



Project – RVPN
User Manual_Mail Access



SAP BUSINESS WORK PLACE (MAIL ACCESS)

USER MANUAL

SUBMITTED

TO

RVPN

By

YASH TECHNOLOGIES PVT LTD

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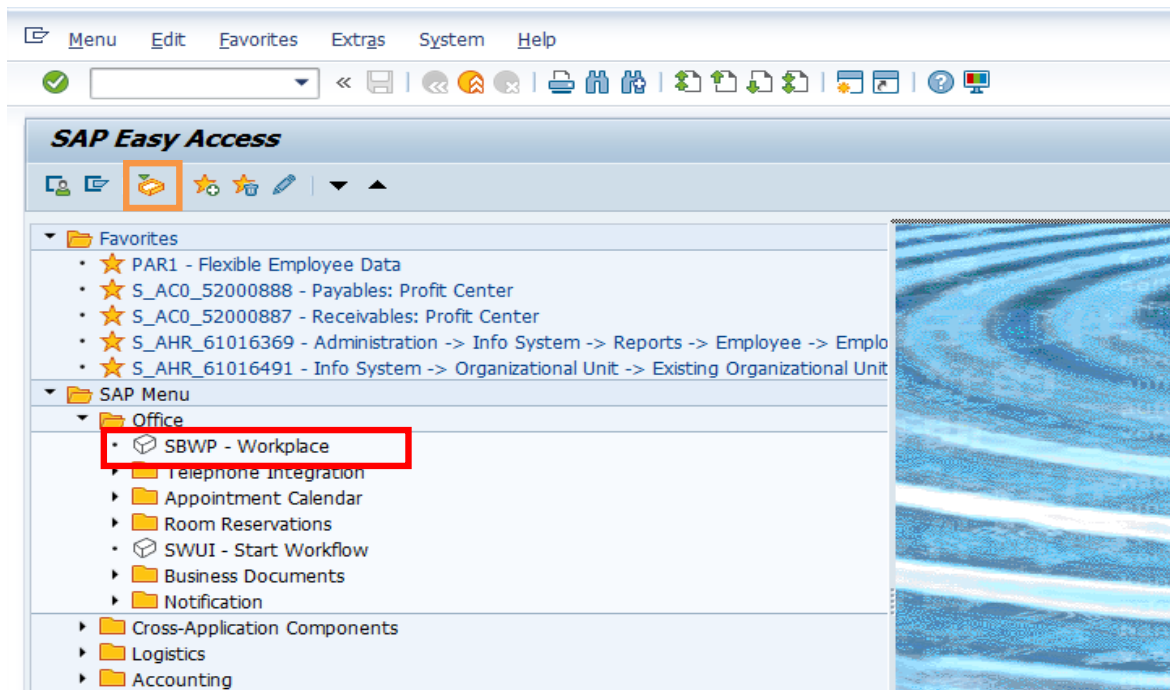


1. SAP MAIL ACCESS

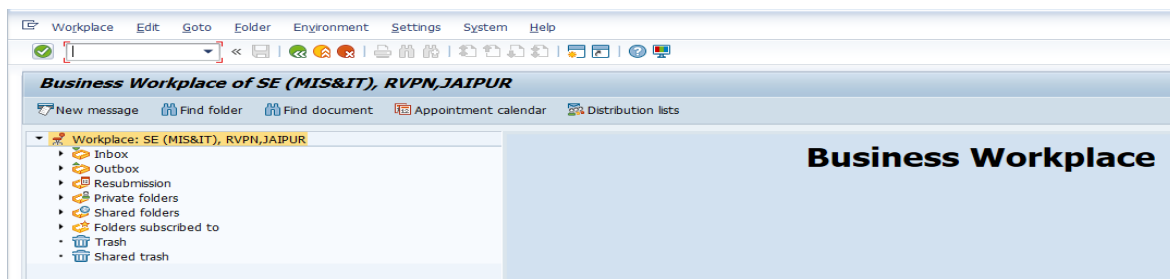
1.1 To Open Mail Box:

