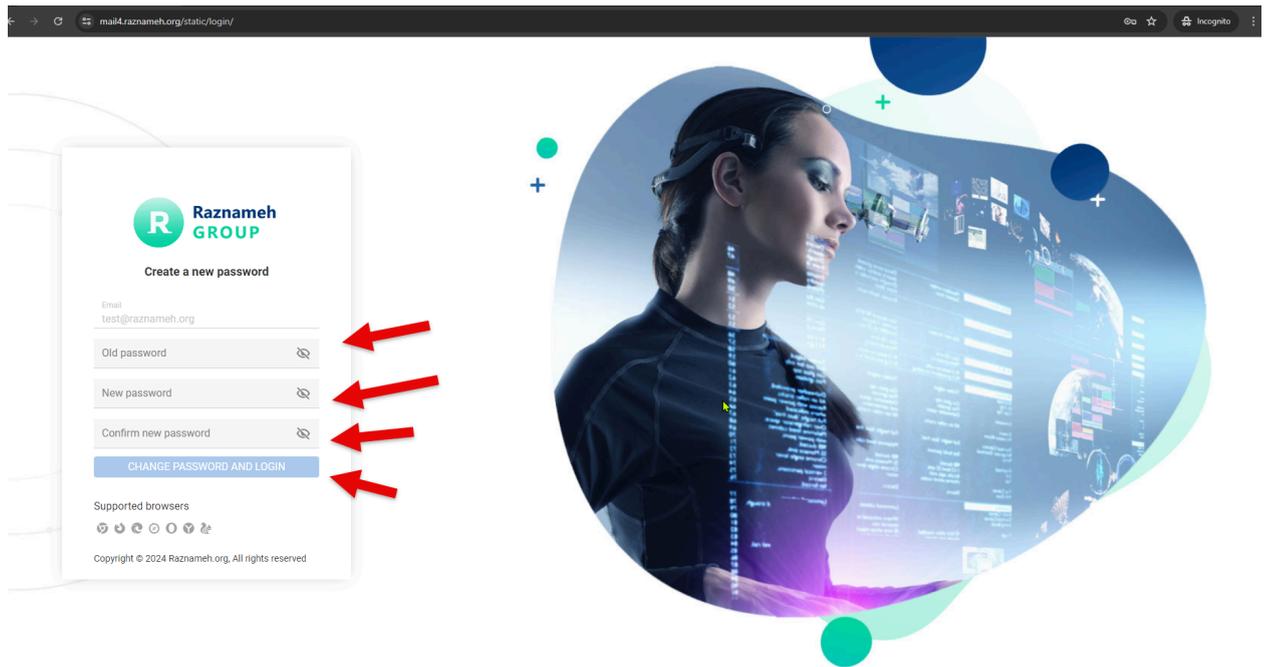
Our email service is called Carbonio, and guess what? In the future, we'll be offering this service to our clients as well! We can install, configure, and even support Carbonio for them.

