

Webmail Access

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Introduction

There are two options to read/write email from a different email id. Option 1 is to logon to the webmail server itself and access the email from there. Option 2 is to configure your local PC to support more than one user account. Both options are covered in this document. Under options 2, there are two different methods to configure the local PC.

Client Webmail and password settings

Webmail	Webmail password
<i>email1@domainname.com</i>	<i>Passwd1</i>
<i>email2@domainname.com</i>	<i>Passwd2</i>
<i>email3@domainname.com</i>	<i>Passwd3</i>

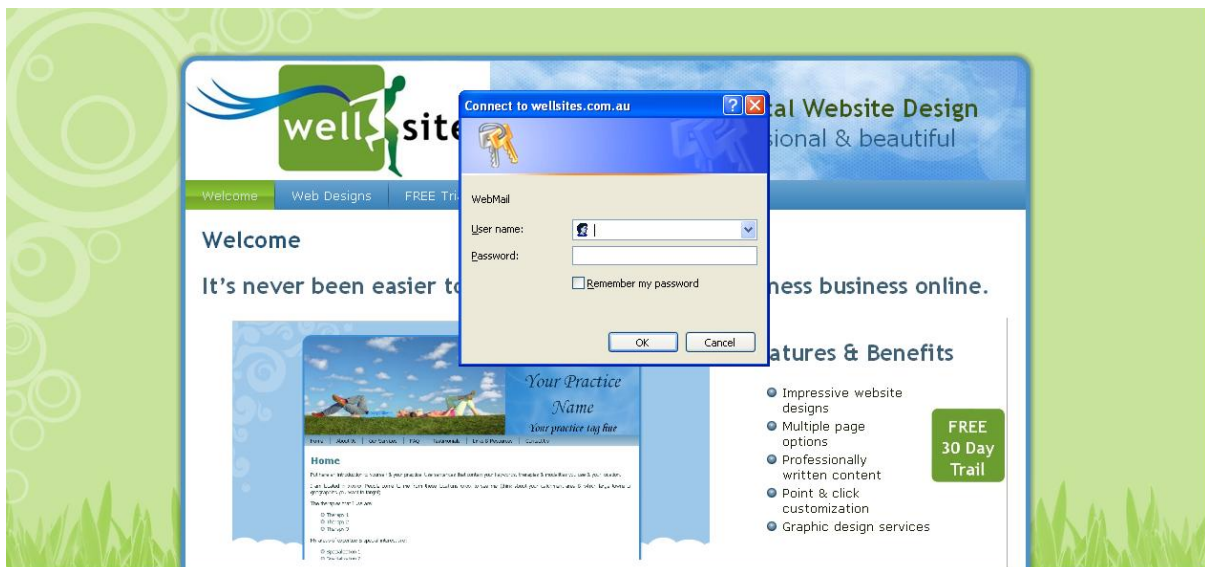
Incoming Mail Server: *mail.yourdomainname.com*

Outgoing Mail Server : *mail.yourdomainname.com*

OPTION1 : Log onto Webmail

The first option is to access the webmail for that user directly. Just login with the email id you wish to access or send email as.

Go to the webmail login page - <http://yourdomain.com/webmail> . Login box will appear.





Log in using the webmail address and the relevant password. Details of these [Client Webmail and password settings](#) can be found at the top this document.

