

Procedure	Receiving ,sending email from new mail server and checking mail at New WebMail interface		
Reference No		Launched Date	March 1, 2013
Apply To	@phuketemail.com		
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

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

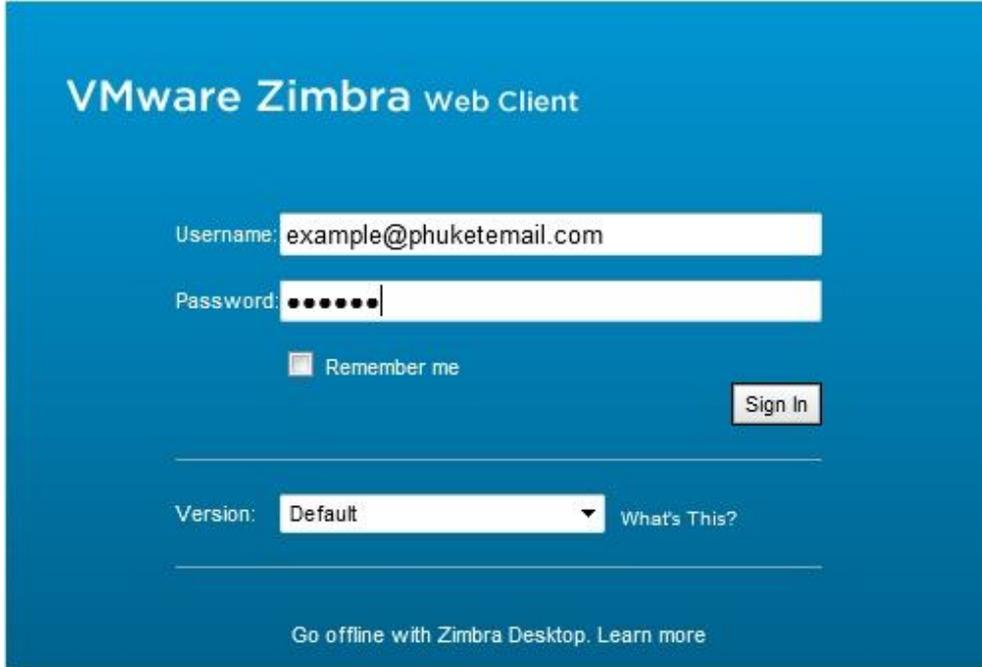
1. Open Internet Explorer
2. Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended).
Enter : <http://mail.phuketemail.com>
3. You will be prompt for usemame and password.

Example

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

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

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The screenshot shows the VMware Zimbra Web Client login interface. The title is "VMware Zimbra Web Client". There are two input fields: "Username:" with the value "example@phuketemail.com" and "Password:" with a masked password ".....". Below the password field is a checkbox labeled "Remember me". To the right of the password field is a "Sign In" button. Below the login fields is a "Version:" dropdown menu set to "Default" and a link "What's This?". At the bottom, there is a link "Go offline with Zimbra Desktop. Learn more".

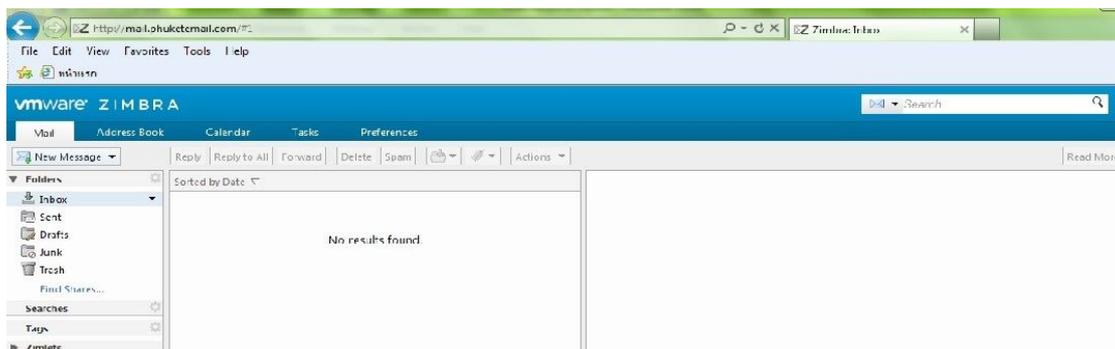
4. Click "Log In" button.
5. After you login with default password (123456), then system will force you to change to new secret password. By type secret password at **New password** box and retype new password at **Confirm** box.

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

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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.



