

WebMail Set Up Instructions For SWHTAS

This document is intended to assist in setting up and using the WebMail system provided for use by those members of the Southwest Harbor – Tremont Nursing Service (swhtas) that have been provided with email accounts.

GET STARTED

- Access WebMail from any browser here:
<https://webmail.swhtas.org>
- Enter your new e-mail address, xxx@swhtas.org
- Enter your temporary password.
- Change your password.
- Change the preferences for Timezone.
- If you want the e-mail forwarded to another e-mail account, now might be a good time to do it.
- Send an e-mail to another Board or crew member and to the postmaster postmaster@swhtas.org to make sure it works.

These instructions are limited to the initial setup and configuration of the accounts. It will be expanded to include more features and detail as the system becomes more widely used, and based on feedback from the users of the system.

Accounts are currently provided for existing positions in swhtas, and intended to provide for consistency and continuity of correspondence by the holders of those positions over time. For example, the President of the swhtas will change over time but president@swhtas.org should always contain the correspondence to or from the person holding that position related to the organization. Other accounts can be provided as needed by Board or Crew members with a need to correspond on behalf of the ambulance service.

The address postmaster@swhtas.org has been created to provide for feedback, assistance, and other issues related to the email system. For example, if you forget your password, postmaster@swhtas.org can create a temporary password to allow the user to regain access and set a new password.

You should proceed to follow the information on the successive pages of this document to set up and start to use your email account. Please note that because the images on the pages are screen captures from a browser, they may not look exactly the same when viewed in a different browser or on a different operating system.

Additions or changes to this document will likely include information on contacts, mail lists, and calendars. Your feedback on suggestions and priorities are welcome.

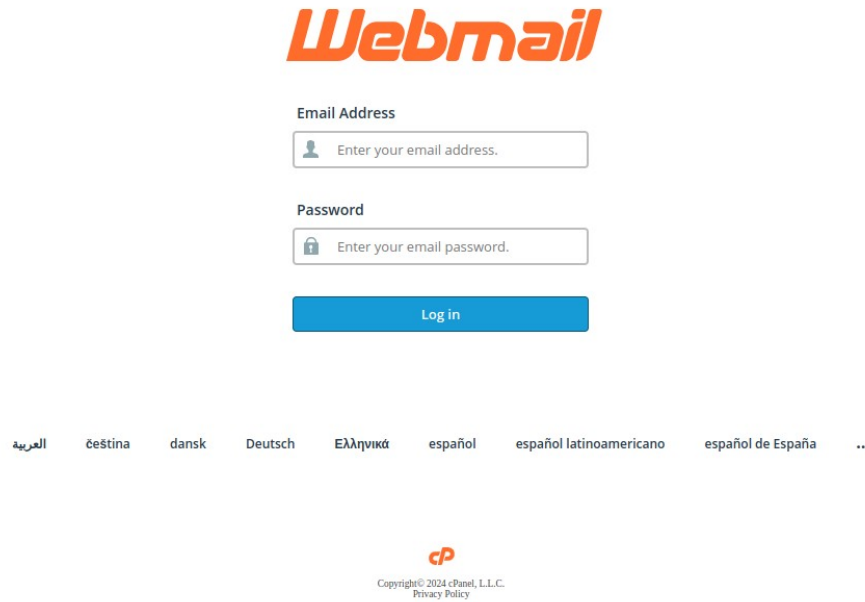
The current version of this document should be available on the swhtas.org website under the “Board and Staff” menu.