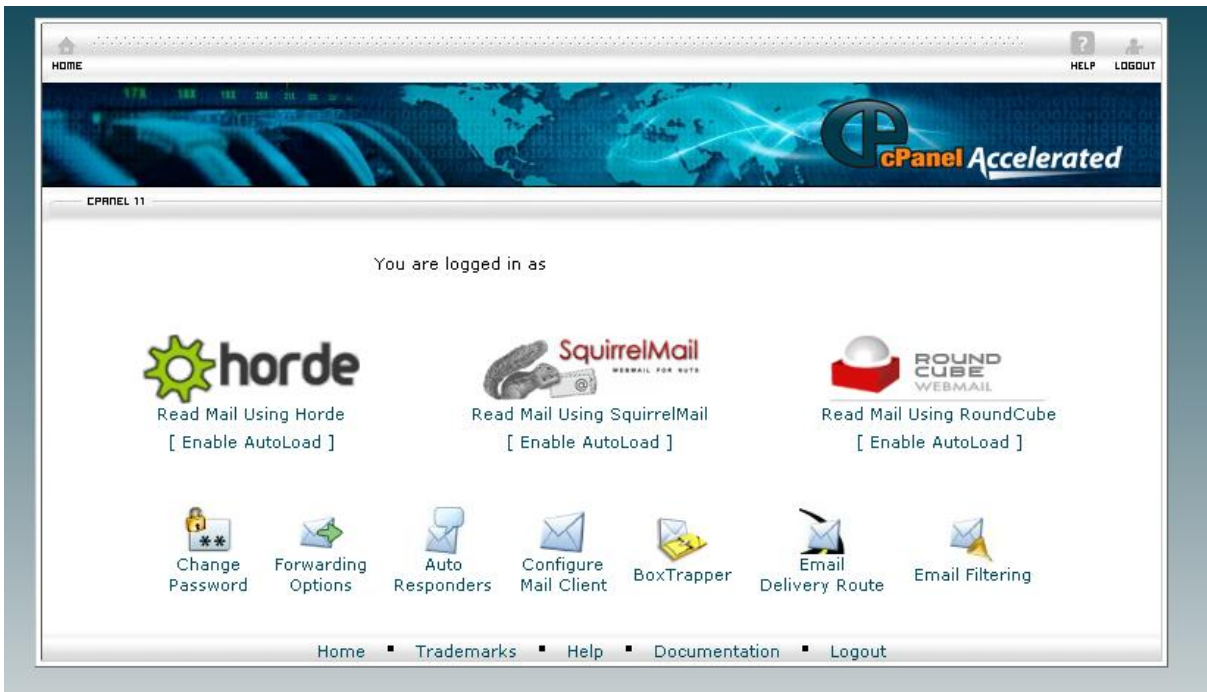
Example :

USERNAME : email1@domainname.com

PASSWORD : Passwd1

Webmail Control Panel

You will see the Webmail Control Panel.



Read Your Email Online



There are 3 choices of applications to read email with.

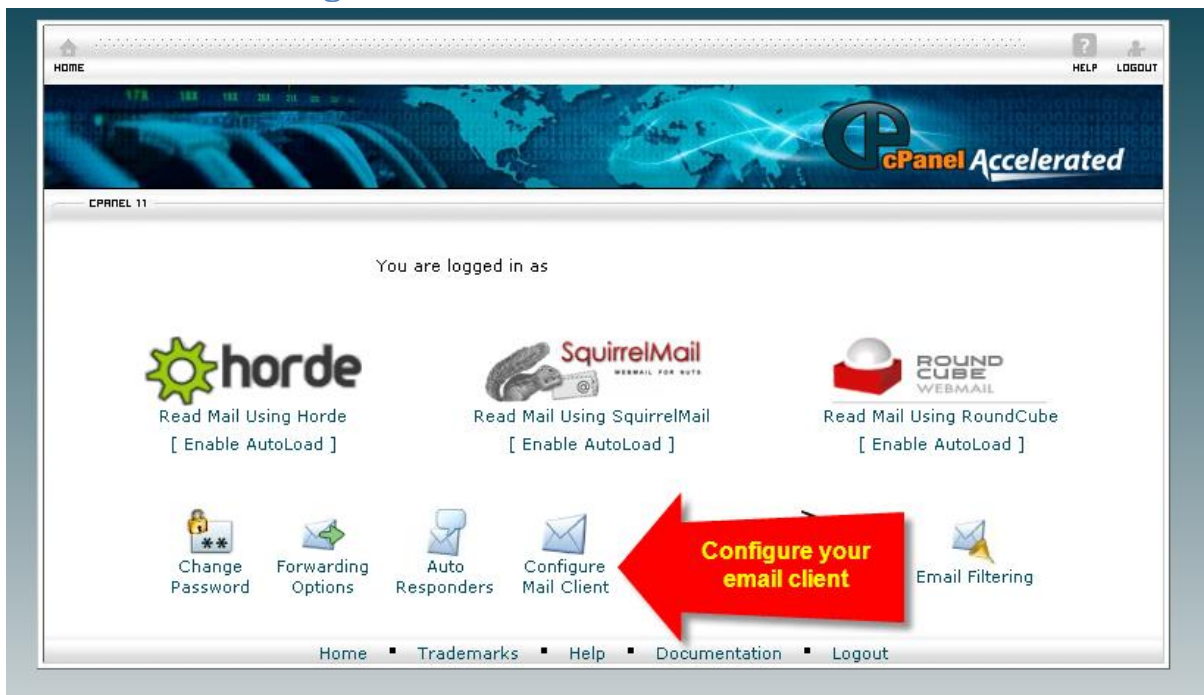
You can choose from horde, squirrel mail or roundcube

