

# Modefin email

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ACCESS SETUP

IT Admin

ModeFinServer Private Limited | Bangalore

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## Webmail Access

**Web URL:**

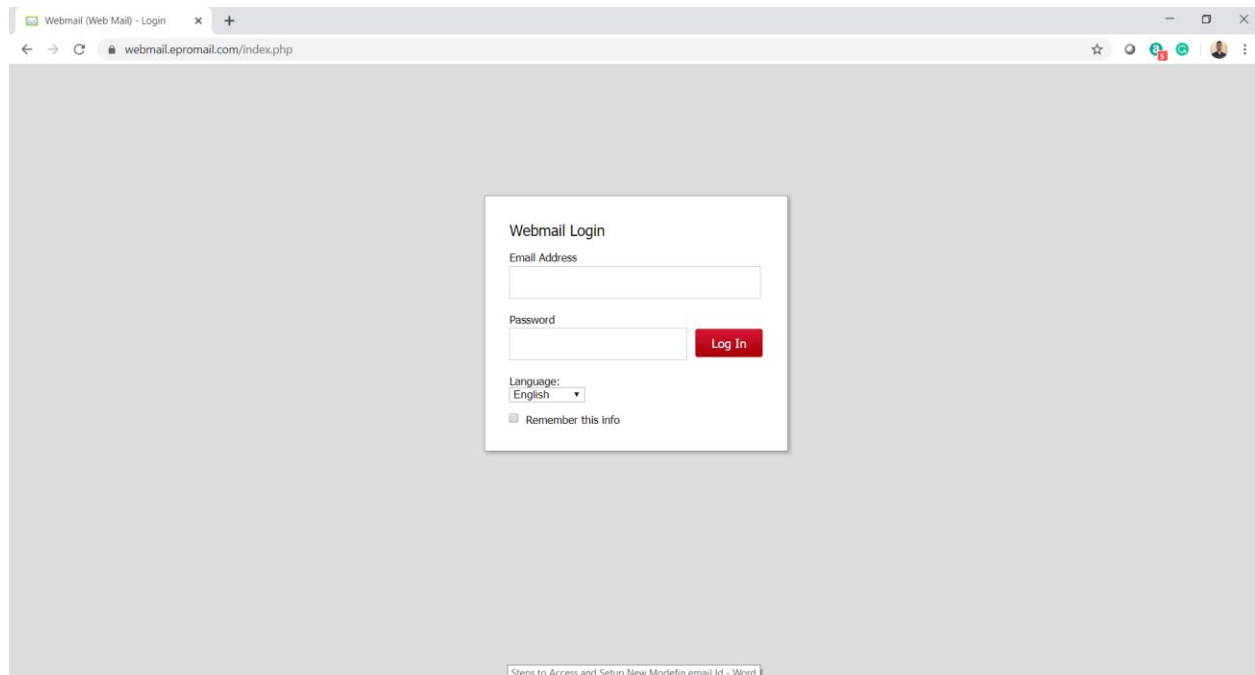
<https://webmail.epromail.com>

**User Name:**

Your Office Email

**Password:**

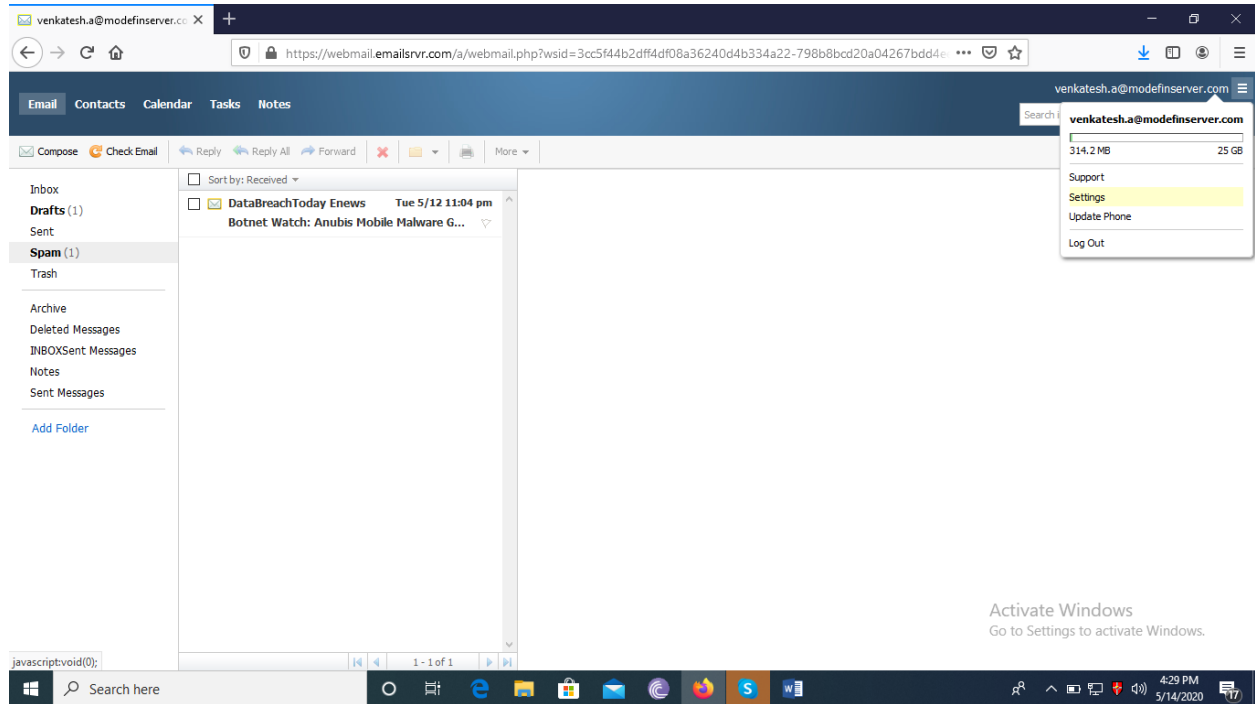
Your password



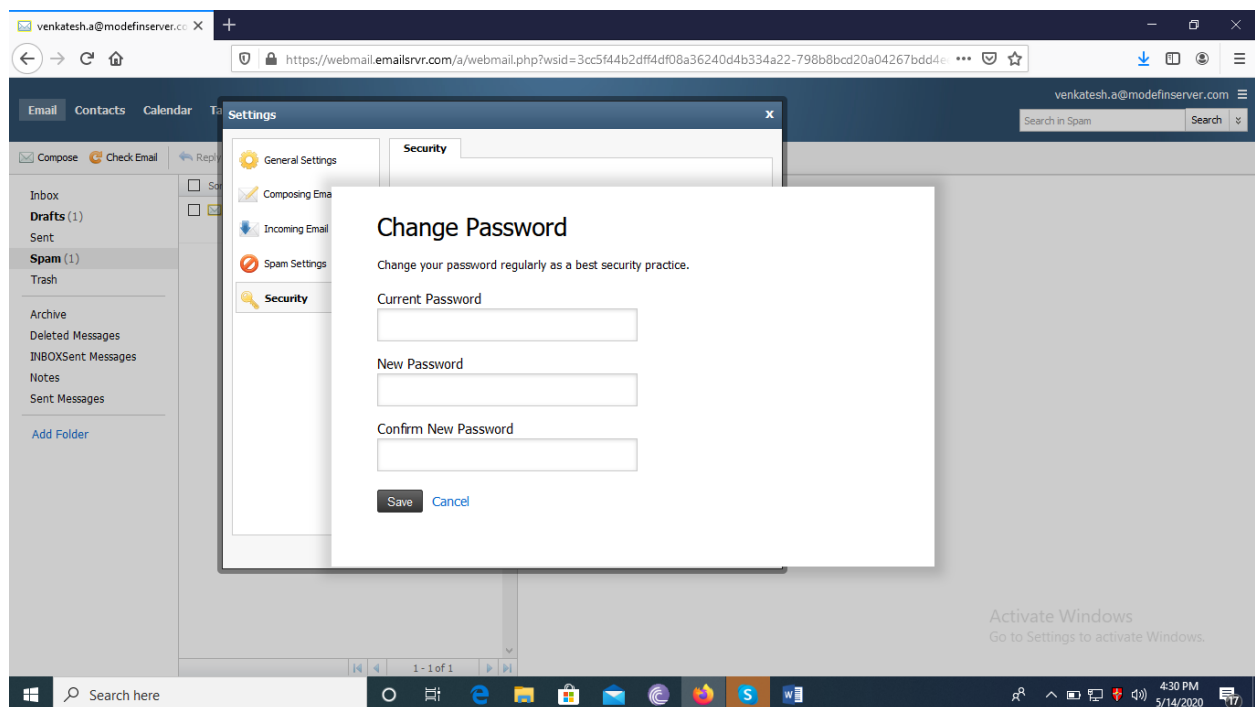
The screenshot shows a web browser window with the address bar displaying "webmail.epromail.com/index.php". The page content is a light gray background with a central white login box titled "Webmail Login". Inside the box, there are two input fields: "Email Address" and "Password". To the right of the "Password" field is a red "Log In" button. Below the input fields, there is a "Language:" dropdown menu currently set to "English", and a checkbox labeled "Remember this info" which is unchecked. At the bottom of the browser window, a small status bar reads "Steps to Access and Setup New Modefin email Id - Word".

