

Accessing your mail / Managing your SPAM

To configure your email client:

Server settings:

- POP: mail.mydomain.com
- SMTP: mail.mydomain.com
- Username: your complete email address (you@yourdomain.com)
- Be sure to check “my server requires authentication”
- On the “Advanced” screen, select the box that instructs your client to “use the same settings” as your incoming server.
- If you will be receiving your email at more than one computer, or via webmail *and* a standard email client, be sure to go to your “Advanced” server settings for your email account and instruct the client to “leave a copy” of messages on the server and to “remove” them after a reasonable number of days (5 is generally good.)

You will need to periodically go to your webmail and delete / manage your SPAM to keep from running out of storage space. See SPAM Management section below.

To access your webmail:

- From any browser, type in <http://www.mydomain.com/webmail>
- You will see a login dialog box.
- Login with your complete email address (myname@mydomain.com)
- Enter your password.
- Click “Login”
- You will have two or three selections of email clients to use. (see image 1 below)
- Select “Horde”
- You will see a “Welcome to Horde” banner screen with a “Log in” button. (see image 2 below)
- Select “Login”
- You will be presented with a webmail screen for Sending / Receiving / Administering your email. (see image 3 below)
- When you click the + sign next to the Mail icon you will see your email folders.
- After your account has been active for long enough to receive mail, you will be able to send and receive mail and manage your address book from here.

SPAM Management

- You will see a spam folder created as soon as any SPAM is trapped and redirected to this folder.
- In order to keep your storage space from filling up with collected SPAM (you have 250 megabytes for storage) you should occasionally review the contents of the SPAM folder by clicking on its icon.
- If you find any messages that were incorrectly identified as SPAM, click the box to the left of the message(s), then click on the Whitelist label above your messages.
- Similarly, when inspecting the contents of your Inbox, you can flag message senders as SPAM by clicking the box next to the message and selecting Blacklist.

After you do this, the messages remain in the folder in which they were originally found.

To move the messages to the desired folder:

1. Click the selection box(es) next to them and then select the “Messages to” drop-down list to reflect the appropriate destination (trash, inbox, etc).
2. Then click the “Move” option.

You should periodically select all the messages in your SPAM folder (click the selection box above all the other selection boxes) and select “Delete”. Then Click Empty Trash to permanently remove them from storage.

Remember to click “Log out” when you are finished.

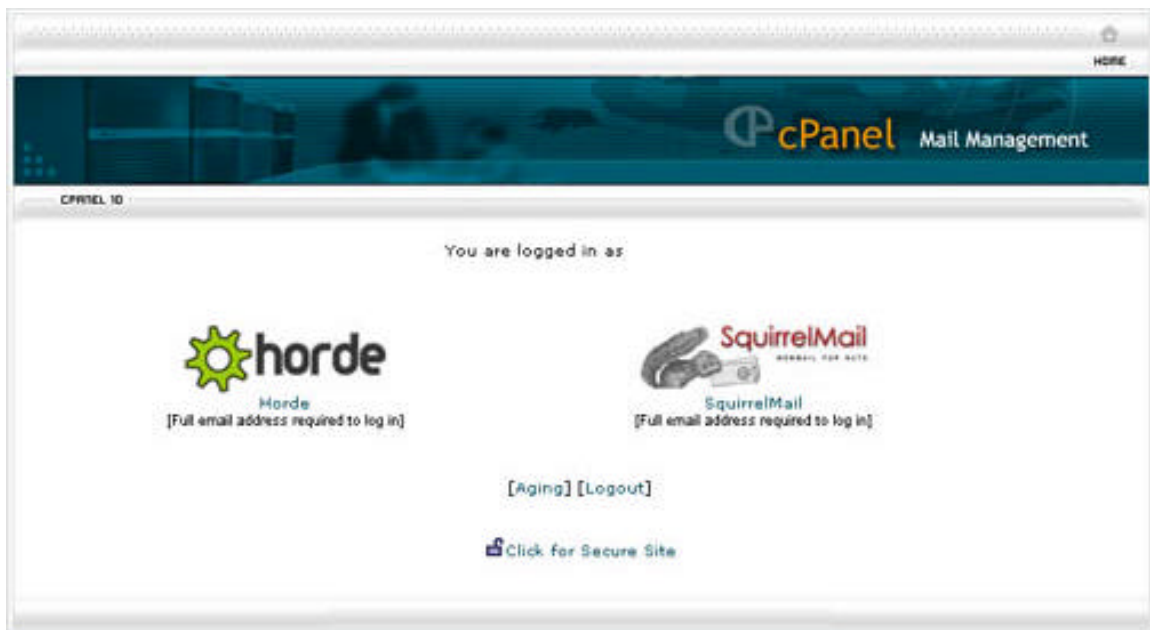


Image 1: Email login screen



Image 2: Horde login screen

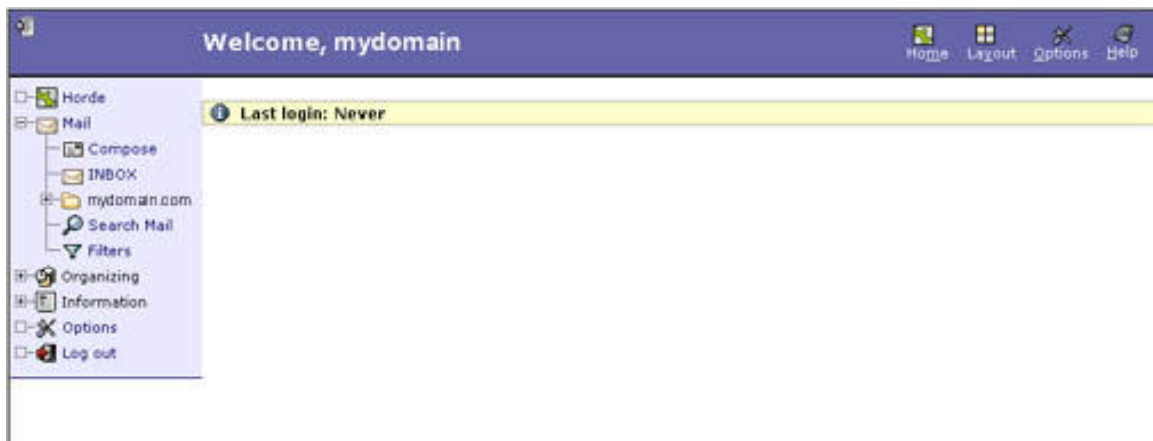


Image 3: email management interface