

*Getting accustomed to your new email server and some of the advanced features.*

## **1. User Management Interface**

The default settings in this interface are set very comparable to the e-mail server settings you are currently using and will work for a majority of our customers. But you can 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 auto-responder, or change your password. You can access your web interface by visiting:

**<http://webmail.wabash.net/>**

You then use your **full** email address; **this is new compared to what was needed before**, (ex. user@wabash.net) and your password. There will be an option below with a dropdown list, you will need to change it 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, **again new with this change** (ex. user@wabash.net) and your password. There will be an option below with a dropdown list, you will need to change to either "Webmail Lite" or "Tuxedo". Webmail lite functions are comparable to our current webmail. Tuxedo has more options and has the feel of an external client like outlook. You may select the mail option you want to use.

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. This can be done in the mail program by going into options or preferences, each mail client is different. Below are some of the details which may be asked. Simply fill in the values specified into the fields. Or you may go to our website [www.wabash.net](http://www.wabash.net) and go to "EMAIL SET-UP" for complete step-by-step instructions.

*For the incoming account:*

- \* Connection Type: POP
- \* Security Option: SSL (port 995)
- \* 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>