



Email Notes

To access your email, you will need an email reader. Among the most common are Outlook, Thunderbird & Eudora. You are free to choose whatever reader you like as long as it supports the POP or IMAP protocols, and SMTP. (Anything built in the last 5 years does). If you have doubts about whether you want to establish a POP or IMAP account, we recommend a POP account. Mailbox sizes are limited to 100 MB per general user; senior management mailboxes are 250MB. Should you require a larger mailbox for a particular reason, contact postmaster@mcdanielsag.com. Requests for aliases or virtual mailboxes will be considered on an individual basis.

You will need an Internet connection to access our email server. An important bit of information you will need to know is the mail server's name for incoming and outgoing mail (mail.mcdanielsag.com). Your login is likely your name truncated together, (i.e. robmcdaniels); this is the first part of you email address, the part before the @. You will need to use your password to access your email. Your password will be provided by the Human Resources Director. **For Windows Users: After the standard account setup in Outlook, you will need to modify 'Properties' noting that your 'Outgoing Mail Server Requires Authentication'. Login/Password is the same as already entered.** You are welcome to request changes to your account by sending those requests to postmaster@mcdanielsag.com. Changes may take up to one week to become effective. All mail activity is subject to the provisions of the Company's Email & Electronic Messaging Policy. We do ask that in general, you limit recurring inquiries for email to 30 minute intervals to help balance load on the server. Leniency will be granted on this policy in certain situations. At this time, the server does not require a SSL, nor does it require any password encryption. Standard ports are used.

Accessing web-based email is possible with a standard browser. Go to <http://www.mcdanielsag.com> and click on 'Webmail'. If you utilize webmail, please use the 'Options' tab to customize your settings. Populating these 'Options' fields usually activates the webmail portion of your email. If you would like your email temporarily automatically forwarded to an existing email account for a specific, credible reason, notify postmaster@mcdanielsag.com of your request. Requests will be reviewed on a case by case basis. The Company requests you continue to use this account for your business transactions in the interests of building company brand identity even if you choose to have the mail forwarded.

NOTE: We strongly recommend that webmail be used as a back up/emergency situation has it does not have the functionality full functionality of conventional email.

Checking email

The following are recommended minimums for checking email by general job classification.

Managers, Sales Consultants, Service & Parts Advisors - 3 times per day (mid AM, early PM, late PM).
All other Associates – once daily and AT LEAST WEEKLY.

If you are not familiar with any of this terminology, ask your supervisor for hands on demonstration!

Obviously, at certain times, you may need to check your email more often. Don't fall into the trap of checking email so often you ignore your other duties. If you will be away for a period of time (vacation), you may want to make arrangements to have your mail temporarily forwarded to another individual to attend to any matters that arise (postmaster@mcdanielsag.com). Keep in mind the postmaster may need as much as a week to enable to temporary forwarding.

Avoid using this account as a spam account. While you are free to use this account to subscribe to appropriate newsgroups, if the account becomes a haven for spam, it will be automatically turned off. Use caution on handing the email address out!

All accounts should include a signature line indicating who you are, our company information, and an opportunity for the Client to opt out of communications. See the COO, Rob McDaniels, if you have questions. Sales Consultants signatures must also include a disclaimer that all offers to sell are subject to management approval and terms of our Purchase Agreement. A sample follows:

Rob McDaniels
Chief Operating Officer
McDaniels Automotive Group
2283 Savannah Highway
Charleston, SC 29414
(843) 555-1212

**All price quotes subject to availability, other terms of the McDaniels
'Purchase Agreement' and final management approval.**

In order to opt out of future automated emails from this sender, send a message to remove@mcdanielsag.com from the email address to be removed, or you may send a letter to the above address, marked attention 'REMOVE'.