END Step 1

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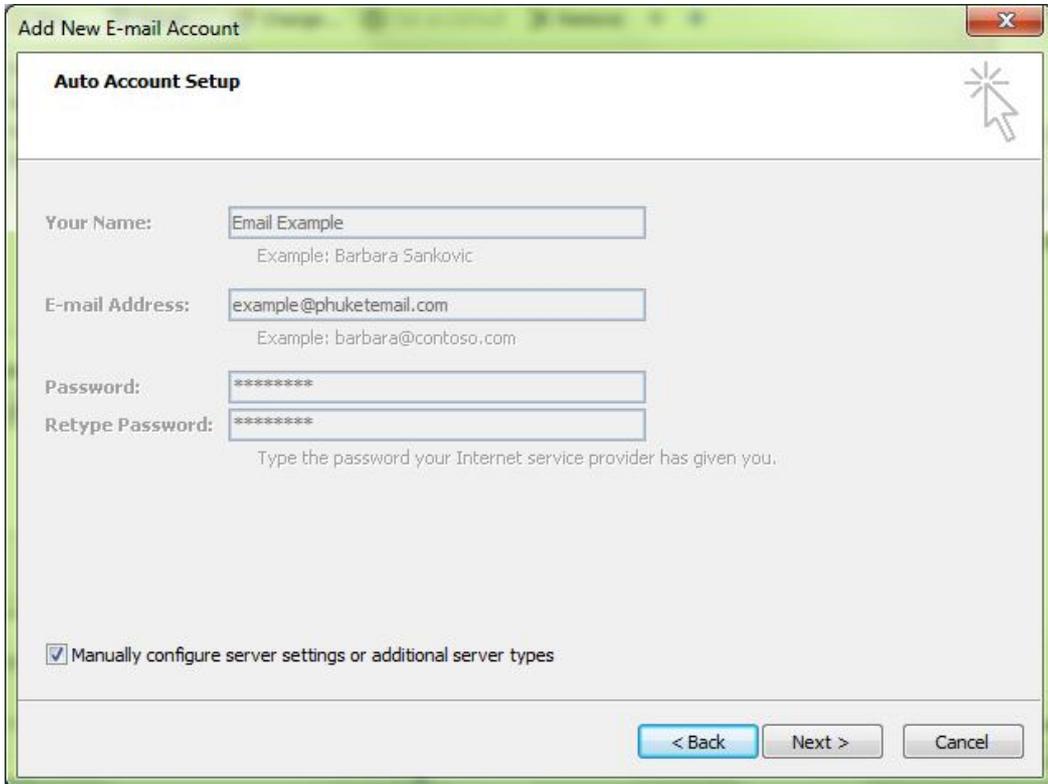
2. Set up email account at MS. Outlook

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** → example@phuketemail.com,
- 3.2 Enter new **Password** → (your secret password that you changed at new WebMail)
- 3.3 Click **Manually configure server settings** or additional server types.



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3.4 Click **Next**

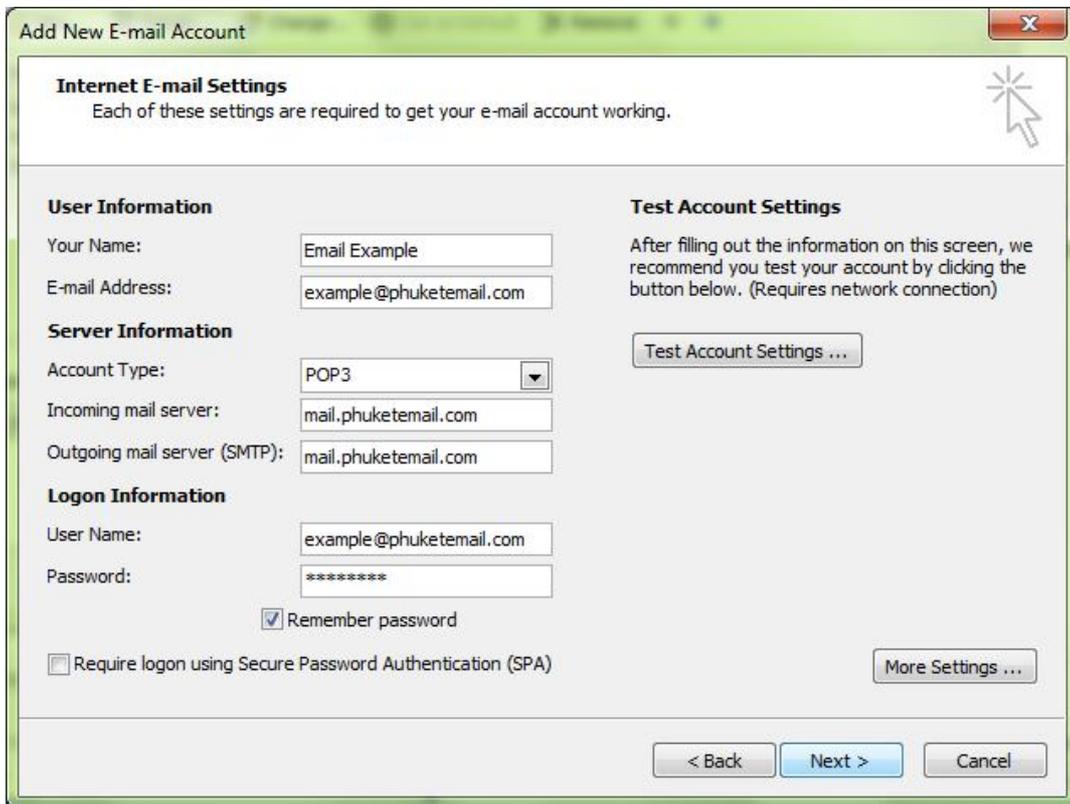
3.5 Setup information as below server type details