It is entirely up to you which application you prefer.

OPTION 2: Configure the local PC to Accept Emails as Different Users.

Your local email application on your PC/MAC can be configured to accept and send emails from as a different user. There are two methods to do this, either through webmail or locally on your PC. Both methods are straightforward. Both methods are discussed.

Method1: Auto configure email client



You may be using an email client on your pc or mac. You can automatically configure your application if you are using - **Outlook 2000, Outlook express or Mac Mail**

To do this - Click on configure your mail client.

You will then see a list of applications

Mail Client Configuration for

When accessing an email account through a desktop email application such as Outlook Express®, the email application will require specific information about that email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the Manual Settings information to configure the application.

Note: IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied-to will show as read/deleted/replied-to both on the server and in the mail application. POP3 does not coordinate with the server. Messages marked as read/deleted/replied-to in the mail application will not show as read/deleted/replied-to on the server. This means that future downloads of your inbox or other mailboxes with POP3 will show all messages as unread.

Please select an application:

Auto-Configure Microsoft Outlook 2000® for IMAP Access
Auto-Configure Microsoft Outlook 2000® for IMAP Access (SSL)
Auto-Configure Microsoft Outlook 2000® for POP3 Access
Auto-Configure Microsoft Outlook 2000® for POP3 Access (SSL)
Auto-Configure Microsoft Outlook Express® for IMAP Access
Auto-Configure Microsoft Outlook Express® for IMAP Access (SSL)
Auto-Configure Microsoft Outlook Express® for POP3 Access
Auto-Configure Microsoft Outlook Express® for POP3 Access (SSL)
Auto-Configure Mac Mail.app® for IMAP Access
Auto-Configure Mac Mail.app® for IMAP Access (SSL)

* Mac Mail IMAP Note: The "IMAP Path Prefix" needs to be set to INBOX otherwise Mail.app will not be able to store deleted, draft or sent mail on the server. [click for more info](#)

Manual Settings

Mail Server Username: .

Incoming Mail Server:

Incoming Mail Server:

Outgoing Mail Server:

Outgoing Mail Server:

Supported Incoming Mail Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)

Supported Outgoing Mail Protocols: SMTP, SMTPS (SSL/TLS)

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Click on your application and follow the prompts.

If your application is not listed under the auto-configuration list, you will need to manually configure your email using the **Manual Settings** listed in this page

Mail Client Configuration for

When accessing an email account through a desktop email application such as Outlook Express®, the email application will require specific information about that email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the Manual Settings information to configure the application.

Note: IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied-to will show as read/deleted/replied-to both on the server and in the mail application. POP3 does not coordinate with the server. Messages marked as read/deleted/replied-to in the mail application will not show as read/deleted/replied-to on the server. This means that future downloads of your inbox or other mailboxes with POP3 will show all messages as unread.

Please select an application:

Auto-Configure Microsoft Outlook 2000® for IMAP Access
Auto-Configure Microsoft Outlook 2000® for IMAP Access (SSL)
Auto-Configure Microsoft Outlook 2000® for POP3 Access
Auto-Configure Microsoft Outlook 2000® for POP3 Access (SSL)
Auto-Configure Microsoft Outlook Express® for IMAP Access
Auto-Configure Microsoft Outlook Express® for IMAP Access (SSL)
Auto-Configure Microsoft Outlook Express® for POP3 Access
Auto-Configure Microsoft Outlook Express® for POP3 Access (SSL)
Auto-Configure Mac Mail.app® for IMAP Access
Auto-Configure Mac Mail.app® for IMAP Access (SSL)

* Mac Mail IMAP Note: The "IMAP Path Prefix" needs to be set to INBOX otherwise Mail.app will not be able to store deleted, draft or sent mail on the server. click for more info

Manual Settings

Mail Server Username: .

