ExpressData

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 username 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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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.
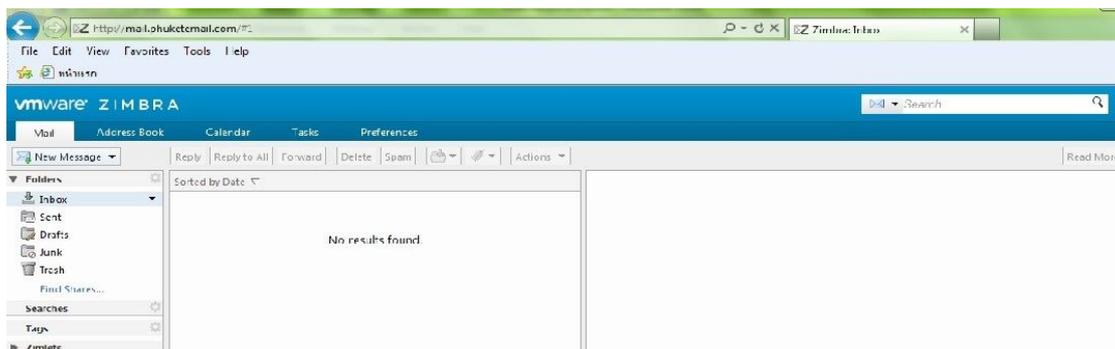
END Step 1

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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**

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3.6 Setup page **Outgoing server**
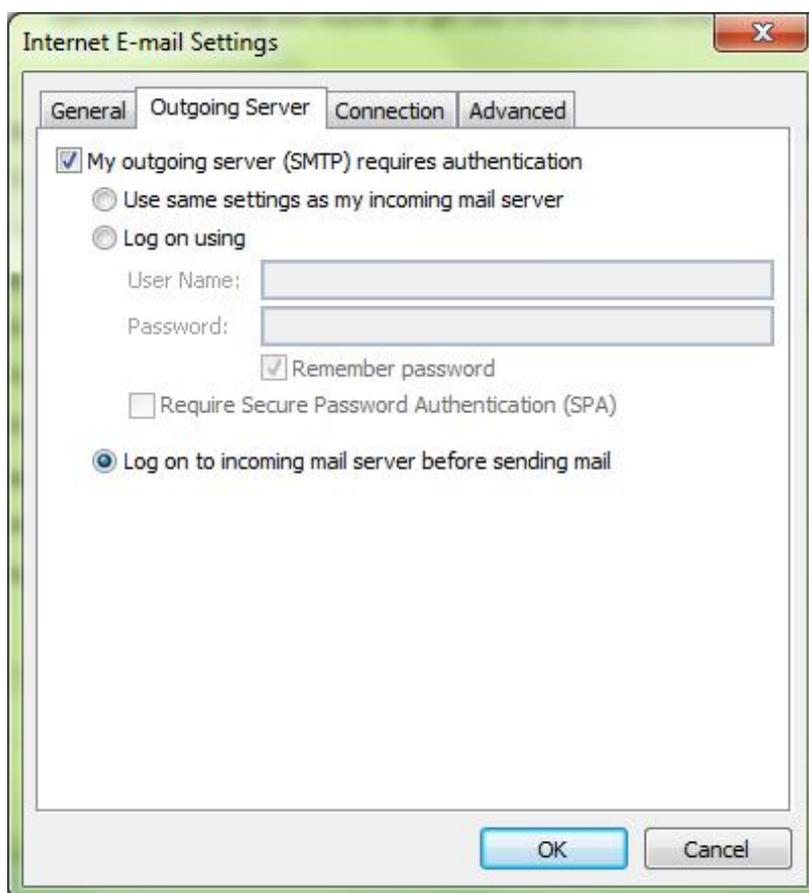
3.7 Setup page **Advanced**
3.8 Click **OK**