Via Menus	SAP Easy Access (First Screen) >SAP Menu>Office>SBWP-Workplace
Via Transaction Code	SBWP

- Go to SAP Easy Access screen and Select  Sap Business Workplace button or
- Go to SAP Easy Access screen>SAP Menu> Office>SBWP – Workplace



Following screen will open






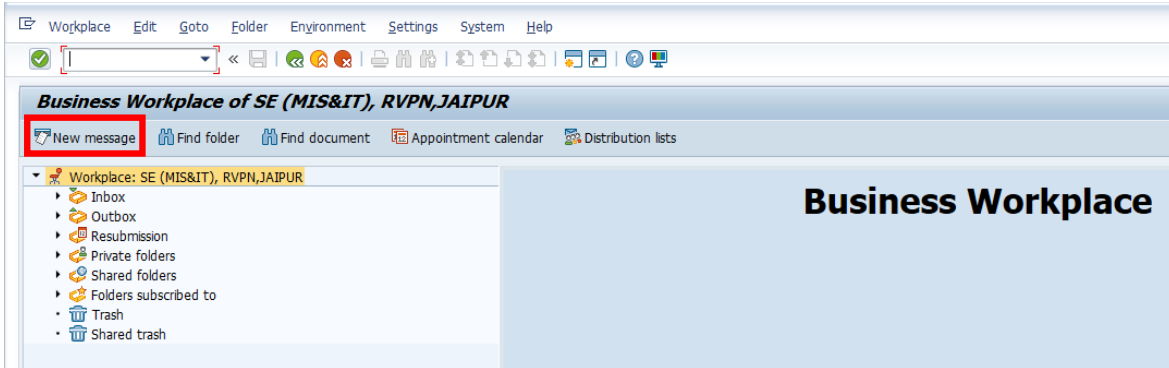
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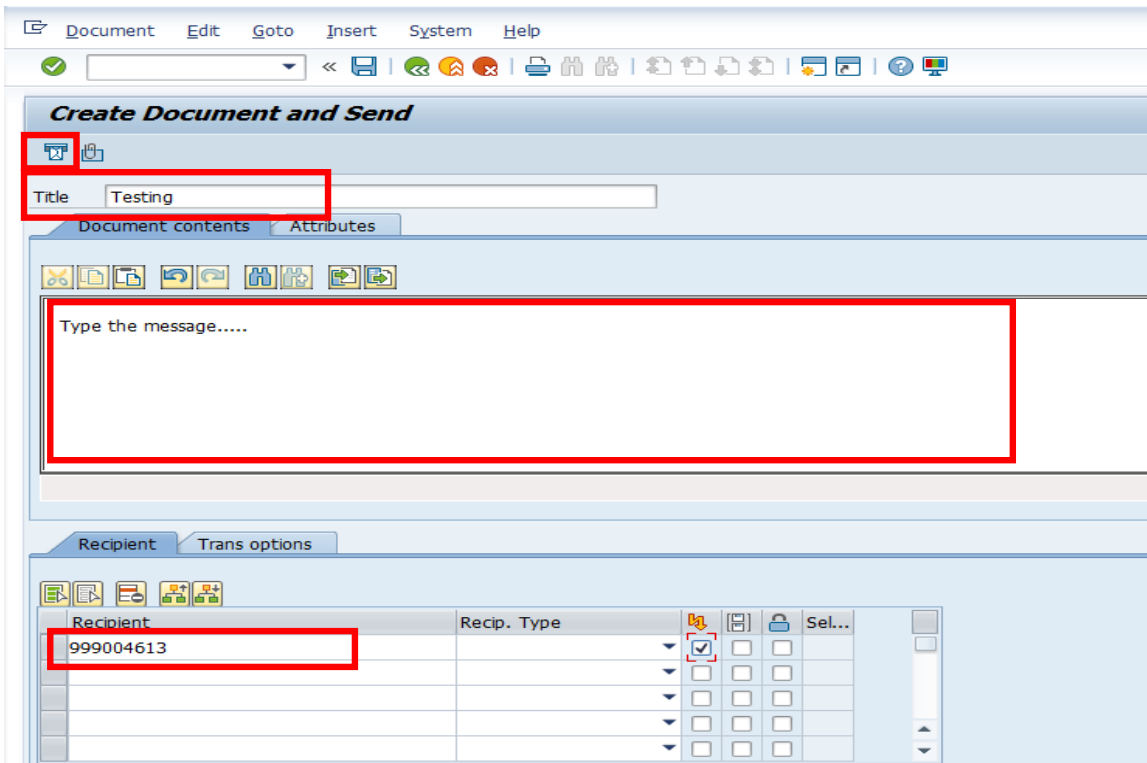