postmaster@swhtas.org

Revised: 5 March. 2024

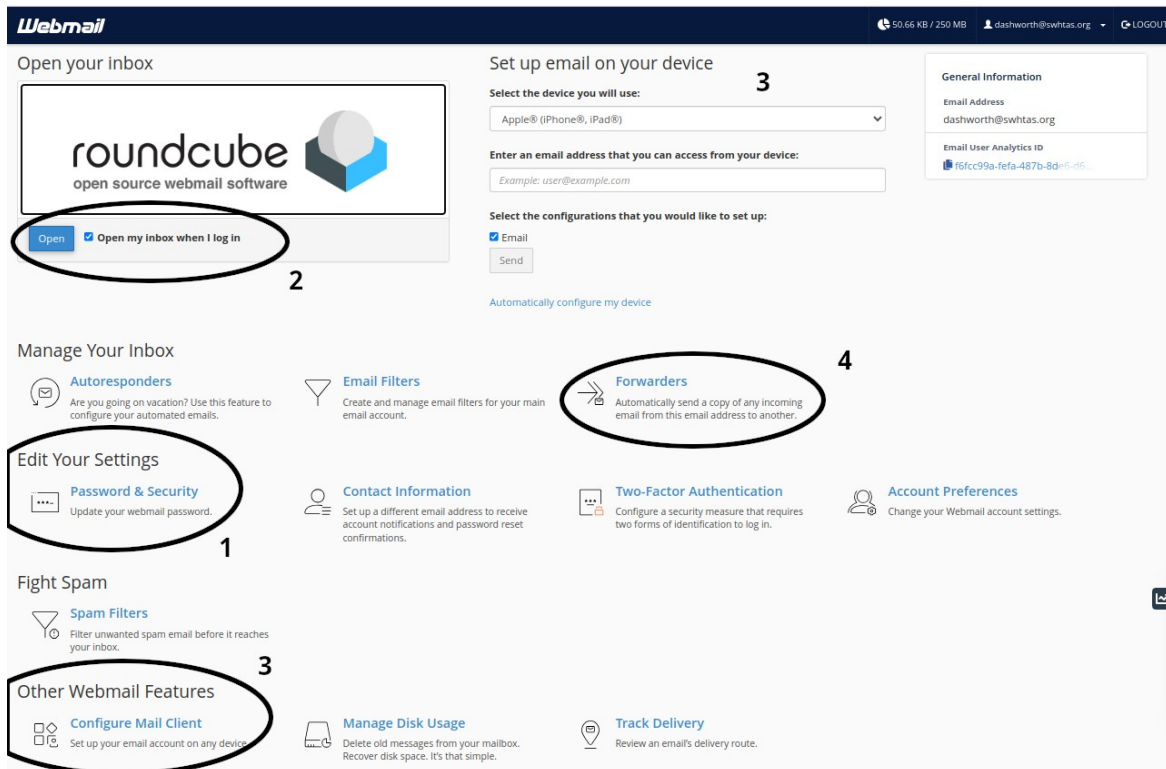
Logging In

Using your browser to access the webmail at <https://webmail.swhtas.org> will display this login screen.



Enter your assigned e-mail address, xxx@swhtas.org and your temporary password to go to the webmail home page shown below.

Webmail Home Page



The home page is the default page after logging in and can be used to set or change many of the overall characteristics for the account. You should immediately “Edit Your Settings” (#1) to change the assigned password to one of your choosing.

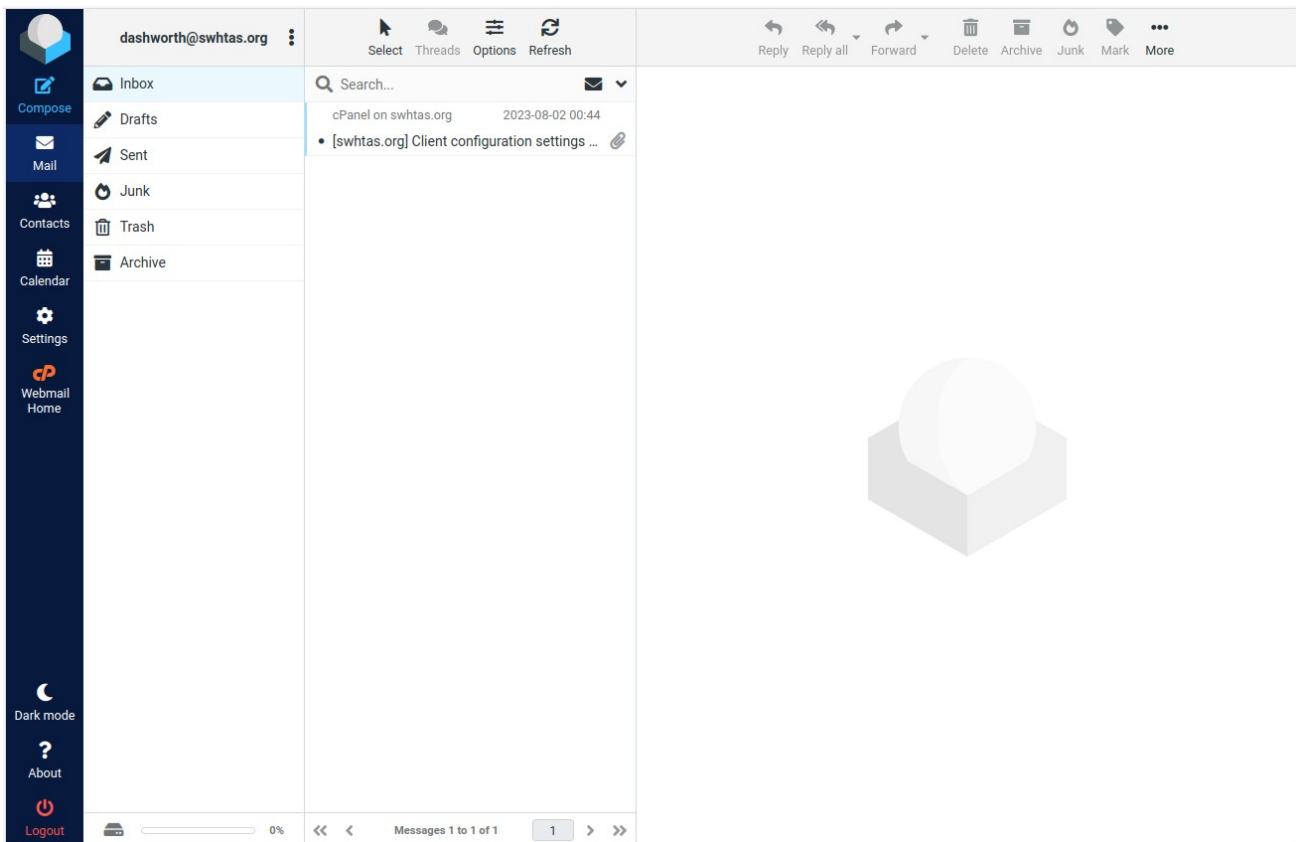
Most users like to log in directly to their Inbox. That can be set up by checking the box at #2 (as shown).

