



Wynndel Internet Society

Email Instructions

You've been given a Wynndel email address. Now it's time to configure your email program. Regardless of which email program you're using, you'll need to enter the following information:

- Your email address (example: john.smith@wynndel.ca).
- Your email username (same as your Email Address).
- Your email password.
- Incoming and outgoing mail server names, also called POP3 and SMTP servers:

Table 1 – Mail servers:

Your Email address ends with:	Your Incoming mail server:	Your Outgoing mail server:
wynndel.ca	mail.wynndel.ca	mail.wynndel.ca
westcreston.ca	mail.westcreston.ca	mail.westcreston.ca

Email can be managed two ways:

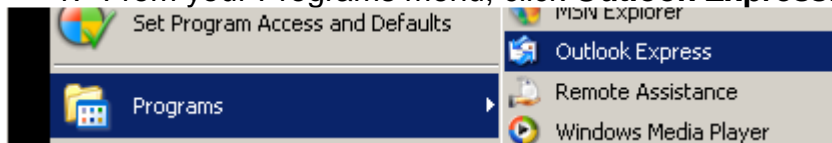
- 1) **Downloading** messages to your local computer using a program like Microsoft Outlook Express.
- 2) **Webmail** - View email from a webpage using an internet browser while connected to the internet any where in the world, this is an advantage while traveling.

Setting up Microsoft Outlook Express

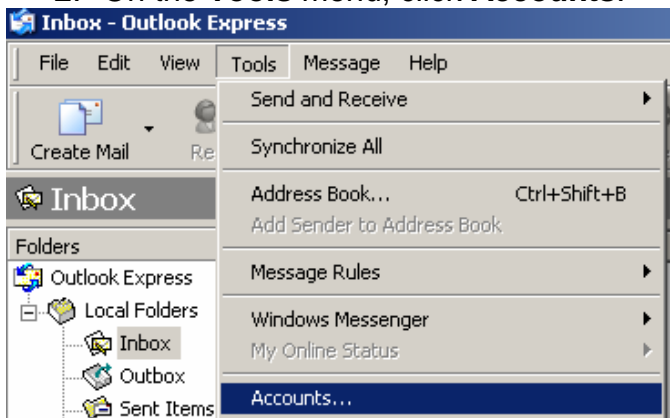
The instructions below walk you through the process to setup Microsoft Outlook Express with your Wynndel Email account. There are several other programs to manage Email, refer to the help with in the other programs for instructions.

Note: If this is the first time you have opened Outlook Express, you may automatically see a screen asking for information about your email account. If this occurs, skip steps 2 & 3 below.

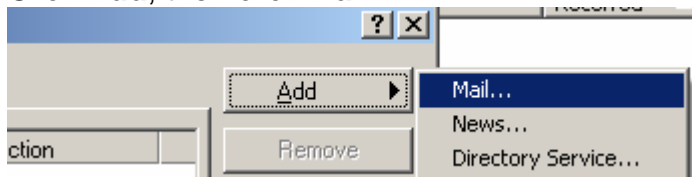
1. From your Programs menu, click **Outlook Express**.



2. On the **Tools** menu, click **Accounts**.



3. Click **Add**, then click **Mail**.



4. In the **Display name** box, type the name you would like others to see when they receive messages from you. Click **Next**.

Internet Connection Wizard

Your Name ➔

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

- In the **E-mail address** box, type your complete email address. Click **Next**.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

5. In both the **Incoming mail** and **Outgoing mail** boxes, type **your mail server** (see Table 1) Click **Next**.

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail

Outgoing mail (SMTP) server:

6. In the **Account name** box, type your Wynndel email address. In the **Password** box, type your email address password. Click **Next**.

Type the account name and password your Internet service provider has given you.

