

[EMAIL GUIDE]

WEBMAIL

Your webmail account is located online at the following address:

<http://webmail.yourdomain.com>

Log in, using the username and password supplied to you.

As well as sending and receiving emails, you may click on [options] to customise your account. These include spam and filtering options, or you can check your hotmail accounts (or fetch any external POP3 emails), choose to highlight messages coming into your inbox, or change any personal, folder or display settings. There is also a calendar for your personal use.

POP3 EMAIL

To set up POP3 email, using the email client of your choice (e.g. Pegasus Mail or Microsoft Outlook) input your full email account username (*user@yourdomain.com*) and password into the settings section for receiving mail (in Pegasus Mail, under Tools, Internet Options, Receiving; in Microsoft Outlook under Tools, Email Accounts, and follow the wizard). Your POP3 (incoming) mail server is: *mail.yourdomain.com*

We do not provide STMP (outgoing email) services – you will have received a server address to use from your ISP (e.g. *smtp.your-internet-provider.com*)

FORWARDS/AUTORESPONDERS

You may change your passwords and set up forwards & autoresponders for each email account at the following address:

<http://www.yourdomain.com/email>

Log in, using your email account username and password. Click on Modify User to access available options. You must select [Enable Forward] and input a valid email address to forward your emails, or choose [Enable Vacation] and enter a subject and email body to use as an autoresponse to any emails your receive.

SPAM TAGGING & FILTERING

For your protection we have anti-spam and anti-virus software running on our email servers. The anti-spam software tags messages, which it evaluates as *probably* being unsolicited emails, with the text "[SPAM]". You may set up email filtering in your webmail account to deal with these emails effectively. Note that tagging is not a guarantee that the message is unsolicited. (Webmail Spam Filtering: in Webmail click Folders. Create folder "Spam". Click Options, Message Filters, New. Match Subject, enter "[SPAM]", move to folder: Spam, Submit.)

ADDRESS REFERENCE

Email Administration	http://www.yourdomain.com/email
Webmail Location	http://webmail.yourdomain.com
POP3 Server	mail.yourdomain.com

Please contact us with any other queries or to set up new email accounts.

Pelinor - Websites, Design, Automation
<http://www.pelinor.com>