If you plan on accessing your email using an email client (not the browser) on your computer or phone, you can get further information by selecting either of the areas marked #3. Commonly used email clients such as Gmail or Apple mail have the capability of accessing the @swhtas.org accounts and provide a familiar interface for your account while keeping the mail in the accounts separate. For Gmail and Apple mail the selections at the top of the page are intended to make setting up those clients as easy as possible. For other clients, such as Thunderbird, the general information at the bottom of the page provides the needed information. More information on doing this is located later in this document.

Forwarding email to another address is now restricted and not allowed to many of the major email domains such as @google.com. If you want to forward a copy of your incoming mail, it can be set up using “Forwarders” (#4).

Next, you should use the Open button (#2) to go to your Inbox.

Inbox Page

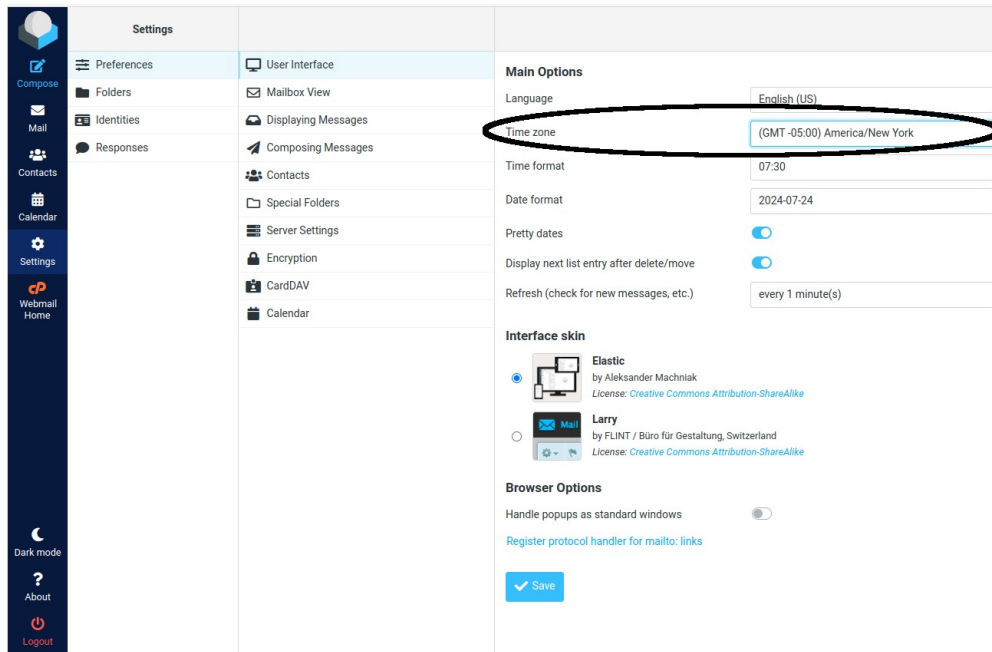


Your inbox should look the the one above, containing one automatically generated message.