To get you started, I've shared a file with your email address, username, and password.
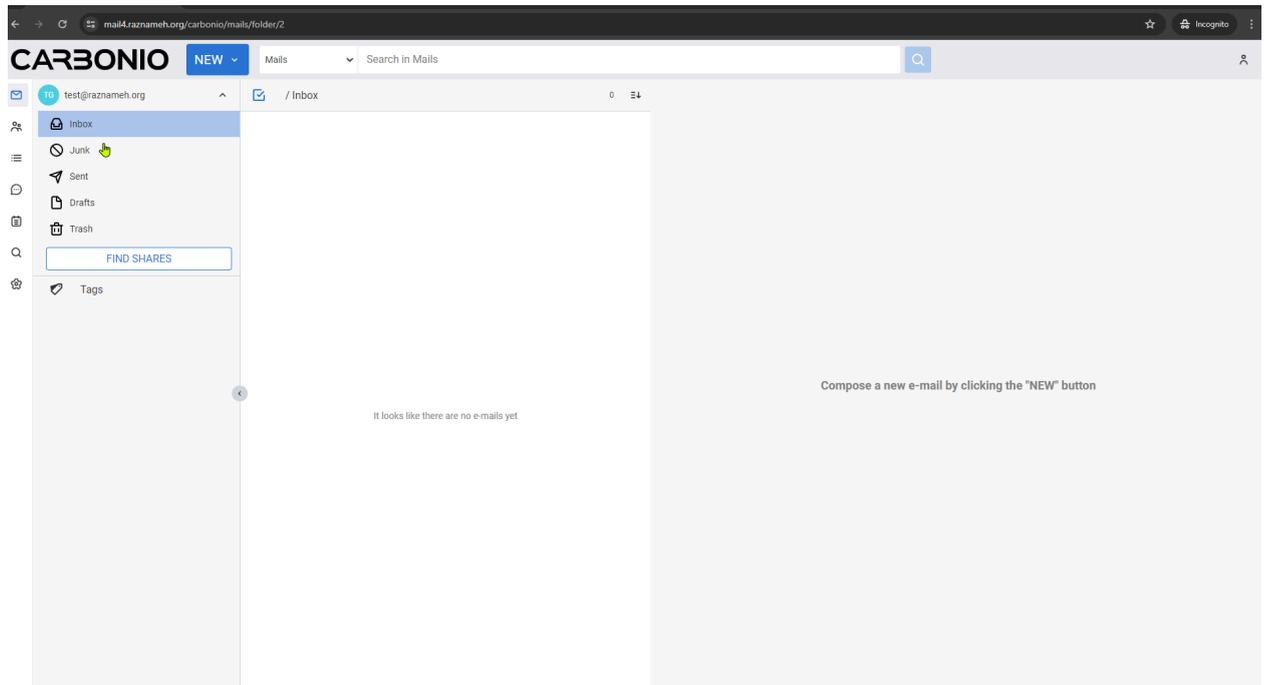
Here's how to log in: Open a web browser and type mail4.raznameh.org. Once you're there, simply enter your username and password to access your email.
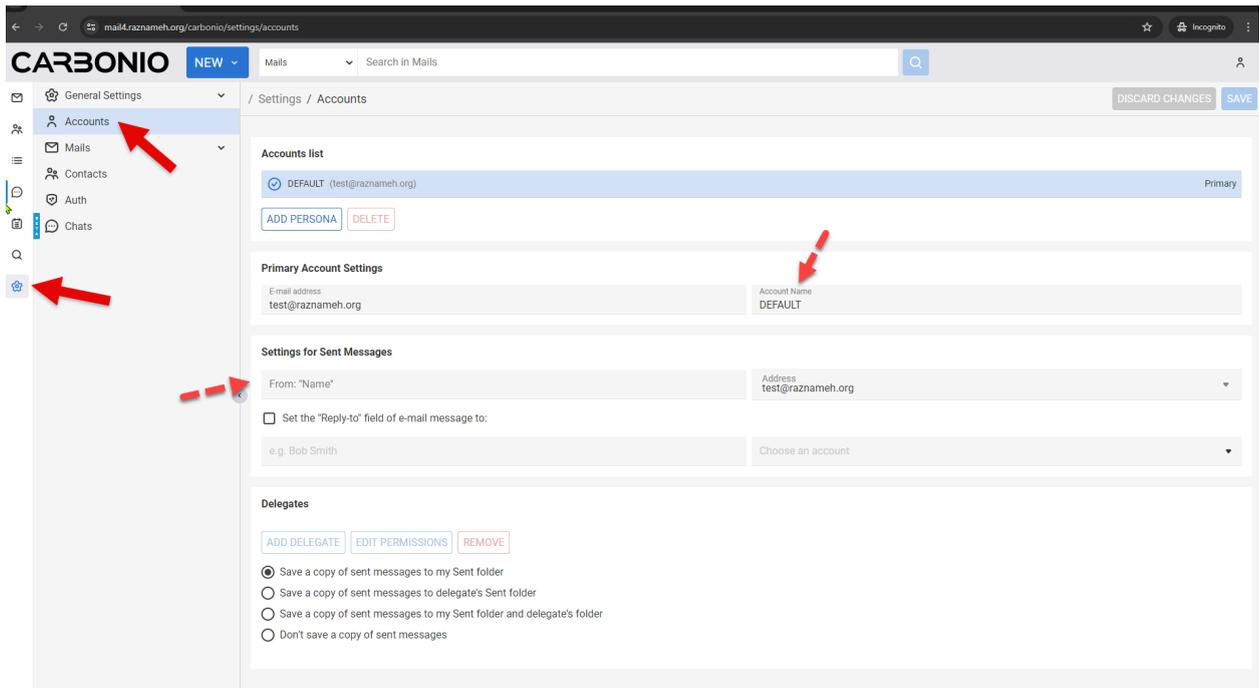