Incoming Mail Server:

Incoming Mail Server

Outgoing Mail Server:

Outgoing Mail Server

Supported Incoming Mail Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAP

Supported Outgoing Mail Protocols: SMTP, SMTPS (SSL/TLS)

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Your manual email settings will be here

Still need help?

If you need additional help – please look at the help section on the screen:

Manual Settings

Mail Server Username: .

Incoming Mail Server:

Incoming Mail Server

Outgoing Mail Server:

Outgoing Mail Server

Supported Incoming Mail Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)

Supported Outgoing Mail Protocols: SMTP, SMTPS (SSL/TLS)

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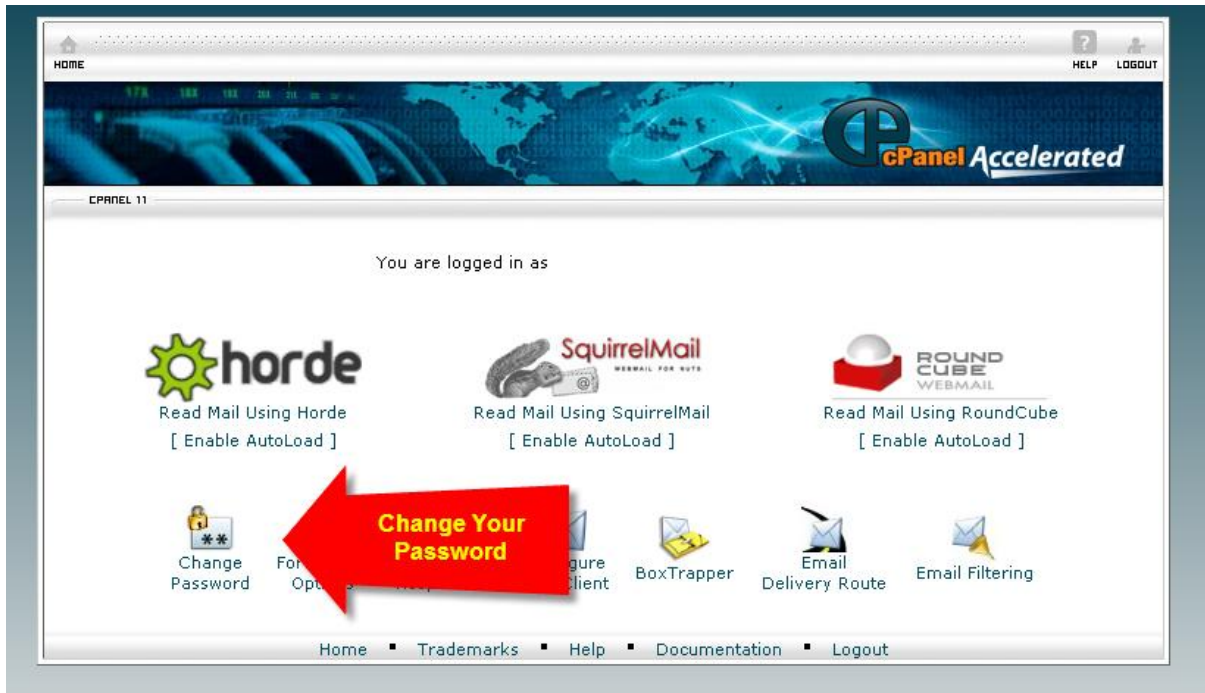
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or contact us on support@wellsites.com.au

