This is an automated message designed to help you become accustomed to your new email server and some of its advanced features.

This message covers a few items related to your account. First, it briefly covers the settings found in your  User Management Interface mail settings. Second, it helps you get started with your webmail. Finally, it will go over the basic details on how to properly configure an external mail client.

1. User Management Interface

By default the settings in this interface will work for a majority of our customers, but for those of you who need or would like more control over your mail settings you can use this. You will use the included web interface to manage your email settings. If you have just one email account, you will be able to use this web interface to add a forward, set an autoresponder, or change your password. You can access your web interface by visiting:

   http://webmail.wabash.net/

You then use your full email address (ex. user@wabash.net) and your password. There will be an option below where you put in your email address and password that you will need to change to Mail Settings.

Once you have logged in, you will see the menu on your left providing you with several choices.

   * Email Options: Here you can modify your email options. You can forward your email to another address, or you can set up your vacation auto responder. Be sure to save your changes.

   * CAUTION: You must be careful when making changes here or you may inadvertently start filtering email you would like to receive. If you are unsure how to proceed, please email support at winita@wabash.net or call 618-665-9946 for assistance.

You will also find a link to your webmail here and, depending on your account type, you may find other management links here.

2. Webmail

If you have not used webmail before, you will find it extremely useful for the times when you are away from your normal PC and wish to send a message or check your email. When you use webmail to check your email, your messages will still be left for you to download to your local PC when you return, unless you delete them. This makes the system very handy for those occasions when you are not at your normal PC.

To login to your webmail, it is best to visit:

   https://webmail.wabash.net/

You then use your full email address (ex. user@wabash.net) and your password.  There will be an option below where you put in your email address and password that you will need to change to either Webmail Lite or Tuxedo.

Once you log in to your webmail with your email address and password, you will see your messages displayed. Here, you'll be able to view, reply, and send new messages.

Don't forget to log out when you are finished with your webmail session.

3. Mail Client Configuration

When setting up a mail client such as Microsoft Outlook, Thunderbird, or Windows Live Mail on your own computer, you may be asked to fill in some details about your email account. Below are some of the details which may be asked. Simply fill in the values specified into the fields.

For the incoming account:

   * Connection Type: IMAP

   * Security Option: SSL (port 993)

   * Hostname: mail.wabash.net

   * Username: <your email address> (ex. user@wabash.net)

   * Password: <your password>

For the outgoing account:

   * Hostname: mail.wabash.net

   * Port: 587

   * Security Option: STARTTLS

   * Check "My server requires authentication"

   * Username: <your email address> (ex. user@wabash.net)

   * Password: <your password>

Please direct any questions about this document to winita@wabash.net or call 618-665-9946 for assistance.