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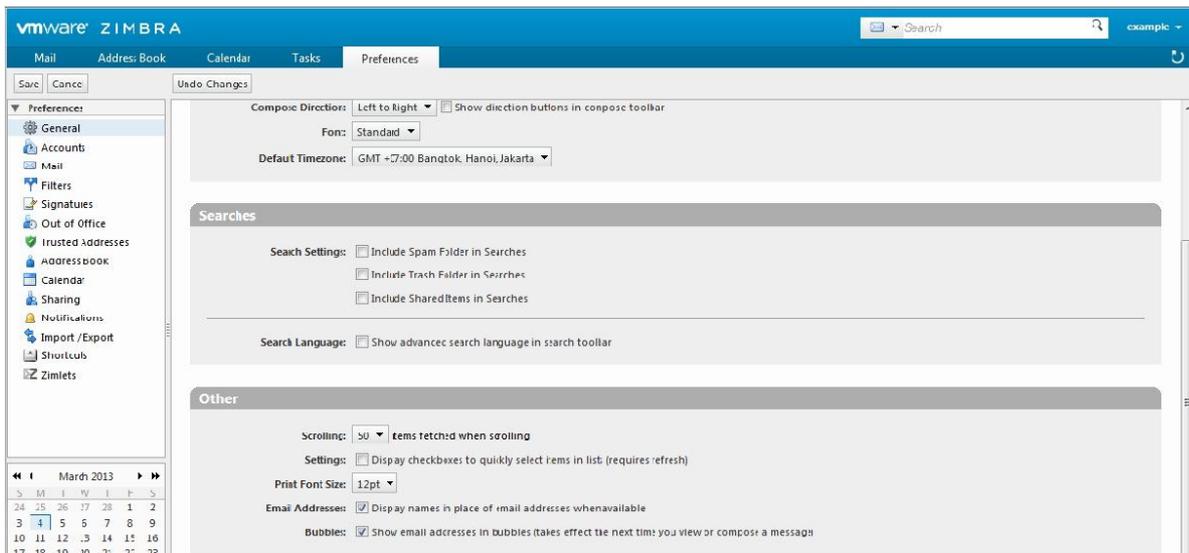
The **Preference** tab is described in setting your Preferences. The following preferences are described here because these are frequently customized.

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

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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**.
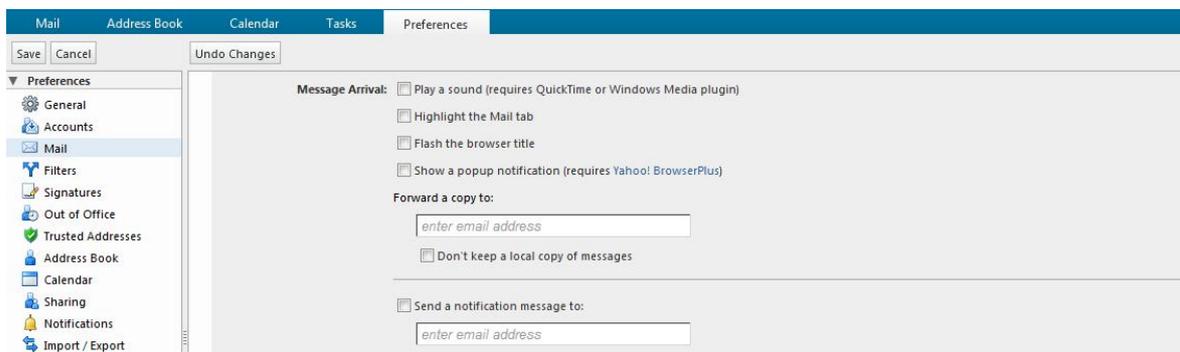
3.3 Creating an Away Message

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.
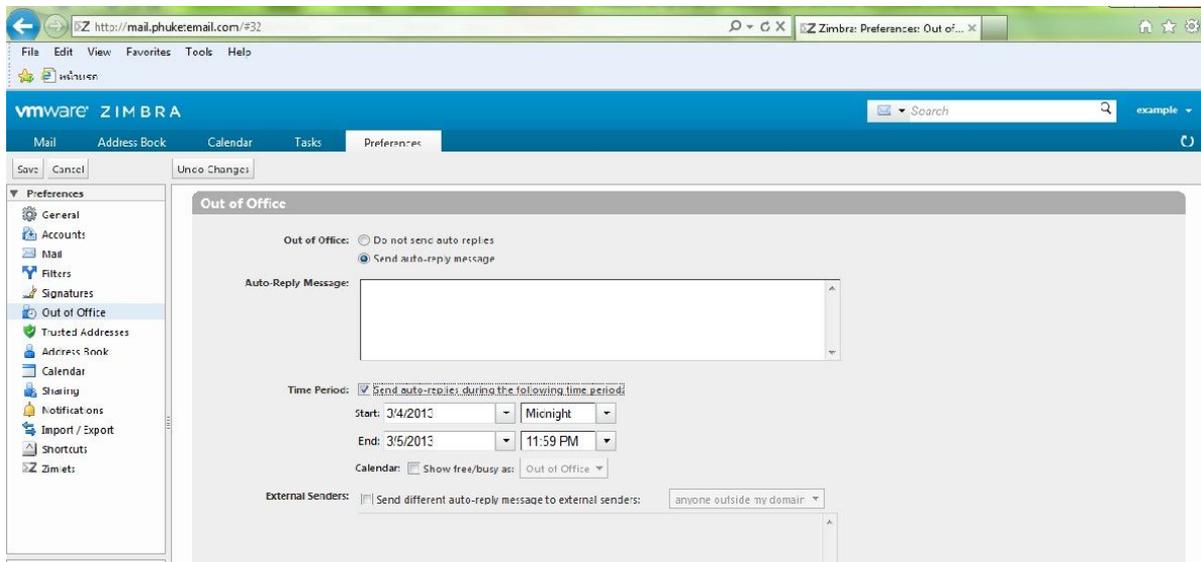
4. Logging out

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.