1.2 To Send Mail

Click on  **New message** icon.



- Enter Subject for the mail in the Title field
- Type the message in the message box
- Enter user id of the receiver in Recipient field
- Click the  send icon





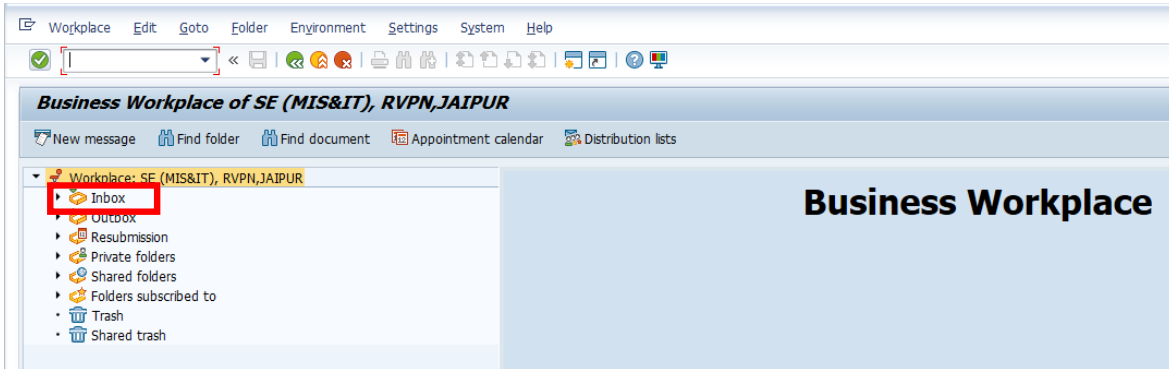
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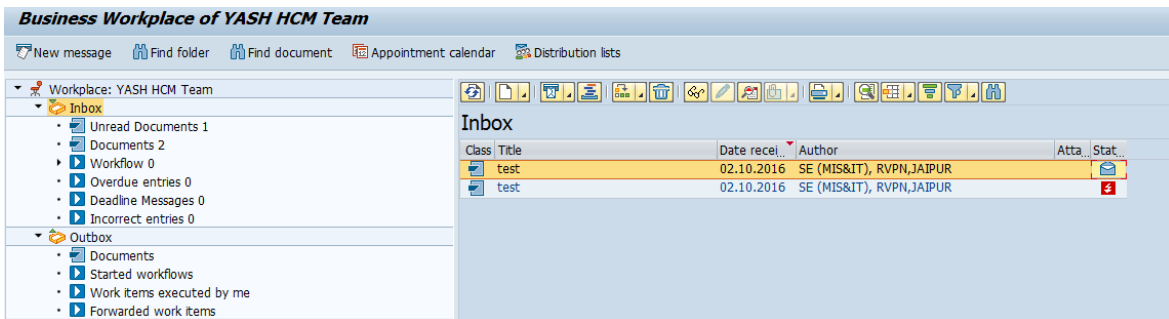


1.3 To Check Mail(Inbox)

Click the Inbox icon



Select the message title and double click it to open the message.



Message will be displayed.