Change Your Email Password

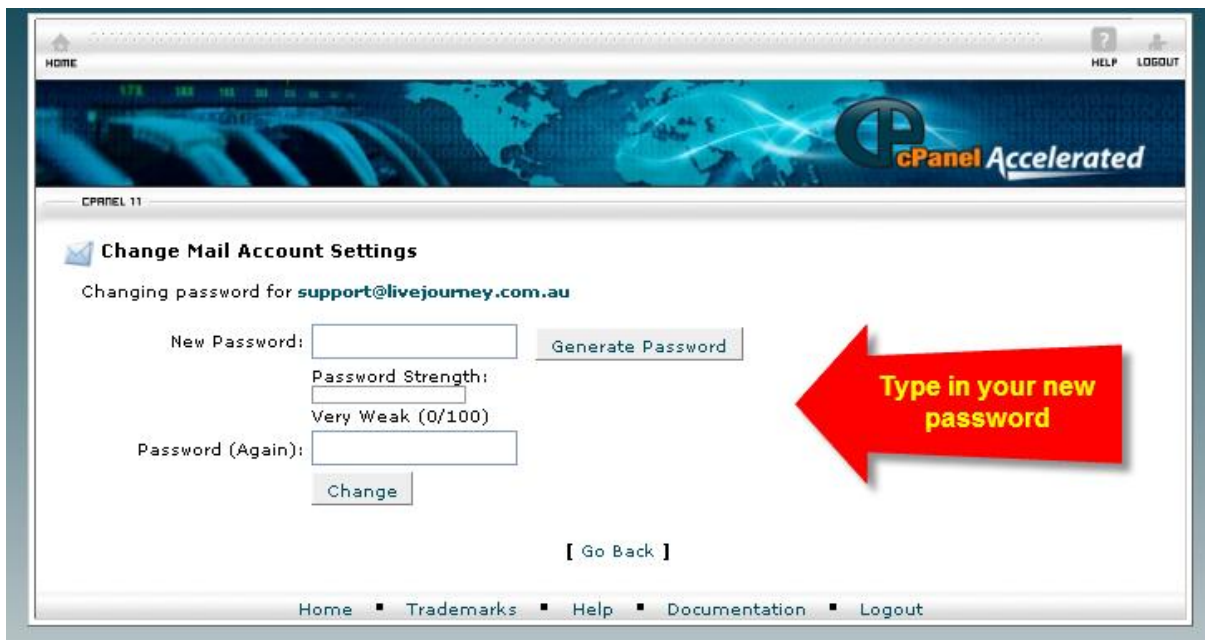
You may at some point wish to change your email password.

Click on the **Change Password Icon**



Type in your new password or you may wish to auto-generate a password

Click **Change**



Method 2: Configuring webmail on local PC/MAC

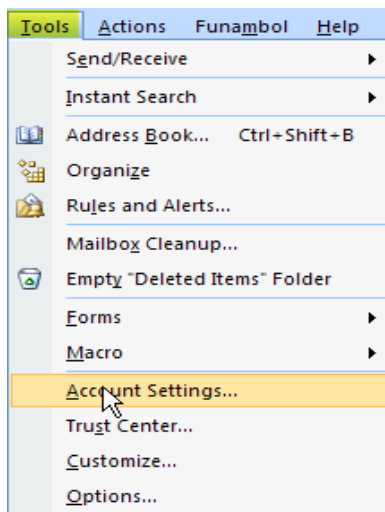
You can also configure the client directly through Outlook or your local email application on your PC or MAC. This example assumes that Outlook is being used on your PC/MAC.

Manual Email setup for Outlook Express

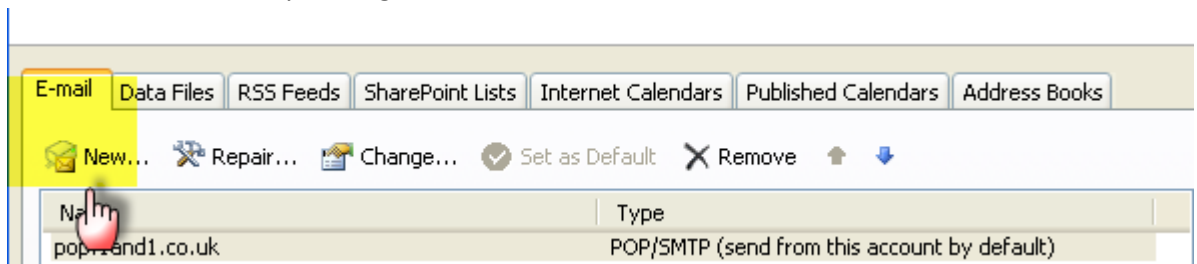
Please note that the instructions may differ slightly according to the version of Outlook that is being used.

