

Web Services West: Your Website Email

You all have an e-mail address associated with the website, so your personal e-mail addresses are not public. Currently, e-mail sent to you at "Yourdomain.com" may be forwarded via the website to your home address. For example director@yourdomain.com may be forwarded to jimb@earthlink.net.

For most of you, this is all you need or want to know, and you can ignore the rest of this message. For the rest of you intrepid souls, read on!

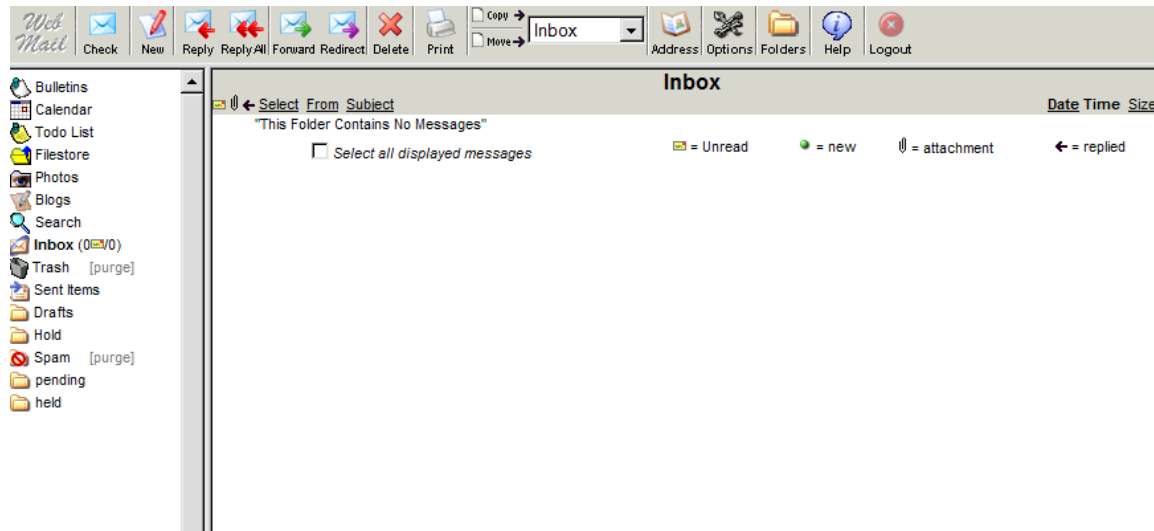
Your website e-mail feature is called "*SurgeMail*." You can reach your web email by going to **http://mail.yourdomain.com:8383** from any computer. You can send and receive e-mail via the website. You can change your password, set up an address book, and perform the other functions of a real e-mail account.

Once at the site, you will see a very simple interface. It looks something like this: (You will be able to change the look by choosing the Template Set.)

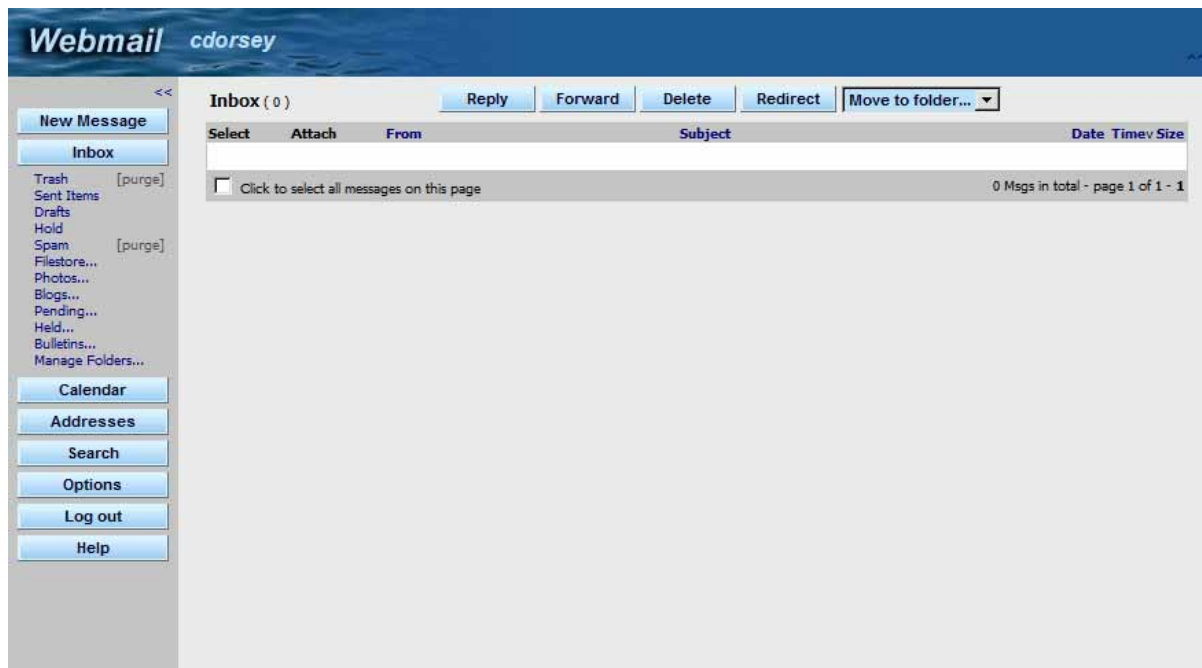
The image shows two side-by-side screenshots of a webmail interface. The left screenshot is a login page titled "Welcome to colormyweb.com's email system". It has input fields for "Username" (with "@colormyweb.com" to its right), "Password", "Template Set" (a dropdown menu showing "Surge - Ocean"), and "Language" (a dropdown menu showing "English"). There is a checkbox for "Remember me for 30 days" and a "Log me in" button. A footer link says "For help using WebMail click here". The right screenshot is titled "WebMail" and "Login". It has "Members:" section with "User Name:" (input field with "@colormyweb.com" to its right), "Password:" (input field), and "Template Set:" (dropdown menu showing "Panel Set (Panel)"). There is a "Login" button and a checkbox for "Remember me for 30 days". Below is a "Help:" section with links for "Forgot Password" and "WebMail Users Guide". At the bottom, it says "WebMail v3.1r Copyright © NetWin Ltd".

Logging On: Enter your UserID and Password, which are currently the part of your e-mail address that is in front of @yourdomain.com. For example, it could be user id *jimb* and password *jimb*.

Once you've logged on, you will see something like this:



or this:



Navigating: Select whatever action you want to do from the links or drop-down menus within the program.

Options: You can change your personal account options by clicking on the drop-down menu on the right of the window. For example, you may change your password here. Within Options there are **Advanced Options** where you can set spam filtering to your preferred level, check other email accounts, etc.

New Message: You can compose and send e-mail, along with attachments if you wish.

Inbox/Check Mail: You can pick up mail here or mail delivery can be controlled by your email desktop application.

Mail Forwarding: You must have administrator rights to do this. If you change your personal email (such as changing from goofy@yahoo.com to goofy@comcast.net), you can change it through the administrator rights.

Address Book: You can create an address book, just like you would in any e-mail account.

Help: All the information you need to manage your online email account is here.