

TIPS TO CHANGE THE NUR DOMAIN TO UR DOMAIN

I. WEBMAIL INTERFACE

When in your Mail Box, go to “Preferences/Settings”, then activate the “Information personelles /Personal Informations” as shown down here:

The screenshot shows the 'Preferences for Mail' interface with a dark blue header. The header contains the title 'Preferences for Mail' on the left and two links, 'Show Advanced Preferences' and 'Edit Preferences f', on the right. Below the header, the interface is organized into four columns, each with a main category title and several sub-sections with brief descriptions:

- General**
 - Personal Information**: Change the name, address, and signature that people see when they read and reply to your email.
 - Saved Searches**: Manage your saved searches
- Compose**
 - Composition**: Configure how you send mail.
 - Stationery**: Edit stationery and form responses.
 - Replies**: Configure how you reply to mail.
 - Drafts**: Manage message drafts.
 - Sent Mail**: Manage sent mail folders.
- Message**
 - Viewing**: Configure how messages are displayed.
 - Deleting and Moving Messages**: Set preferences for what happens when you move and delete messages.
 - Spam Reporting**: Configure spam reporting.
 - New Mail**: Control when new mail will be checked for, and whether or not to notify you when it arrives.
 - Flags**
- Other**
 - Mailbox Display**: Change display preferences such as how many messages you see on each page and how messages are sorted.
 - Folder Display**: Change folder navigation display preferences.
 - Filters**: Create filtering rules to organize your incoming mail, sort it into folders, and delete spam.
 - Address Books**: Select address book sources for adding and searching for addresses.

Under the Personal information option, check if the written domain is correct. If not, replace NUR.AC.RW by UR.AC.RW then save changes as bellow:

Personal Information

Your default identity:

J.B.NTIRUSHWA@ur.ac.rw

Select the identity you want to change:

J.B.NTIRUSHWA@ur.ac.rw

Delete

Identity's name:

J.B.NTIRUSHWA@ur.ac.rw

Your full name:

Jean Baptiste NTIRUSHWA

The default e-mail address to use with this identity:

j.b.ntirushwa@ur.ac.rw

Default location to use for location-aware features:

change the domain name here

Place your signature before replies and forwards?

Save sent mail?

Sent mail folder:

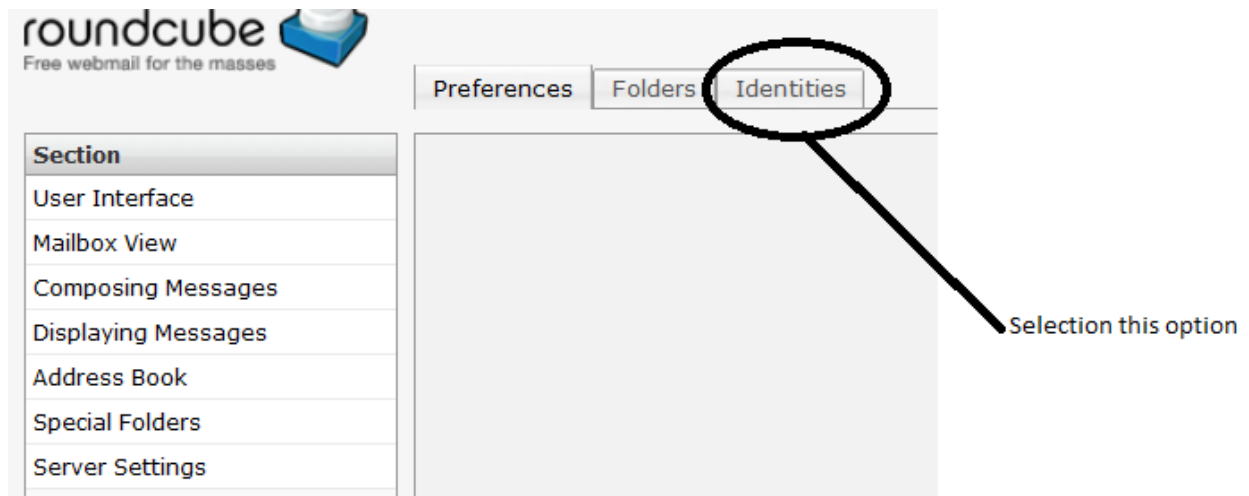
Sent

Save Undo Changes Return to Main Screen

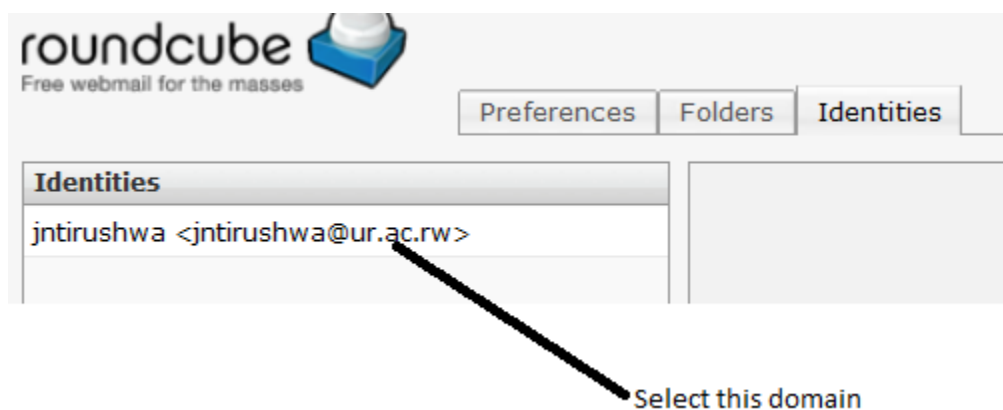
Click here to terminate

II. ROUNDUCUBE INTERFACE

When in your Mail Box, go to “**Settings**”, then activate the “Identities ” option as shown down here:



In the left pane, your identities on the domain will be displayed and you have to update/change where necessary. The figure bellow illustrates:



In the Right Pane, change / update the domain name and confirm by saving changes as bellow:

Identities

jntirushwa <jntirushwa@ur.ac.rw>

Edit item

Settings Signature

Display Name jntirushwa

Email jntirushwa@ur.ac.rw

Organization University of Rwanda

Reply-To

Bcc

Set default

Delete Save

Save changes here

Change the domain name here