



Procedure	Receiving ,sending email from new mail server and checking mail at New WebMail interface		
Reference No		Launched Date	November 11, 2011
Apply To	@phuket.ksc.co.th		
Remark	To reduce the use of paper, please do not print it out		

Objective

- Understand how to change password at NEW WebMail Interface
- Understand how to set up email account in Outlook
- Understand how to check/send email, set auto reply, set forwarding through **NEW** WebMail interface

How to apply procedure

Check list

1. Preventing unauthorized user, by changing to new password
2. Chang set up new username and password into MS. Outlook

“Please follow instruction later page”



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1. Preventing unauthorized user,by changing to new password

Steps

You must log in and be authenticated in order to use the Web Mail

Logging in

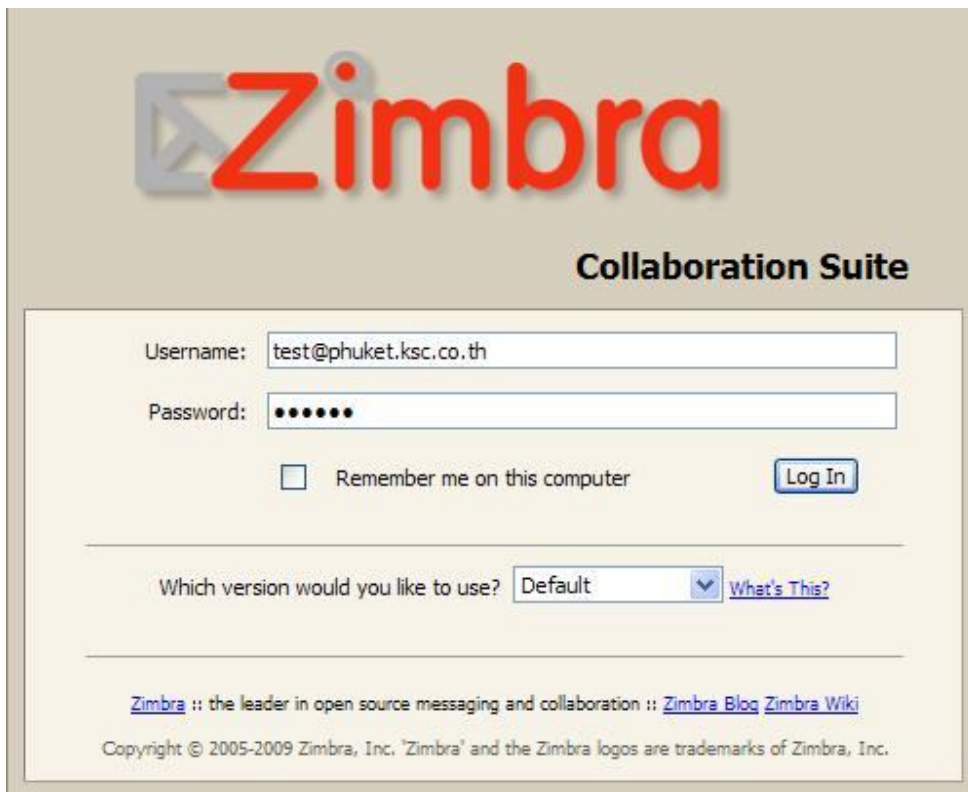
1. Open Internet Explorer
2. Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended).
Email @phuket.ksc.co.th enter <https://mail.phuket.ksc.co.th>
3. You will be prompt for username and password. Your e-mail account normally will be your first name and following with first letter of last name as example below

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Example

User Name : test@phuket.ksc.co.th
 Email address : test@phuket.ksc.co.th

Enter **New** username : test@phuket.ksc.co.th (same as email address)
 Enter **Default** password : xxxxxx (You can login by default password)