# Change Password

## 1) Click on settings

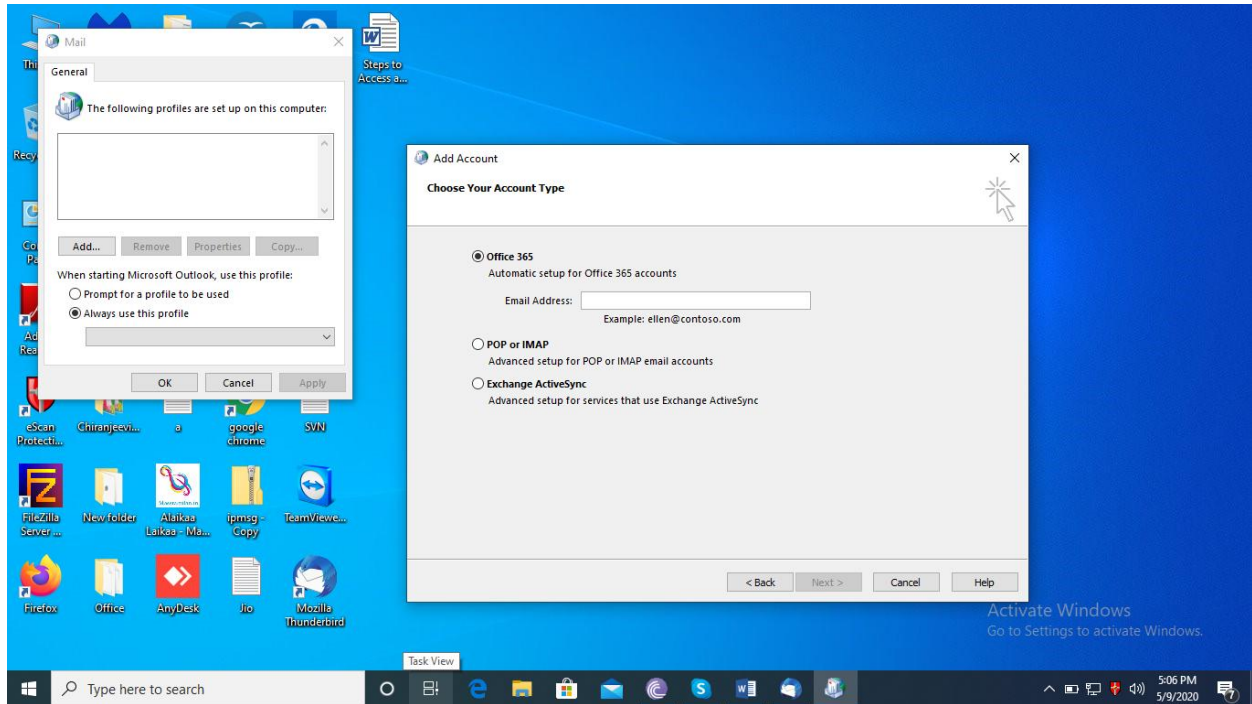


