

## Using Webmail

You can check your email in a web browser by typing the this address - [www.rotary9830.org.au/webmail](http://www.rotary9830.org.au/webmail).

Then use your mail login and password to access your mail in the internet browser you are using. When you are logged in you have the choice to use "Horde", Squirrelmail or Round Cube. I suggest click on RoundCube

## Email Client Setup

Courtesy [www.yourwebsite.com.au](http://www.yourwebsite.com.au), Rotary District 9830 Server provider.

E-mail software clients such as Outlook Express, Outlook, Thunderbird and others are known as POP3 mail clients.

These require different settings to webmail clients such as hotmail and Gmail.

The usual things you will require to set in a POP3 mail client are the mail server settings and your login details.

Mail server settings will usually be different for incoming and outgoing mail.

Your incoming mail server (often referred to as the POP3 server) will be specific to the e-mail address you are collecting, and the format of this will vary depending on the mail address being used.

As your e-mail addresses matches your domain name (rotary9830 ) your POP3 server should be set to [mail.rotary9830.org.au](mailto:mail.rotary9830.org.au)

You may also have an e-mail address available with your ISP package. If you were using Telstra Bigpond you will have nominated a primary e-mail account, let's say [maryjones@bigpond.com](mailto:maryjones@bigpond.com). Your POP3 server would then be [mail.bigpond.com](mailto:mail.bigpond.com) . This setting will be specific to your own internet service provider, and their website support areas should always have an area explaining what these settings should be.

Your outgoing mail server (also called the SMTP server) will be dependant solely on your ISP used. So if you were using Telstra Bigpond this would be the same as the incoming server, ie [mail.bigpond.com](mailto:mail.bigpond.com) . This outgoing server would be the same for every mail account you used, even if you had multiple different e-mail addresses. So in the Rotary example above, and assuming you were a Bigpond customer, the servers would be [mail.rotary9830.org.au](mailto:mail.rotary9830.org.au) (POP3) and [mail.bigpond.com](mailto:mail.bigpond.com) (SMTP)

You must use the full e-mail address as the username and the password as per whatever you have been given. So if your mail account was [gse4@rotary9830.org.au](mailto:gse4@rotary9830.org.au), and you have been given the password for this mail account as [grtd13](#) then you should set these exact text strings as your username and password in the mail client. Note the importance of not just using the username "gse4" in the above example, you need the full e-mail address.