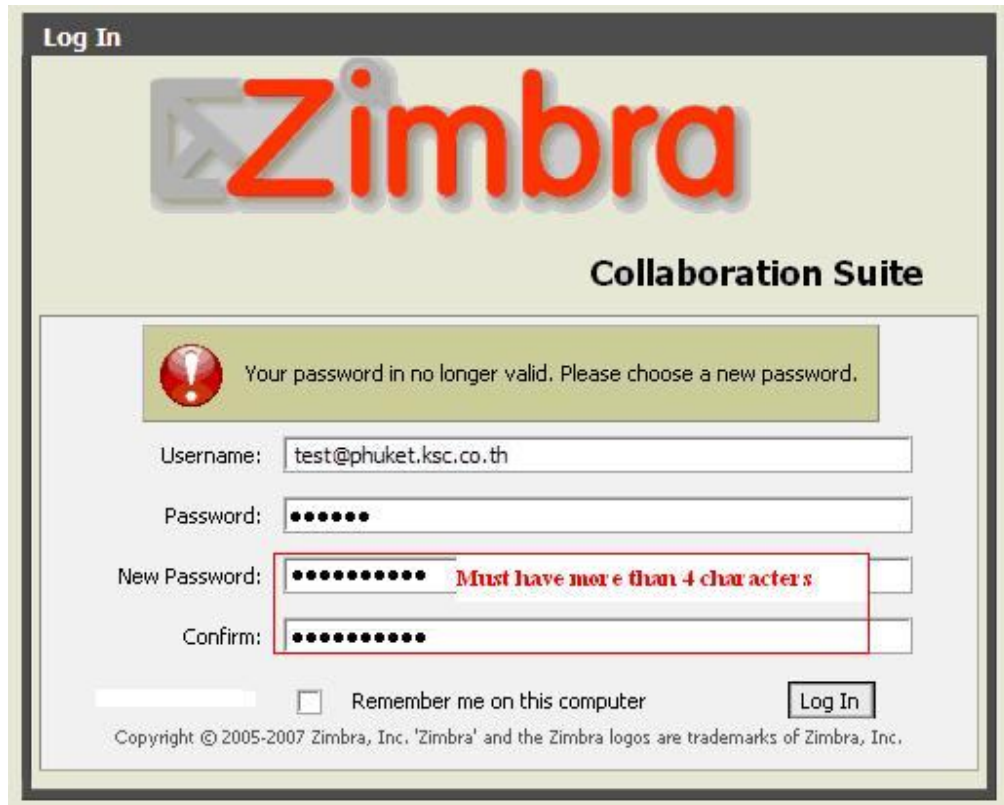


4. Click “Log-in” button.

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5. After you login with default password (123456), then system will force you to change to new secret password. By type secret password at **New password** box and retype new password at **Confirm** box

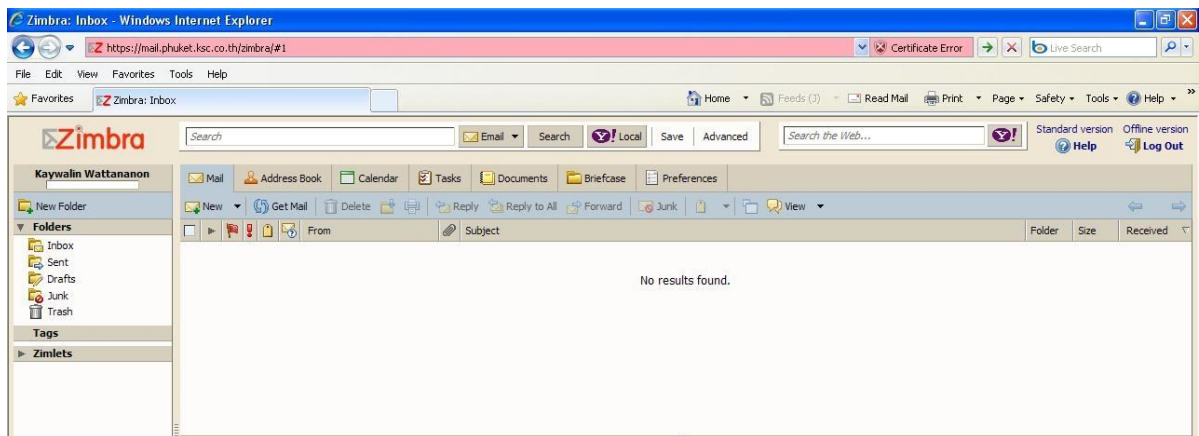
!!! Note : please remember this new password, will be asked you have to put in MS Outlook for next step