These instructions should be repeated for **each** webmail account listed *Client Webmail and password settings.*

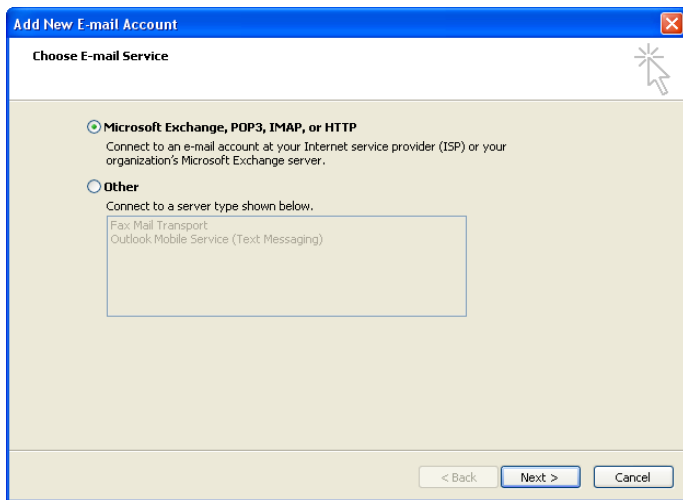
1. Start **Outlook**. Select **Tools** menu. From here select **Account Settings**.



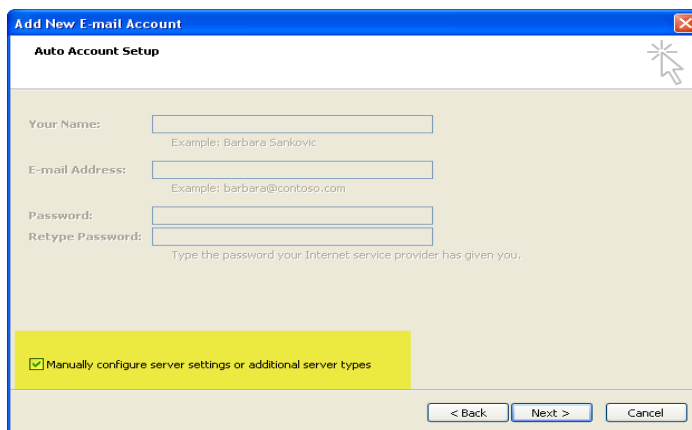
2. Create a new account by clicking New.



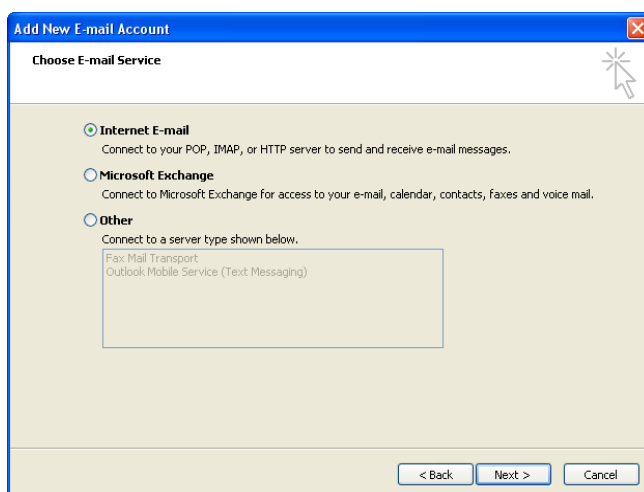
3. Choose Email Service. Ensure Microsoft Exchange, POP3 etc is selected. Click on Next.



4. "Manual configuration" box at the bottom of the Auto account set-up window **MUST** be selected. Then click NEXT.



