# Email Access & Management with Baya

## **Features Comparison Chart**

Email Features	Baya V4	Baya V3	Baya V2
Interface	3 pane with No choice for layouts	3 pane with a choice between different layouts	2 pane
Domain logo	Yes (On home page (https://docs.mithi.com/home/how- to-customize-your-web-client))	Νο	Yes
List view	Yes	Yes	Yes
Thread view	Yes	Yes	No
Digital signature and encryption	Yes	Yes	No
Canned responses	Yes	Yes	No
Signatures	Yes	Yes	Yes
Filters	Yes	Yes	Yes
Keyboard shortcuts	Yes	Yes	No
Vacation reply	Yes	Yes	Yes

		(with additional support for start and end date and different messages for internal and external senders)	
Email in Indian Iocal Ianguage	Yes	Yes	No
Save email as Task	Yes	Yes	No
Save email as Event	Yes	Yes	No
Advanced search	Yes	Yes	Yes

## Log in to Baya

- 1. Enter the URL for accessing Baya in your favorite browser. Refer the following table for details.
- 2. On the login page, enter Username.
- 3. In the **Password** field, enter your password. If you have forgotten your password, click on the **Forgot Password**? link to launch the forgot pass application.
- 4. In the field with the Enter Captcha label, enter the characters visible to the left.
- 5. Click on the Login button.
- 6. If your domain administrator has enabled 2 factor authentication for your account and
  - this is the first time you are using your account, then follow the enrollment process for 2 factor authentication as given here (https://docs.mithi.com/home/how-to-enroll-for-2fa-using-baya4).
  - if enrollment is done, enter the 2FA code as given here (https://docs.mithi.com/home/how-to-enroll-for-2fa-usingbaya4#login-for-an-account-for-which-2-factor-authentication-is-enabled)
- 7. On the application switch,
  - Click the Contacts, Calendar, or Tasks icon to launch the respective application in the separate tab.
  - Click the Settings icon to view and configure the settings of Baya.
  - Click the Help icon to launch the online help to configure your desktop or mobile.

Baya V4	Baya V3	Baya V2

Access URL	{domain}- web.mithiskyconnect.com	{domain}- web.mithiskyconnect.com	{domain}.mithiskyconnect.com
Username	Complete email id Example: john@baya.com	Complete email id Example: john@baya.com	User id Example: john
Password	Password associated with your account	Password associated with your account	Password associated with your account
Captcha	Available	Available	Available
Forgot Password?	Click to reset the forgotten password	Click to reset the forgotten password	Click to reset the forgotten password
2 Factor Authntication	Available	Not available	Not available

## **Resources for the Email application**

### Baya V4

Refer to the topic linked here (https://docs.mithi.com/home/how-to-access-email-using-baya4).

#### Baya V3

Refer to the topic linked here (https://docs.mithi.com/home/how-to-access-email-using-baya-v3-web-client).

### Baya V2

Refer to the topic linked here (https://docs.mithi.com/home/how-to-access-email-using-baya-v2-web-client).