

Procedure	Receiving ,sending email from new mai interface	l server a	nd checking mail at New WebMail
Reference No	Launched	Date	March 1, 2013
Apply To	@phuketemail.com		
Remark	To reduce the use of paper, please do r	not print in	t 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

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
- Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended). Enter : <u>http://mail.phuketemail.com</u>
- 3. You will be prompt for username and password.

Example

User Name	: example@phuketemail.com
Email address	: example@phuketemail.com

Enter username : <u>example@phuketemail.com</u> (same as email address) Enter **Default** password : 123456 (You can change Password the first login)



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Usernan	e: example@phuketem	ail.com	
Passwo	rd: •••••		
	Remember me		Sign In
Version:	Default	🔻 What's This	?

- 4. Click "Log In" button.
- 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



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VMv	
×	Your password is no longer valid. Please choose a new password.
	Username: example@phuketemail.com
	Password:
N	New password:

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

Mail Address Book	k Calendar Tasks Preferences	
🦓 New Message 🔻	Reply Reply to All Forward Delste Spam	Read M
Folders Q	Sorted by Date 🔽	
🛓 Inbox 👻		
🕅 Sent		
Drafts	No results found	
L@ Junk		
Irash		
Find Shares		
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2. Set up email account at MS. Outlook

Steps:

- 1. Open Microsoft Outlook
- 2. On the Tools menu, click Email Accounts or Account Settings
 - 2.1 Select View or change existing email accounts then click Next.
 - 2.2 Select your email account then click **Change** button.
- 3. Change the information as below details (Your mail)

Example :	User Name	: example@phuketemail.com
-	Email address	: example@phuketemail.com

- 3.1 Enter new **E-Mail Address** → <u>example@phuketemail.com</u>,
- 3.2 Enter new **Password** \rightarrow (your secret password that you changed at new WebMail)
- 3.3 Click Manually configure server settings or additional server types.

Auto Account Set	ΙP	Ň
Your Name:	Email Example	
	Example: Barbara Sankovic	
E-mail Address:	example@phuketemail.com	
	Example: barbara@contoso.com	
Password:	*******	
Retype Password:	*******	
Manually configure	server settings or additional server types	
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3.4 Click Next

3.5 Setup information as below server type details

Server Type : **POP3** Incoming mail server : **mail.phuketemail.com** Outgoing mail server : **mail.phuketemail.com**

3.6 Click More Settings

Jser Information		Test Account Settings
/our Name:	Email Example	After filling out the information on this screen, we
E-mail Address:	example@phuketemail.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	▼
ncoming mail server:	mail.phuketemail.com	
Outgoing mail server (SMTP):	mail.phuketemail.com	
ogon Information		
Jser Name:	example@phuketemail.com	
Password:	******	
V	Remember password	
Require logon using Secure	Password Authentication (Si	PA) More Settings
		indic octurings
		< Back Next > Cancel



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3.6 Setup page Outgoing server

Seneral	Outgoing Server	Connection	Advanced	
My o	utgoing server (SM	TP) requires a	uthentication	
O L	lse same settings a	s my incoming	mail server	
O L	og on <mark>using</mark>			
L	Jser Name;			
i P	Password:			
	Re	member passv	vord	
[Require Secure F	assword Auth	entication (SPA)	
	og on to incoming h	Idii Sei vei Dei	ore serioring mail	

3.7 Setup page **Advanced** 3.8 Click **OK**

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eneral	Outgoing Server	Connection	Advanced		
rver P	ort Numbers				
Incomi	ng server (POP3):	110	Use Defaults		
0	This server require	s an encrypt	ed connection	(SSL)	
Outgoi	ng server (SMTP):	25			
Use	e the following type	e of encrypte	d connection:	None	•
erver T	imeouts				
Short		Long 10 mi	nutes		
elivery					
🔽 Lea	ve a copy of messa	ages on the s	erver		
1	Remove from serv	er after 1	o 🚖 day	s	
	Remove from serv	er when delet	ted from 'Dele	ted Items'	
			<u></u>		



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3.9 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.



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gratulations! All tests completed successfully. (Click Close to continue.	Stop
		Close
asks Errors	21-1]
lasks	Status	
Log onto incoming mail server (POP3) Send test e-mail message	Completed Completed	

3.10 Click Next and Finish

END Step 2



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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.