Server Type : **POP3**

Incoming mail server : **mail.phuketemail.com**

Outgoing mail server : **mail.phuketemail.com**

3.6 Click **More Settings**



The screenshot shows a window titled "Add New E-mail Account" with a close button (X) in the top right corner. The main content area is titled "Internet E-mail Settings" and includes the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a help icon (a star with an arrow) in the top right of the settings area.

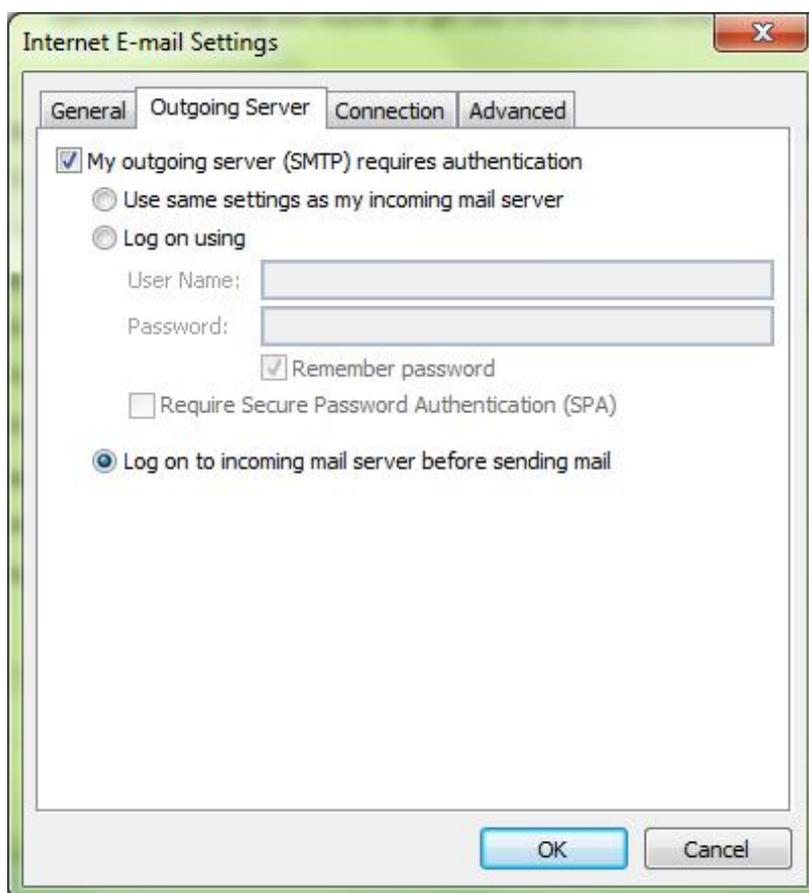
The settings are organized into four sections:

- User Information:**
 - Your Name: Email Example
 - E-mail Address: example@phuketemail.com
- Server Information:**
 - Account Type: POP3 (dropdown menu)
 - Incoming mail server: mail.phuketemail.com
 - Outgoing mail server (SMTP): mail.phuketemail.com
- Logon Information:**
 - User Name: example@phuketemail.com
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings:**
 - Text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)"
 - Button: Test Account Settings ...

At the bottom of the dialog box, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel". A "More Settings ..." button is also located near the bottom right of the settings area.

