

Generic Account Maintenance

If you are an **owner** of a Generic Account e-mail account, you now have access to add or remove members.

If you are not an owner, you cannot add members, to become an owner, please contact the Helpdesk.

What is the difference between an Owner and a Member?

What do you want to do?	Owner	Member
Read, Send, Delete, File e-mails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See Edit Generic E-mail Access Link	<input checked="" type="checkbox"/>	
Add or Remove Owners	<input checked="" type="checkbox"/>	
Add or Remove Members	<input checked="" type="checkbox"/>	

Adding a New Owner to a Generic Account E-mail Account

1. Go to <http://directory.villanova.edu>
2. Click the logon button in the top right corner of your screen, login with your email userid and password
3. Under the Find a Person, type in your userid and then click the search button
4. Your account information will now be displayed
5. Under the ownership section, click the account name that you are looking for (scroll to the bottom of the page, you can reference the email this documentation was attached to if you are not sure of the email account name).
6. Once you click on the account, you will link to a screen with two lists. The left-hand list displays the owners of the e-mail account (those with access to read/send/edit e-mail in the account as well as add and remove members). The right-hand list shows all of the members of the group (those who have access to read/send/edit e-mails from the account).

Generic Account Maintenance

The screenshot shows a Microsoft Internet Explorer browser window displaying the Villanova University Directory Services page for the 'supportAccess' group. The page includes a navigation menu, a welcome message for Robin Allen, and the current time. The main content area is divided into sections for Group Tasks, Previous Views, and account details. The 'Owners' and 'Members' sections each have a 'Search For Owners' and 'Search For Members' button, respectively, which are circled in red. Arrows point from these buttons to the numbered instructions below.

supportAccess - Microsoft Internet Explorer
Address: http://www.villanova.edu/directoryservices/viewGroupInfo/supportAccess

Villanova University
Directory Services
VU Home Academics Athletics Directory Library Offices Search Site Index
Welcome, Robin Allen | Log off
Current Time: Mon Sep 29 16:26:42 EDT 2003

Group Tasks
supportAccess

Previous Views
> supportAccess
> emailspamAccess

Group Name: supportAccess
Description: User Services Group Account
E-Mail Address:
Alternate E-Mail:
See Also: support

Owners Search For Owners

- mmorri02
- rallen
- rwack
- wsmith

Remove Selected

Members Search For Members

- edoyle02
- jbudwell
- kmcgraw
- mmartin
- mmcmulle
- mmorri02
- nbruns
- nwilson
- pobrien
- rallen
- rwack
- whenry01
- wsmith

Remove Selected

7. Click **Search for Owners** or **Search for Members**
8. You will be taken to the Directory Services page below.
9. In the **Find A Person** form put in full name or user ID

Generic Account Maintenance

Directory Services - Microsoft Internet Explorer

Address: <http://www.villanova.edu/directoryservices/control>

Villanova University
Directory Services

Welcome, **Robin Allen** | [Log off](#)
Current Time: **Mon Sep 29 16:51:25 EDT 2003**

Welcome to Villanova's new Directory Services
The features offered by this website have been simplified into the two forms below.

- **Find a Person** enables you to search for a student, faculty or staff member of the University.
- **Change your Password** permits you to change your University password. Please note that this password form does not affect your NOVASIS/Banner User ID and password.

Find a Person

First Name: User ID:

Last Name:

Department:

Reverse Number Lookup (xxx) xxx-xxxx:

Change your Password

User ID:

Old Password:

New Password:

Verify New Password:

10. Click **Search**

11. You will now see a list of all of the people in the University community with that name. Find the correct person, and click on the **More Info...** link on the right-hand side.

Search: first name ~ = elizabeth
 and last name ~ = doyle - Microsoft Internet Explorer

Address: <http://www.villanova.edu/directoryservices/search>

Villanova University
Directory Services

Welcome, **Robin Allen** | [Log off](#)
Current Time: **Mon Sep 29 16:51:56 EDT 2003**

Displaying 2 of 2 Results [>> Return to Search Form](#)

Doyle, Elizabeth (edoyle) [More Info...](#)

E-Mail: elizabeth.doyle@villanova.edu
Homepage: <http://www.homepage.villanova.edu/elizabeth.doyle>
Department: Non-Faculty Retiree

Doyle, Elizabeth L (edoyle02) [More Info...](#)

E-Mail: elizabeth.l.doyle@villanova.edu
Homepage: <http://www.homepage.villanova.edu/elizabeth.l.doyle>
Department: UNIT-User Support

Displayed 2 of 2 Results [>> Return to Search Form](#)

12. You are now directed to the person's individual Directory Services page.

13. On the left-hand side of the screen, you see an **Account Tasks** box.

14. You will notice that there are two links related to the Generic Account E-mail account.

Generic Account Maintenance

- Click on the appropriate link on the left hand side depending on whether you want that person to be and **Owner** or a **Member** of the Generic Account E-mail account.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Villanova University Directory Services page for Elizabeth L. Doyle. The page includes a navigation menu at the top with links for VU Home, Academics, Athletics, Directory, Library, Offices, Search, and Site Index. A welcome message for Robin Allen and a log off link are also present. The current time is Mon Sep 29 16:43:56 EDT 2003. The main content area is divided into three sections: Account Tasks, Previous Views, and a profile summary. The Account Tasks section lists options like Reset Password, Mail Password, Add Membership Of Group, and Add Ownership Of Group. The Previous Views section lists Elizabeth L. Doyle, Search Form, supportAccess, support, and emailspamAccess. The profile summary lists personal and contact information for Elizabeth L. Doyle, including her UID, Common Name, First Name, Middle Name, Last Name, E-Mail Address, and Homepage Address.