File Edit View Favorites Too	ail.com/#4 Is Help	X 5 + Q	S7 Zashas Jahas (1)	
File Edit View Favorites Toc	ls Help		ZZ ZIMDra: Inbox (1)	Search area including
				Advanced Search
mmwar ZIMBRA			🖂 🔫 Search	Q example -
Mail Address Book	Calendar Tasks Preferences			ر
🛃 New Message 🔻 🛛 🛛 Reply	Reply to All Forward Delete Spam			Read More 🔍 View
Folders 🕸 Sorter	i by Date ∇ 1 conversati	n		
Inbox (1) Inbox (2) Inbox	ikrosoft Office Outlook 5:29 ikrosoft Office Outlook Test Message - This is an e-mail message sent au Content Pane	PM ==	To view a conversation, click on it.	
Zimiets				
March 2013 H M I V F 5 25 26 27 28 1 2 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 15 26 27 28 29 30 1 2 3 4 5 6				



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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.

VINIWARE ZIMBRA	4	Search	🤉 example 🛩
Mail Addres: Book	Calendar Tasks	Preferences	ບ
Sare Cance	Undo Changes		
	Compose Direction: Fon: Defaut Timezone:	Left to Alght Show direction buttons in conpose toolbar Standad GMT +77:00 Bangtok, Hanoi, Jakarta	
Signatures	Searches		
🧳 Irusted Addresses â Адаressьоок 📑 Calendar 🛃 Sharing	Seach Settings:	Include Spam Folder in Searches Include Trach Folder in Searches Include Shared Items in Searches	
 A Notifications Import /Export Shortculs 	Search Language:	Show advancec search language in starch toollar	
Z Zimlets	Other		=
	Scrolling: Setting:	50 V tems tetch:d when scolling	
◀ I March 2013 ▶ S M I W I F S 24 25 26 17 28 1 2 3 4 5 5 7 8 9 10 11 12 .3 14 15 16	Print Font Size: Email Addresses: Bubbles:	12pt Dispay names in place of small addresses whenavailable Snow email addresses in bubbles (takes effect the next time you view or compose a message)	

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

3.1 Change password email

You can change new password email address

- 1). Click Preferences and General
- 2). Function Sign is Options click button Change Password



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WINWare ZIMBRA	v	Search.	example +
Mail Address Book	Calendar Tasks	Freferences	U
Save Cancel	Undo Changes		
Preferences	Sign in Opticns		
	Password: Sign in using: Theme: Language: Compose Direction: Fort: Default Timezone:	Change Password @.dvanced (vjax) @ Stancara (FTML) Sentity English Whited States) Left to Right [0] Show direction buttons in compose toolber \standara GVT =01:00 Bangkoć, Harol, Jakarta	
Shortcuts	Saucher		
	Jean on the		
	Search Settings:	Include Spam Folder in Searches	
March 2013 F H S M T W T F S		Include Shared Items in Searches	
3 4 5 6 7 8 9 1 12 13 14 15 15	Search Language:	Show advanced search language in search toolbar	

3). Automatic detail for confirm password windows should look like this.

Pleas	e enter a new password and re-enter it in the confirmation field.	
	Old Password:	
	New password:	
	Confirm:	
	Change password	

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3.2 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.

Mail	Address Book	Calendar	Tasks	Preferences
Save Cancel		Undo Changes		
▼ Preferences			Message Arrival:	Play a sound
General			-	Highlight the
Mail				🔄 Flash the bro
Y Filters				Show a popu
🪽 Signatures	i			Forward a copy t
Out of Off	lice			enter ema
Address B	ook			🕅 Don't ke
📑 Calendar				
a Sharing				🔲 Send a notifi
Import / Example 1	(port			enter ema

3.3 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.



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To set a vacation message:

1). Click Preferences and then click Mail.

2). Check Out of Office and Click Send auto-reply message.

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 March 5, 2013."

4). Click Save. The away message feature is enabled immediately.

5. You define when Away message will start and finish by check **Start Date** and **End Date** enable and choose the date at drop down list.

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Mail Address Boo	ck Calendar Tasks	Preferences				C
Save Cancel	Undo Changes					
Preferences	Out of Office					
Ceneral Contornation Contornation Contornation Contornation Contor Office Contor Office Contor Office Contor Addresses Address Rook	Out of Office: Auto-Reply Message:	⊙ Do not senc auto reples @ Send auto-repy message	*			
Calendar Calendar Starling Notifications Simport / Signot Sinortcuts Zimiets	Time Period:	Sind auto-replet during the following time period: Start: 3/4/2013 Micnight End: 3/5/2013 I1:59 PM Calendar: Show free/busy as: Out of Office If Send different auto-reply message to external senders: any	one outside my domain *			

4. Logging out

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

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