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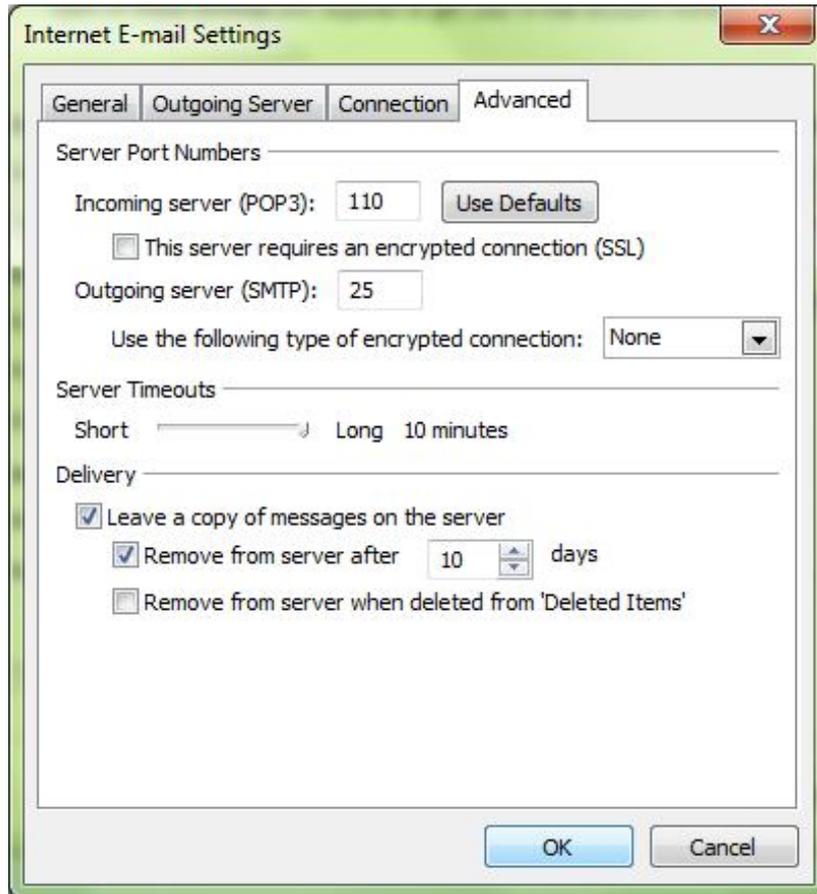
3.6 Setup page **Outgoing server**