For many of you, this link will take you to a password reset page. There, you can simply enter your old password followed by your new desired password. Easy as pie!

Now you are logged in to the platform:

To kick things off, let's adjust some settings on the system.

Navigate to the settings by selecting it from the left-hand menu, then proceed to "Accounts."

For the initial step, ensure that the Account name is set to "Raznameh Group."

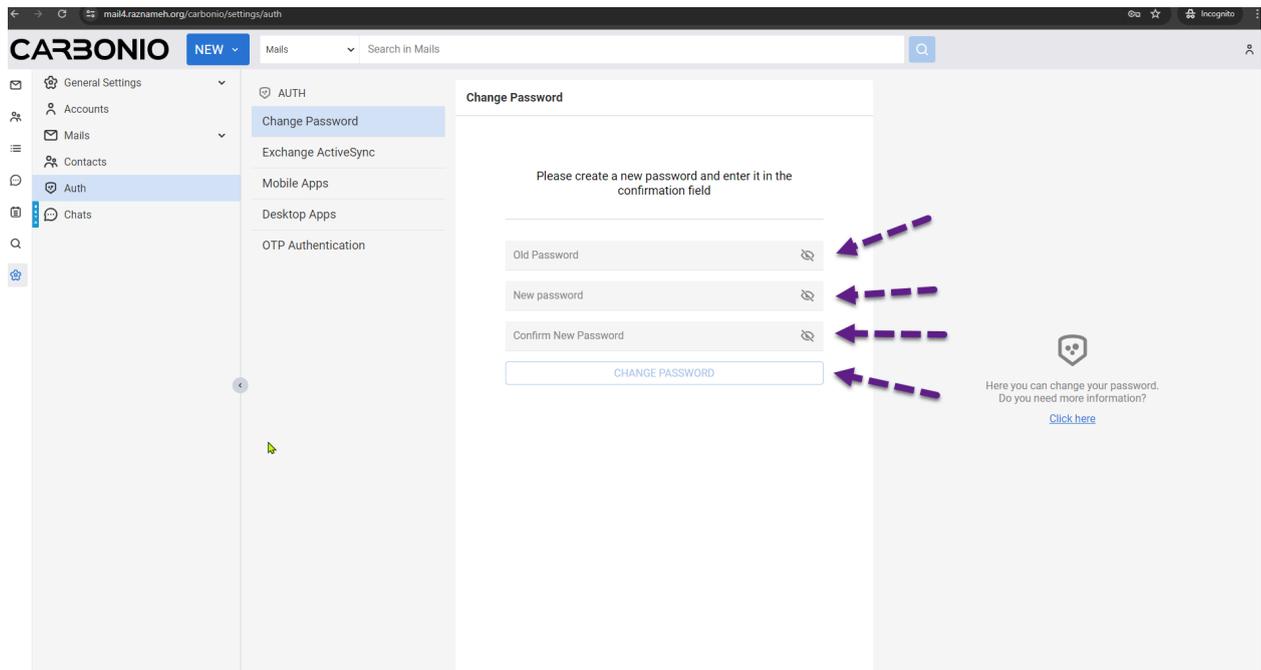Next, in the settings for sent messages under "From," input your full name.