Account Tasks
Elizabeth L. Doyle
+ Reset Password
+ Mail Password
+ Add Membership Of Group supportAccess
+ Add Ownership Of Group supportAccess

Previous Views
> Elizabeth L. Doyle
> Search Form
> supportAccess
> support
> emailspamAccess

UID:	edoyle02
Common Name:	Elizabeth L. Doyle
First Name:	Elizabeth
Middle Name:	L.
Last Name:	Doyle
E-Mail Address:	elizabeth.l.doyle@villanova.edu
Homepage Address:	http://www.homepage.villanova.edu/elizabeth.l.doyle
Published Address:	
Published Telephone:	
ISO:	
SSN:	
DOB:	
Department/Class:	

- The link now reads Remove Membership.
- Under the **Previous Views** box, you can click Search Form if you want to add more people or click on the name of the Generic Account E-mail account to be taken to the list of owners and members.

To Remove Owners/Members:

- Click on the **Edit Generic E-mail Access** link
- You will link to a screen with Owner and Member lists.

Generic Account Maintenance

Villanova University
Directory Services

VU Home Academics Athletics Directory Library Offices Search Site Index
Welcome, **Robin Allen** | [Log off](#)
Current Time: **Mon Sep 29 16:45:03 EDT 2003**

Group Tasks
supportAccess

Previous Views
> supportAccess
> Elizabeth L Doyle
> Search Form
> support
> emailspamAccess

Group Name: supportAccess
Description: User Services Group Account
E-Mail Address:
Alternate E-Mail:
See Also: [support](#)

Owners	Search For Owners	Members	Search For Members
<input type="checkbox"/> mmorri02		<input checked="" type="checkbox"/> edoyle02	
<input type="checkbox"/> rallen		<input type="checkbox"/> jbudwell	
<input type="checkbox"/> rwack		<input type="checkbox"/> kmcgraw	
<input type="checkbox"/> wsmith		<input type="checkbox"/> mmartin	
<input type="checkbox"/>		<input type="checkbox"/> mmcmulle	
<input type="checkbox"/>		<input type="checkbox"/> mmorri02	
<input type="checkbox"/>		<input type="checkbox"/> nbruns	
<input type="checkbox"/>		<input type="checkbox"/> nwilson	
<input type="checkbox"/>		<input type="checkbox"/> pobrien	
<input type="checkbox"/>		<input type="checkbox"/> rallen	
<input type="checkbox"/>		<input type="checkbox"/> rwack	
<input type="checkbox"/>		<input type="checkbox"/> whenry01	
<input type="checkbox"/>		<input type="checkbox"/> wsmith	

Remove Selected

3. Click the box next to the name of the person you would like to delete. You may click as many boxes as you would like.
4. Click the **Remove Selected** icon.
5. The screen will refresh, and you will see the current list with the person removed.

Villanova University
Directory Services

VU Home Academics Athletics Directory Library Offices Search Site Index
Welcome, **Robin Allen** | [Log off](#)
Current Time: **Mon Sep 29 16:43:10 EDT 2003**

Group Tasks
supportAccess

Previous Views
> supportAccess
> Search Form
> Elizabeth L Doyle
> support
> emailspamAccess

Group Name: supportAccess
Description: User Services Group Account
E-Mail Address:
Alternate E-Mail:
See Also: [support](#)

Owners	Search For Owners	Members	Search For Members
<input type="checkbox"/> mmorri02		<input type="checkbox"/> jbudwell	
<input type="checkbox"/> rallen		<input type="checkbox"/> kmcgraw	
<input type="checkbox"/> rwack		<input type="checkbox"/> mmartin	
<input type="checkbox"/> wsmith		<input type="checkbox"/> mmcmulle	
<input type="checkbox"/>		<input type="checkbox"/> mmorri02	
<input type="checkbox"/>		<input type="checkbox"/> nbruns	
<input type="checkbox"/>		<input type="checkbox"/> nwilson	
<input type="checkbox"/>		<input type="checkbox"/> pobrien	
<input type="checkbox"/>		<input type="checkbox"/> rallen	
<input type="checkbox"/>		<input type="checkbox"/> rwack	
<input type="checkbox"/>		<input type="checkbox"/> whenry01	
<input type="checkbox"/>		<input type="checkbox"/> wsmith	

Remove Selected