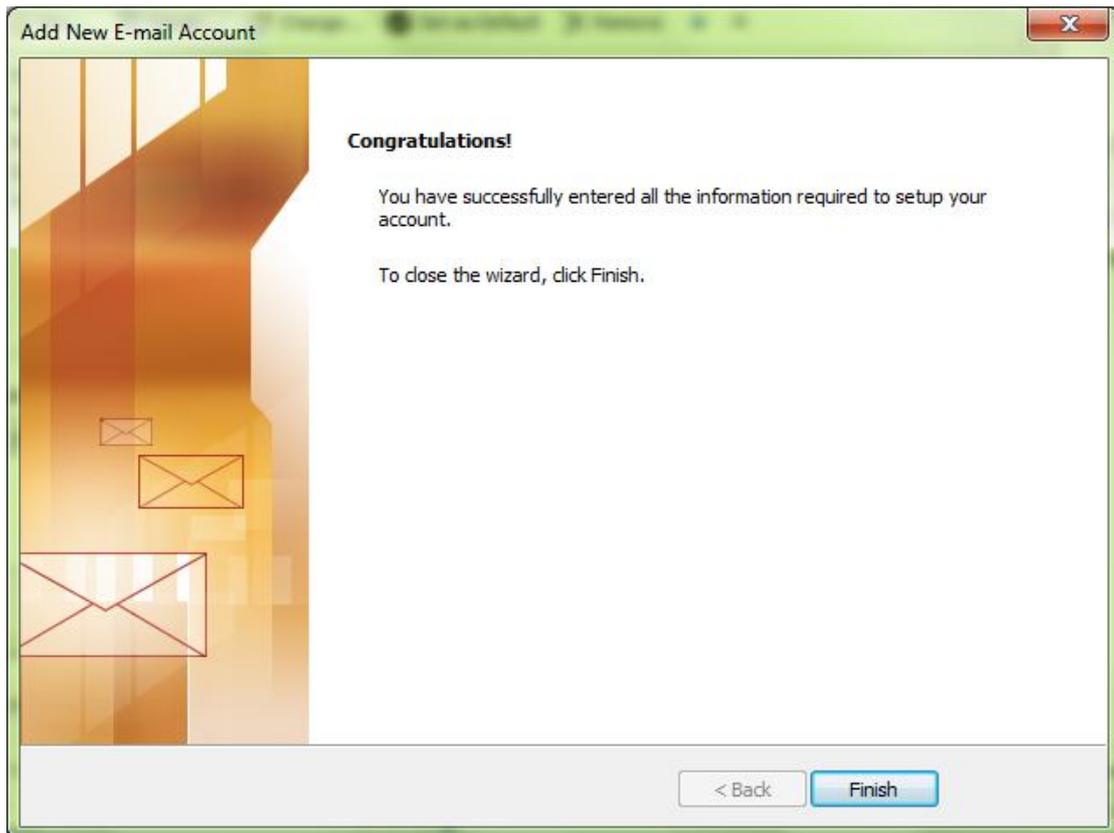
3.7 Setup page **Advanced**

3.8 Click **OK**

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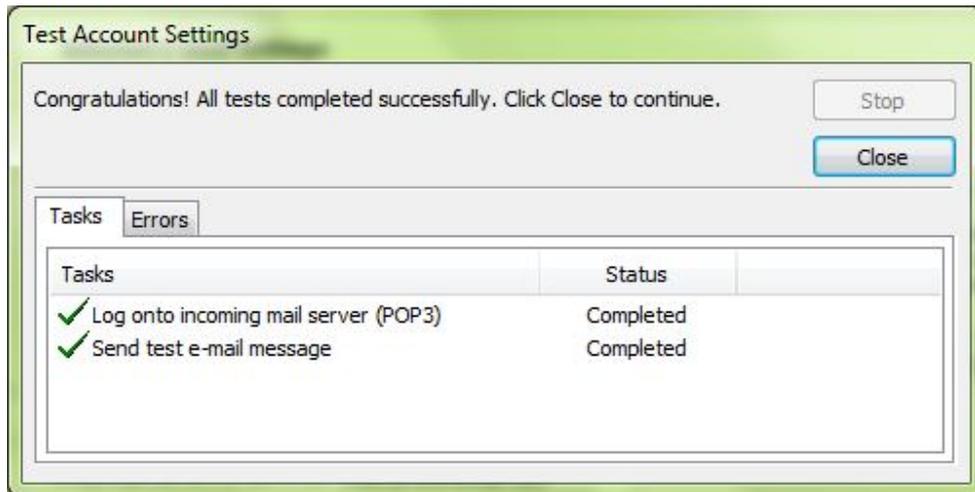


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3.9 After filling out the information we recommend you test your account by clicking the button, **Test Account Setting**. If all tests completed successfully you will see all green tick as below.

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3.10 Click **Next** and **Finish**

END Step 2

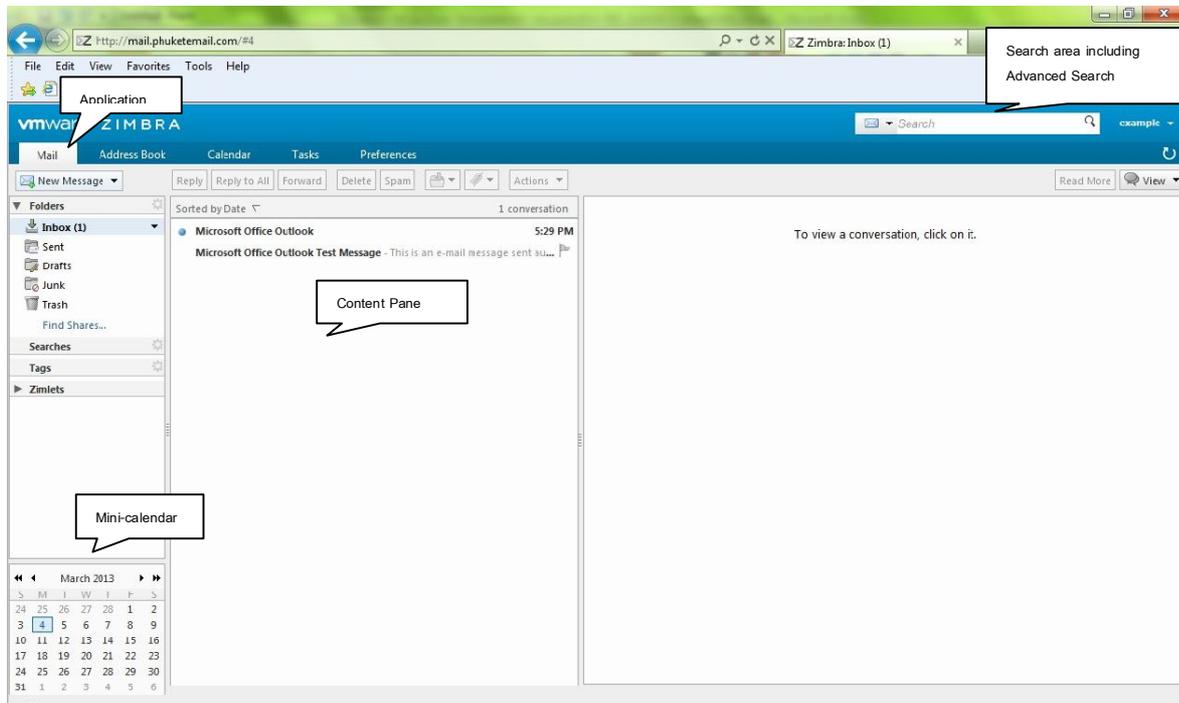
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2. Using the Web Mail