6. Click "Log-in" button or Click Enter . You will be shown up you inbox mail

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7. To prevent others from logging in to your email account, you should always use the **Log Out** link, located in the **upper right** of the Web Mail page to close your session.



END Step 1

2. Set up email account at MS. Outlook

Steps :

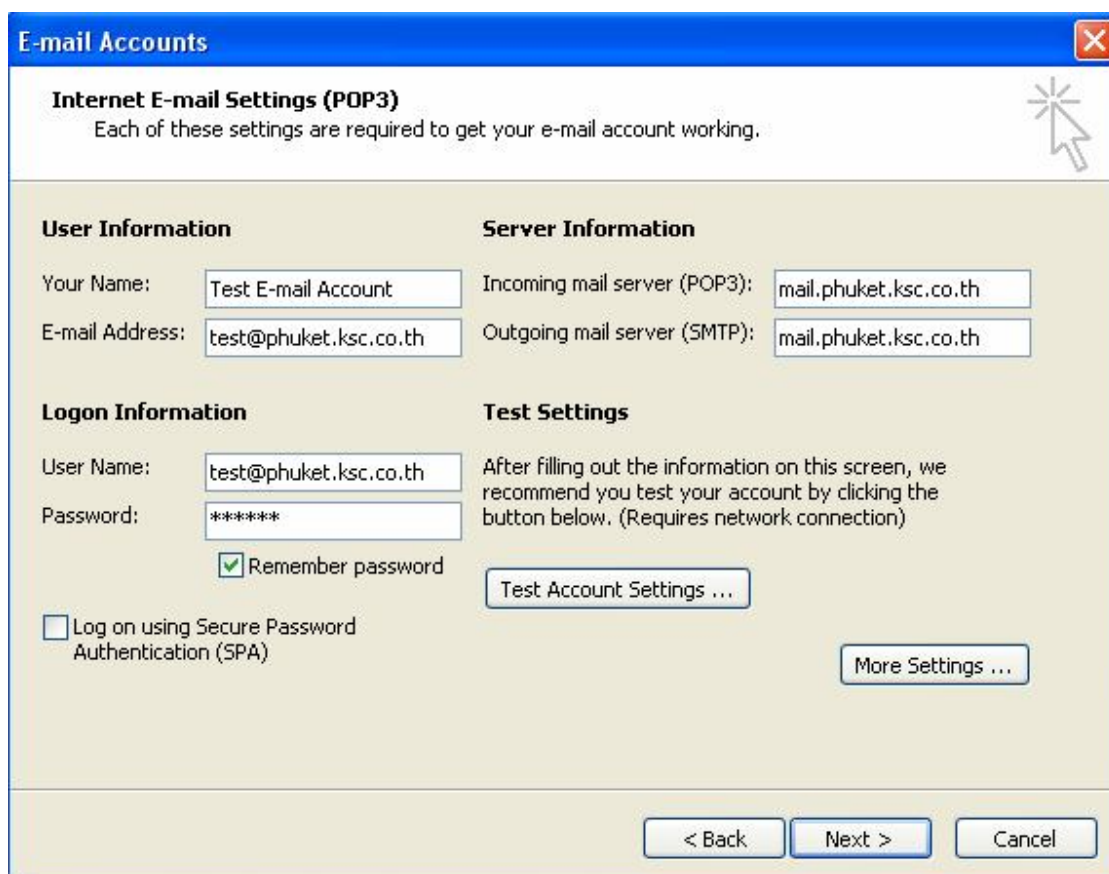
1. Open Microsoft Outlook
2. On the **Tools** menu, click **E-mail Accounts**.
 - 2.1 Select **View or change existing email accounts** then click **Next**.
 - 2.2 Select your email account then click **Change** button.