Account name:

Password:

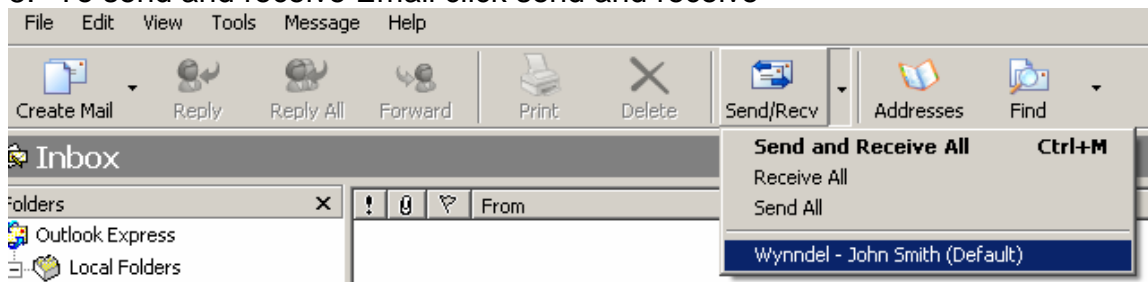
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

7. Click **Finish**, then click **Close**.

8. To send and receive Email click send and receive



Using Wynndel Webmail

1. In your internet browser type mail.wynndel.ca

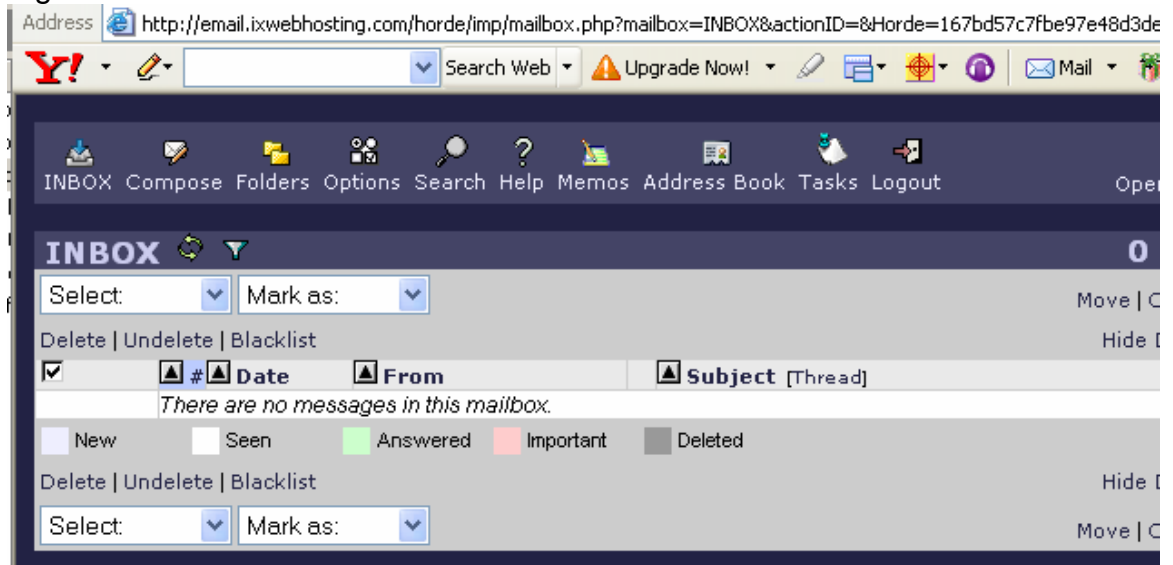


2. Enter your Email address and password when the following page appears:

Welcome to Horde

Username	<input type="text" value="John.smith@wynndel.ca"/>
Password	<input type="password"/>
Language	<input type="text" value="English (US)"/>
	<input type="button" value="login"/>

The following screen is webmail:



Changing your Email Password

1. Go to the following webpage and click on Email password change
 - <http://www.wynndel.ca/html/support.html>
2. The screen below allows you to change your WIS Email password:

Mailbox

To change your password, please fill in the requirements below

Your Email Address: *
The Email address listed on the account (current)

Old Password: *
The password currently used

New Password: *
The password you wish to use now

Confirm New Password: *
To avoid mistakes, retyping your new password saves everyone time

Change Password