Getting Started to New WebMail

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

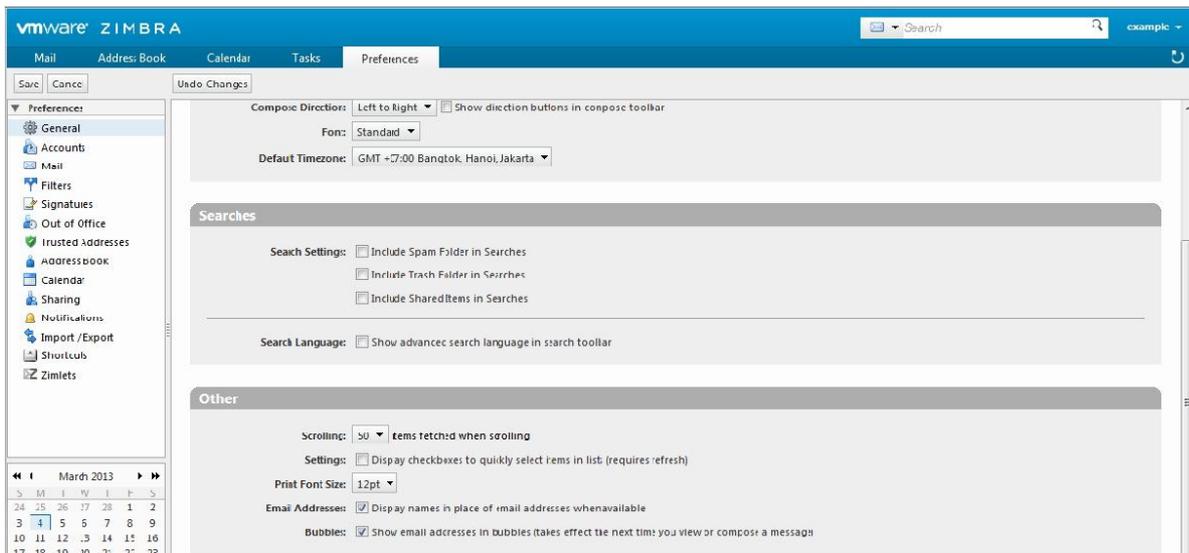
When you log into the advanced Web Mail you see a full window view similar to the one shown below. The view changes with the different application that you are using. This view is the **Mail** view.



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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.



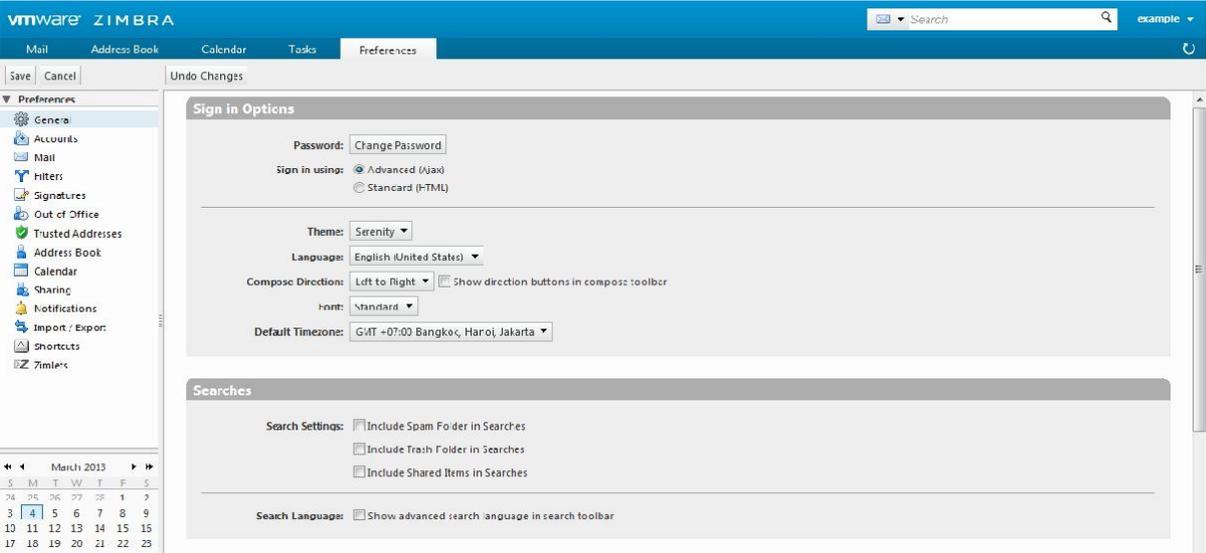
The **Preference** tab is described in setting your Preferences. The following preferences are described here because these are frequently customized.