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3. Change the information as below details

Example : User Name : test@phuket.ksc.co.th
 Email address : test@phuket.ksc.co.th

- 3.1 Enter new **E-Mail Address** → test@phuket.ksc.co.th,
- 3.2 Enter new **Password** → (your secret password).....
 That you changed at new WebMail.



E-mail Accounts

Internet E-mail Settings (POP3)
 Each of these settings are required to get your e-mail account working.

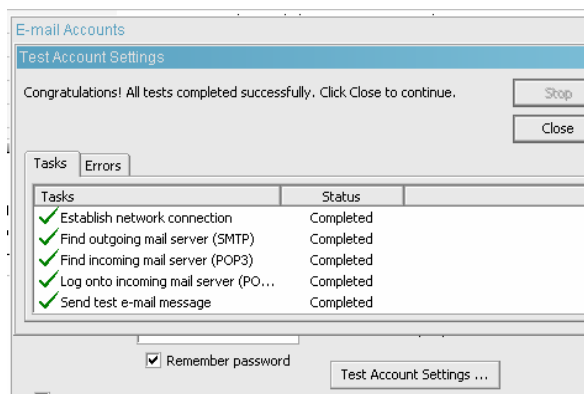
User Information	Server Information
Your Name: <input type="text" value="Test E-mail Account"/>	Incoming mail server (POP3): <input type="text" value="mail.phuket.ksc.co.th"/>
E-mail Address: <input type="text" value="test@phuket.ksc.co.th"/>	Outgoing mail server (SMTP): <input type="text" value="mail.phuket.ksc.co.th"/>
Logon Information	Test Settings
User Name: <input type="text" value="test@phuket.ksc.co.th"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

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3.3 Check the box "More setting" and select menu "Outgoing Server"

3.4 Check the box that said "My server requires authentication" and select "Use same settings as my incoming mail server"

4. After filling out the information we recommend you test your account by clicking the button, **Test Account Setting**. If all tests completed successfully you will see all green tick as below.



4.1 Click Next and Finish

END Procedure

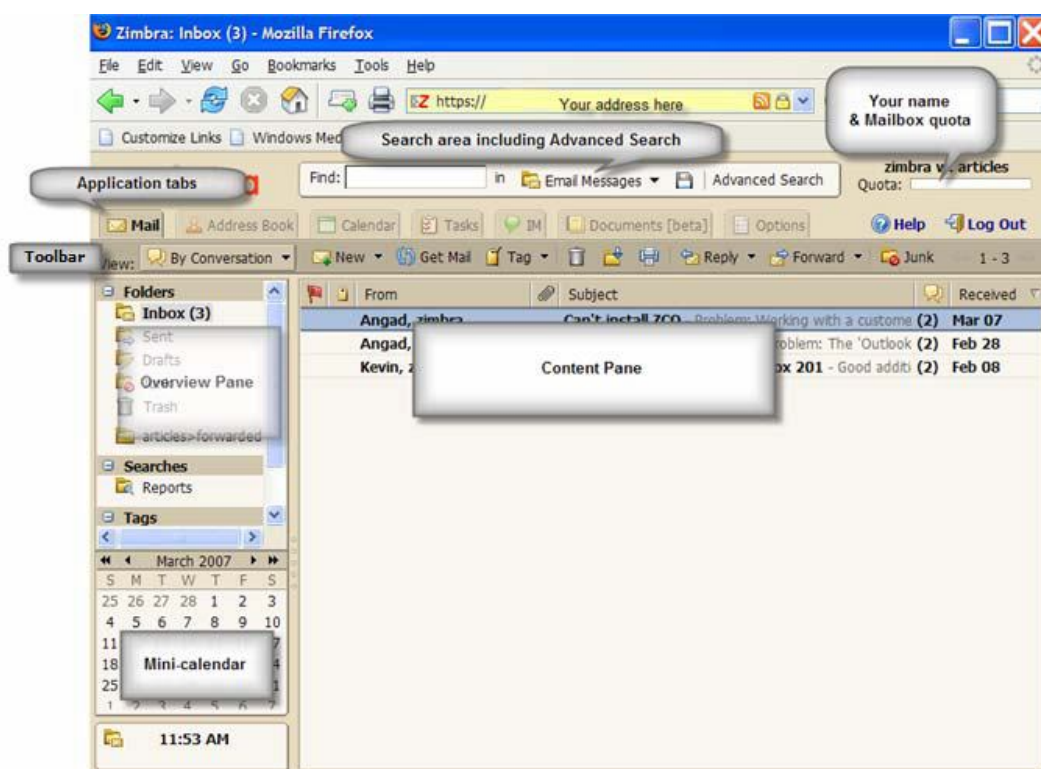
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2. Using the Web Mail