5. Make sure "Internet E-mail" is selected. Click on Next.



6. Internet E-mail settings window will open.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

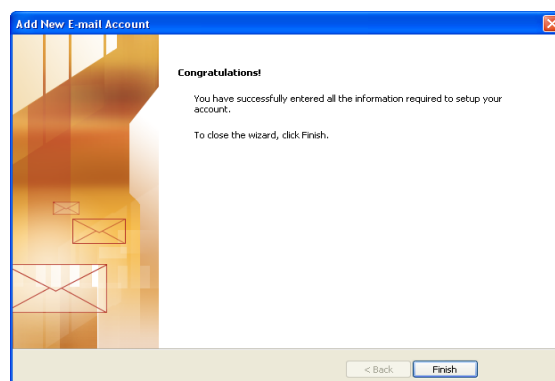
The information in this example should be substituted with the webmail and password details as given at [Client Webmail and password settings](#).

Your Name is the name you would like to appear when people receive emails from you. The following **MUST** be selected:

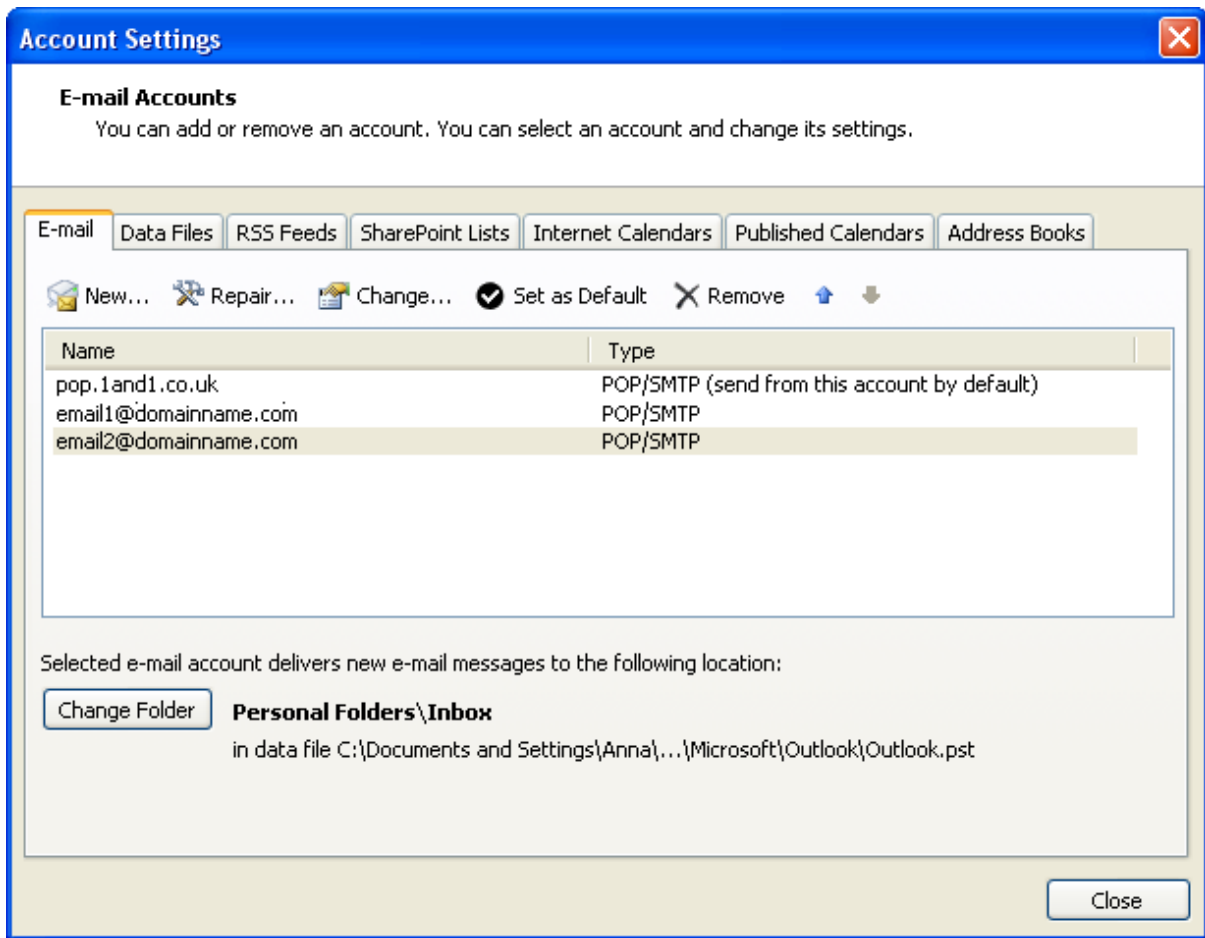
Remember password

Require logon using Secure Password Authentication

7. Click on Test Account settings to ensure everything is now working. Click on Next.
8. That's it !!!



Click On Finish. Under account settings, the new email account is now listed.