3.1 Change password email

You can change new password email address

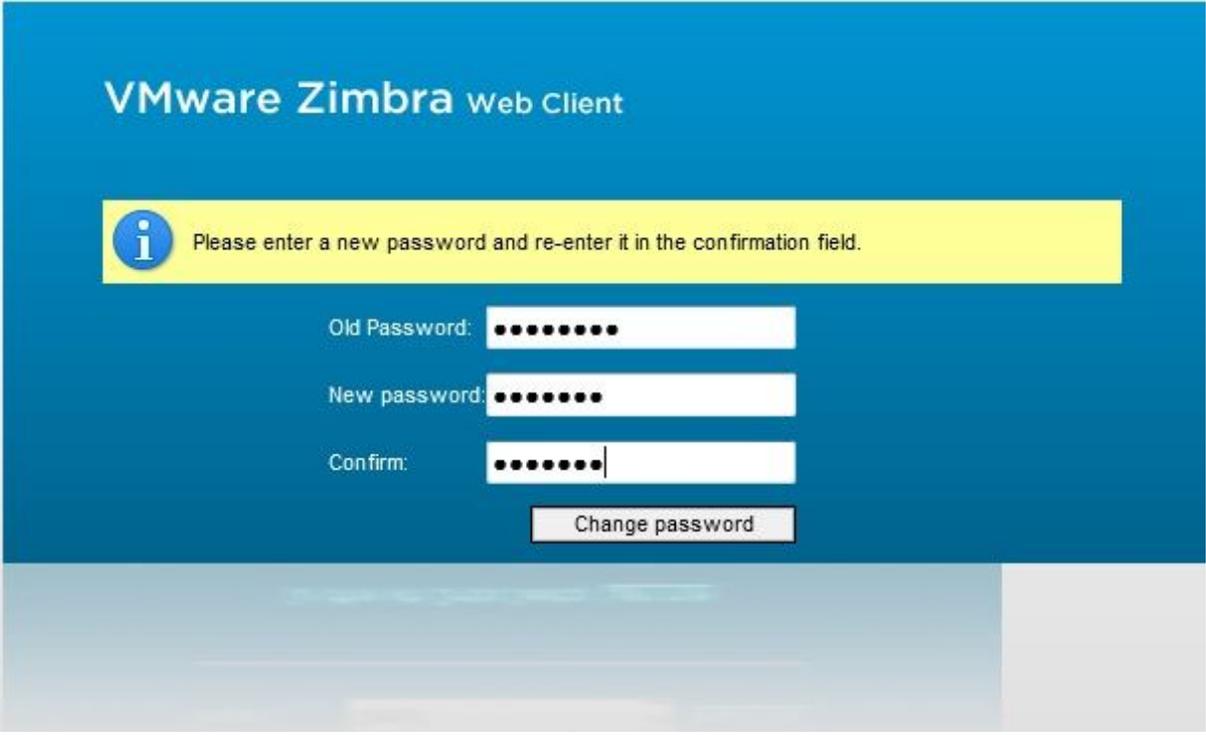
- 1). Click **Preferences** and **General**
- 2). Function **Sign is Options** click button **Change Password**

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The screenshot shows the VMware Zimbra web client interface. The 'Preferences' tab is active, displaying the 'Sign in Options' section. The 'Password' field is highlighted with a yellow box and contains the text 'Change Password'. Below it, the 'Sign in using' section has 'Advanced (Ajax)' selected. The 'Theme' is set to 'Serenity', 'Language' to 'English (United States)', 'Compose Direction' to 'Left to Right', 'Font' to 'Standard', and 'Default Timezone' to 'GMT +07:00 Bangkok, Haroi, Jakarta'. The 'Searches' section includes checkboxes for 'Include Spam Folder in Searches', 'Include Trash Folder in Searches', and 'Include Shared Items in Searches', all of which are currently unchecked. A 'Search Language' checkbox is also present and unchecked. On the left side, there is a navigation menu with options like 'General', 'Accounts', 'Mail', 'Filters', etc., and a calendar for March 2013.