Getting Started to New WebMail

Your Web Mail mailbox combines email, calendar and address book tools under one easy log in.

When you log into the advanced Web Mail you see a full window view similar to the one shown below. The view changes with the different application that you are using. This view is the **Mail** view.

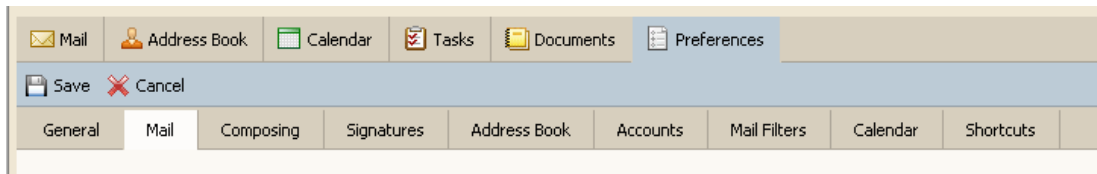




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3. Setting your preferences

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work. You change these settings from the **Preference** Tab. When you open **Preference**, a series of sub-tabs are displayed. You can change any of the items listed under the sub-tabs.



The **Preference** tab is described in Setting your Preferences. The following preferences are described here because these are frequently customized.



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3.1 Setting a forwarding address

You can identify an email address to forward your messages. You can then choose to retain the message in your mailbox or automatically delete the message when forwarded.

To set a forwarding address:

1. Click **Preference** and then **Mail**.
2. Scroll down and add the complete forwarding address in the **Address to forward mail to** field.
3. If you do not want a copy of the message left in your mailbox, check **Don't keep a local copy of message**.

A screenshot of a web interface titled 'Receiving Messages'. It shows a section for 'When a message arrives: Forward a copy to:' with a text input field containing 'enter email address' and a checkbox labeled 'Don't keep a local copy of messages'.


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3.2 Creating an Away Message

This feature is also known as an Out-of-Office or Auto-Reply message. You can set an Away Message that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient **only once**, regardless of how many messages that person sends you during your designated away period.

To set a vacation message:

1. Click **Preferences** and then click Mail.
2. Check **Send auto-reply message** Enabled.
3. In the Away message field, enter the away message to be sent, such as: "I am currently out of the office and am checking voice mail but not email. I will return on August 1, 2006."
4. Click Save. The away message feature is enabled immediately.
5. You define when Away message will start and finish by by check **Start Date** and **End Date** enable and choose the date at drop down list.



Send auto-reply message:

Start Date
Start On: 6/1/2008

End Date
End On: 6/13/2008

Messages from me: When I receive a message originally sent by me

Place in Inbox Place in Inbox if I'm in To: or Cc:



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