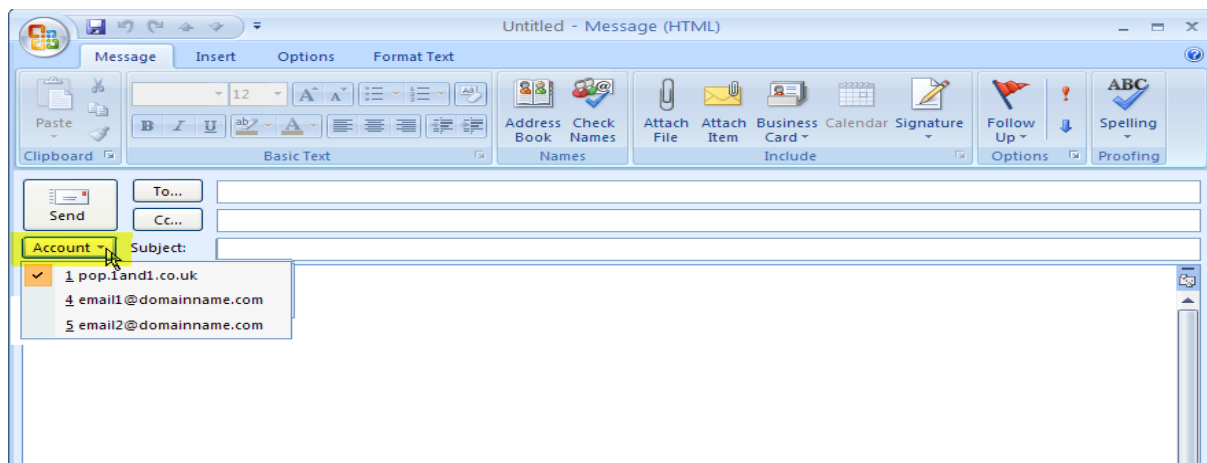


Repeat the process for all other accounts. Click on Close when finished completely.

Under Personal folders in outlook, there will be a new folder created with the new webmail account name. The folder will have its own inbox, sent and delete structure. So you can send and receive email as normal from each email account created.

To Send Email as a Different User

Open a new message box as normal. In the message box, pull down the **Account** menu and select the relevant email address.



Stop Automatically Forwarding Emails

It is very likely that all your webmail accounts are being automatically forwarded to your local email account. If you no longer wish to get duplicate emails (webmail client and your local email account), you can delete the auto forwarders.

Logon to your webmail account as shown [Read Your Email Online.](#)

HOME HELP LOGOUT

QiQ

You are logged in as **anna@wellsites.com.au**

horde
Read Mail Using Horde
[Enable AutoLoad]

SquirrelMail
Read Mail Using SquirrelMail
[Enable AutoLoad]

ROUND CUBE
Read Mail Using RoundCube
[Enable AutoLoad]

Change Password

Forwarding Options

Auto Responders

Configure Mail Client

BoxTrapper

Email Delivery Route

Email Filtering

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Select Forwarding Options. Click on **Delete** against the email you no longer want autoforwarded.

HOME HELP LOGOUT

QiQ

Forwarders

Video Tutorial

Email Account Forwarders

Forwarders allow you to send a copy of all mail from one email address to another. For example, if you have two different email accounts joe@domain.com and joseph@domain.com, you could forward joe@domain.com to joseph@domain.com so you do not need to check both accounts. Note that the mail for a forwarded email address will still be delivered to that address as well.

Search

ADDRESS	FORWARD TO	FUNCTIONS
email1@mydomain.com to	email@localpc.com	Trace Delete

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