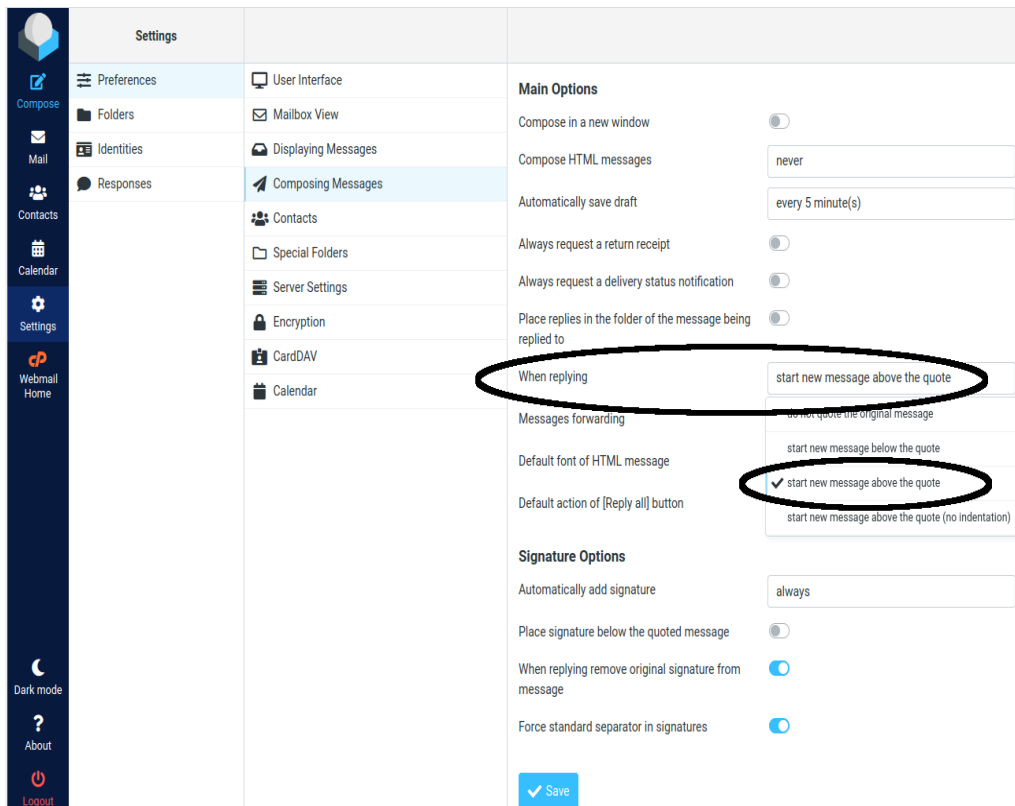
Please see the first item in Settings below for a change that needs to be made at this time.

Settings

Before continuing, there is one necessary change that needs to be made. Select “Settings” in the left hand margin. Then select “Preferences” & “User Interface” and change the “Timezone” setting from “Auto” to “(GMT-05:00) America/New York” as shown. . The “auto” selection results in non local time data.

