



## Sending and Receiving E-Mail


Sending and receiving e-mail through Union Web Design is very simple and offers much flexibility. There are two ways to access your e-mail: 1) web mail and 2) Outlook. These instructions provide detailed information on using web mail. For Outlook users, we'll provide the data needed for configuring your e-mail address. Refer to your Outlook Help for specific details on configuration and operation instructions.

### Web mail

Entering web mail: Follow the steps below to access web mail.

1. Access the Internet and open your browser (for example, Internet Explorer).  
Important: AOL users must access Web mail through Internet Explorer.
2. Enter the URL *http://mail.yourdomain.com*. Replace *yourdomain.com* your actual domain name (for example, *local123.org*).
3. From the login screen, enter the appropriate information:
  - E-mail address: *username@yourdomain.com* (for example, *info@local123.org*)
  - Password: *yourpassword*
4. Click **Enter**.

You will now enter web mail and will have the ability to access your e-mail.

**Tip:** From anywhere within Web mail, click  to access the Help and learn more about the features.

### Reading your mail

The main screen lists the mailboxes that are available to you as well as columns for Size, Messages, and New.

1. Size column – Indicates the amount of space the e-mails are taking up and the number of total e-mails and new e-mails. Be aware that you are limited to the size of your e-mail box (specified on this page as: **used xxx of xxx**). Although you have ample storage space, it's important to keep your mailbox clean.
2. Messages column – Displays the number of messages in each mailbox.
3. New column – Displays the number of new messages received in each mailbox.

The first mailbox is your Inbox. Follow these steps to read your mail.

1. Click **Inbox** to access your e-mail.
2. Click the hyperlinks in the From column to read the desired e-mail.

## Writing new mail

With Web mail, you can compose E-mail messages, use an address book, send file attachments, and save drafts. These instructions are for sending a basic e-mail.

1. From anywhere within Web mail, click **Compose** near the top of the window.
2. Enter a complete e-mail address in the **To:** field.
3. Type the message text into the message body text area.
4. To attach a file to a message, scroll to the bottom of the e-mail window and click **Browse** and select a file on your computer. The file name appears in the Attachment field.
5. Click **Send**.

**Tip:** To learn more about the other features, click  from the compose screen.

## Saving sent items

Follow the steps below to create a method to automatically save each e-mail you plan to send.

1. From the main web mail window, enter **Sent** in the field next to the Create Mailbox button.
2. Click **Create Mailbox**. You've just created a new mailbox called Sent.
3. Click **Settings** to access the settings screen for your mailbox.
4. Scroll to the Message Composer section of the Settings screen.
5. Under **Save Sent Messages in**, change the dropdown list from Default to **Sent**.
6. Scroll to the bottom of the page, and click **Update**.
7. Click **Mailboxes** to return to the main window.

Sent e-mail will now be stored in the Sent folder.

## Backing up deleted items

If you are worried you might want to retrieve mail you've recently deleted, you can create a Trash mailbox (similar to the Windows Recycle Bin) for all your deleted mail. Keep in mind that this uses valuable server space, so plan to periodically clean your Trash. Follow the steps below to create a Trash mailbox and automatically move items to the Trash that you delete in the future.

1. From anywhere in web mail, click **Settings** to access the settings screen for your mailbox.
2. Scroll to the Trash Management section of the Settings screen.
3. Under Message Delete Method, change the dropdown list from Default(Mark) to **Move To Trash**.
4. Under On Logout Remove from Trash if Older than, change the dropdown list from Default(60 days) to **7 days** or the timer period you desire.
5. Scroll to the bottom of the page, and click **Update**.
6. Click **Mailboxes** to return to the main window.

A Trash Can folder will automatically appear the first time you delete an item. You can click Trash Can to view your items. From within your Trash Can, you can manage the old e-mail (for example, restore the e-mail or automatically delete it. In 7 days, the e-mail will be automatically deleted.

Follow the steps below to restore e-mail from the Trash Can.

1. Click **Trash Can** to access the deleted e-mail that has been backed up.
2. Select the check box next to the e-mail you wish to restore.
3. In the drop-down list under the Copy to button, select Inbox or the desired location to place your recovered e-mail.
4. Click either **Copy to** or **Move to** to perform the desired action.

## Outlook

To set up e-mail accounts in Outlook, you'll need to know the type of e-mail server you use (POP3, IMAP, or HTTP), your account name and password, the name of the incoming e-mail server and, for POP3 and IMAP, the name of an outgoing e-mail server. Use the settings below to configure your e-mail account for Outlook or Outlook Express. These settings can also be used to set up most other e-mail software, such as Netscape Mail.

**Tip:** To learn how to set up e-mail accounts in Outlook, open Outlook or Outlook Express and press the F1 key or from the Menu bar select Help | Contents and Index.

POP Server: mail.yourdomain.com

Username: username@yourdomain.com

Password: yourpassword

SMTP server: Use the outgoing mail server provided by your Internet Service Provider.

For example: John Smith has the domain local123.org; his email address is john@local123.org and his ISP is Earthlink. To work correctly, his settings need to be set to:

POP Server: mail.local123.org

Username: john@local123.org

Password: mymailpass

SMTP Server: mail.earthlink.net

***If you have further questions, please e-mail  
webmaster@unionwebdesign.com.***