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



The screenshot shows a password change confirmation window in the VMware Zimbra web client. The window has a blue header with the text 'VMware Zimbra web client'. Below the header, there is a yellow information box with an 'i' icon and the text 'Please enter a new password and re-enter it in the confirmation field.' Below this, there are three input fields: 'Old Password:', 'New password:', and 'Confirm:'. Each field contains a series of black dots representing masked characters. At the bottom of the form, there is a 'Change password' button.

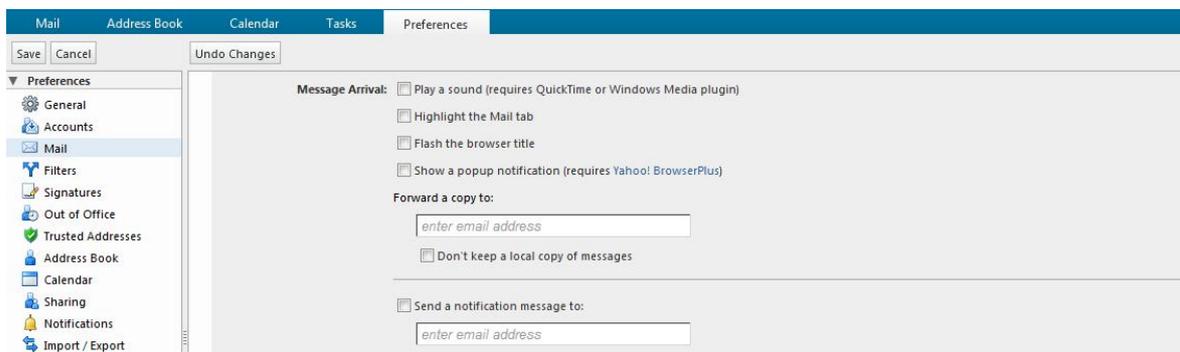
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3.2 Setting a forwarding address

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**.



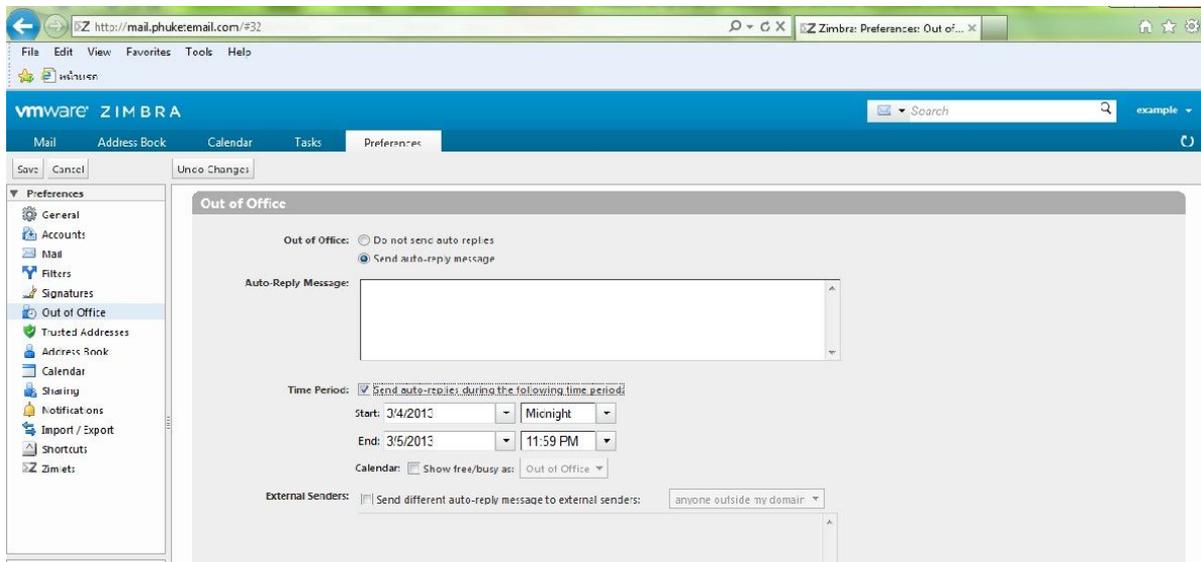
3.3 Creating an Away Message

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.



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.