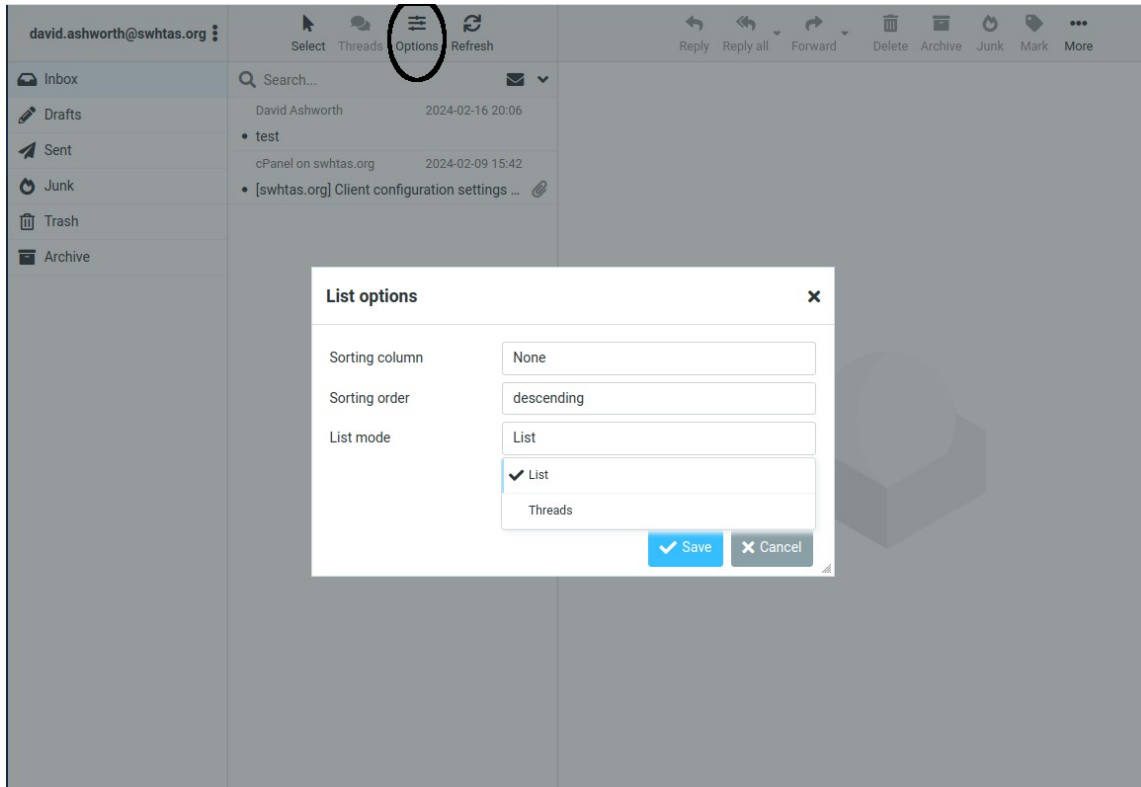


One other setting that is usually changed is the placement of the new message when replying. The default is to put the reply after the quoted message, but the normal practice is that the reply be above the quoted text as is shown below.



Settings

If you prefer to .read your mail as threads, the “Options” selection at the top of the Inbox page can be used to enable that mode. Click on the “Options” and change the List mode from List to Threads. Doing so will also enable the various Threads options that can be selected for expansion and collapsing the threads.



Setting up an email client

If you prefer to not use the browser and web mail to manage your mail, An email client on your computer and/or phone is needed. Because the various platforms (MS Windows, macOS, Linux, iPhone, Android phone etc.) all have different default and add-on email clients available, the best choice depends on your platform and operational preferences. The only requirement is that the email client needs to be able to work with IMAP protocols. (Do NOT use an email client with POP protocols.) An IMAP client allows all of your mail to remain on the mail server and allows you to manage the mail using the internet. The specifics of how the individual mail messages are handled varies with the mail client and its settings.

The email clients supplied by AOL and YAHOO have caused problems for SWHTAS mail users in the past, and are not recommended. If you use those clients for your personal email, you should use a different client for your @swhtas.org mail. The email clients supplied by Google (the Google Gmail App, not Gmail in your browser) and Apple Mail (on macOS or iPhone) have been set up for @swhtas.org and other non Google or Apple IMAP servers successfully. Thunderbird is one of many independent email clients that are available. It is free (open-source), runs on most computer platforms (MS Windows, macOS, Linux), has many useful features, and installs easily. K-9 Mail is the android app that is developed by the Thunderbird team and there is a version in development for iOS devices.

Many email clients have a set up process that will automatically connect to, and configure the IMAP client when given your email address (xxxx@swhtas.org) and password. If you need to enter data manually, the Webmail Home Page described above can supply the needed information (marked with #3 in the image). The important items are shown in the image below from selecting the Configure Mail Client at the bottom of the Webmail Home Page. Please check the current settings when setting up your email client.

Secure <u>SSL/TLS</u> Settings (Recommended)	
Username:	postmaster@swhtas.org
Password:	<i>Use the email account's password.</i>
Incoming Server:	swhtas.org <u>IMAP</u> Port: 993 <u>POP3</u> Port: 995
Outgoing Server:	swhtas.org <u>SMTP</u> Port: 465
IMAP, POP3 , and SMTP require authentication.	

Email clients can generally handle multiple mail accounts and are especially useful for providing a consistent interface for all mail.