Then save changes.

Didn't see the password reset page? No worries, you can still change it!
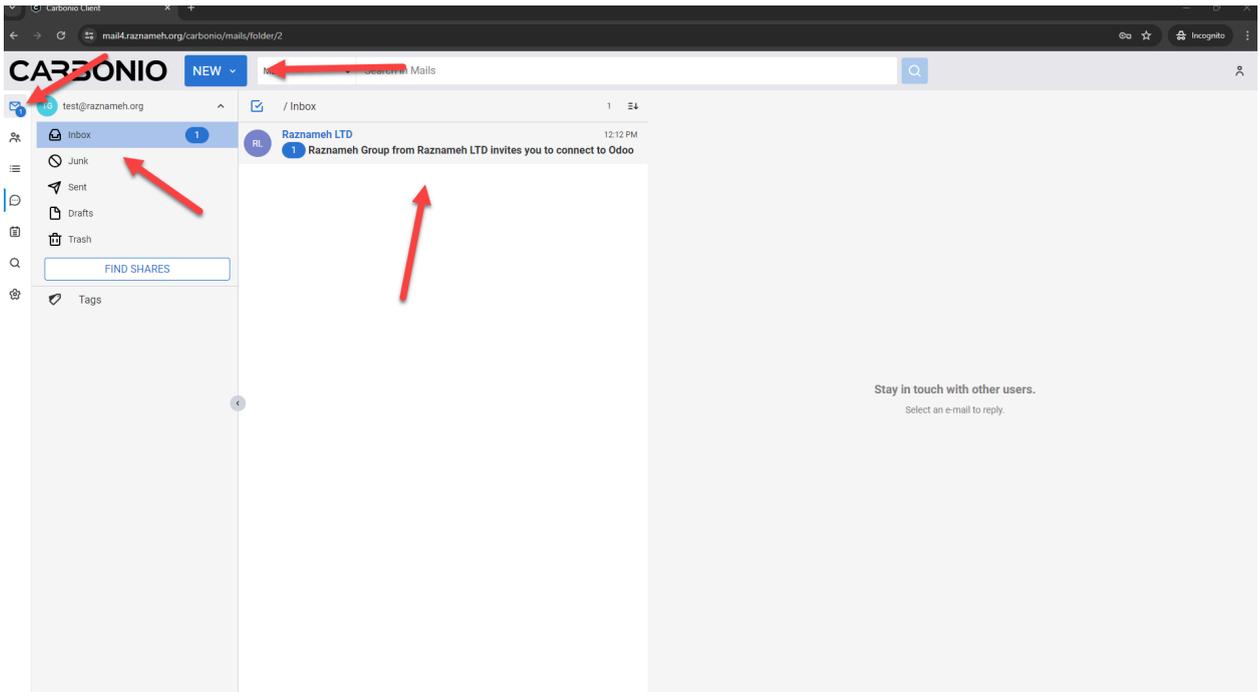

Here's how:

1. Go to Settings.
2. Look for the "Auth" menu (it might be under Security or Account).
3. Click on "Change Password".
4. Enter your current password.
5. Pick a new, strong password that you'll remember easily.

6. Click "Change" (or "Save") to update your password.

Ready to start sending and receiving emails? It's easy!

1. **Your inbox is your central hub.** Head over to the "Mails" section and then "Inbox" to see all your messages.
2. **Compose new emails with ease.** Look for the new button at the top of the page – it's your gateway to crafting messages and hitting send!

Task:

Kindly send an email detailing all the work you've completed, ensuring to cover every item, to kamal@raznameh.org.