## 2) Click on security – Change password

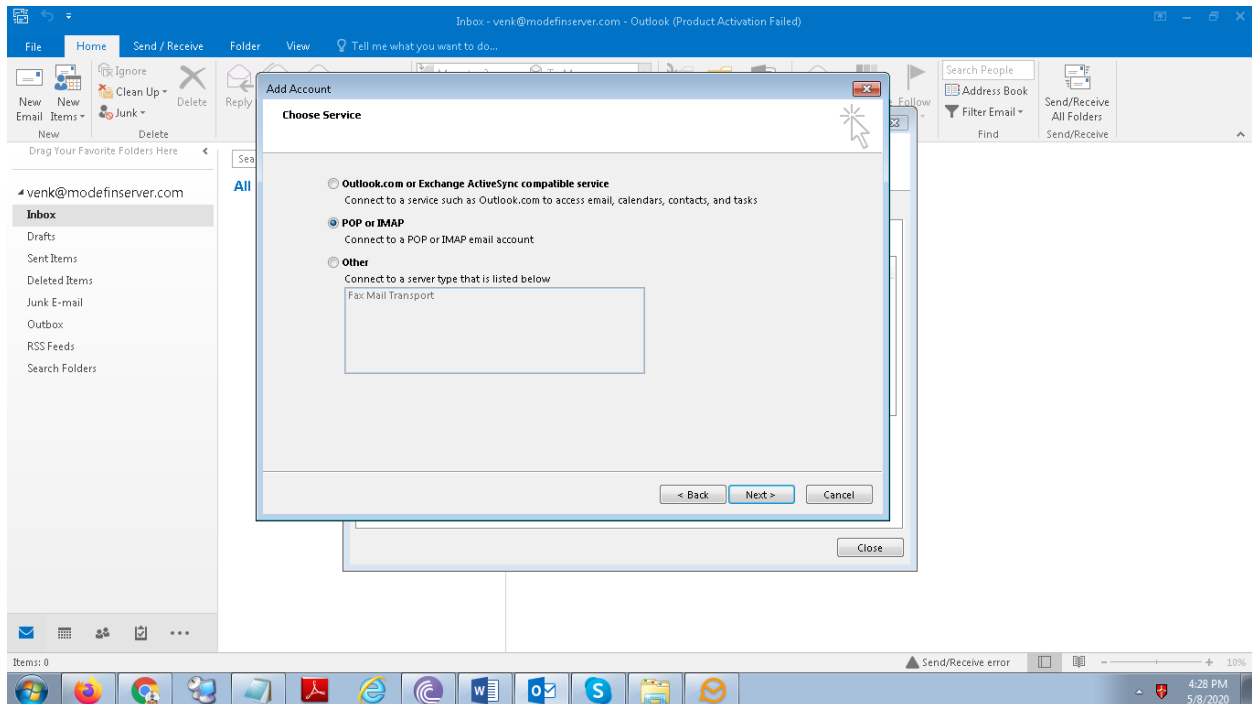


# Outlook Configuration

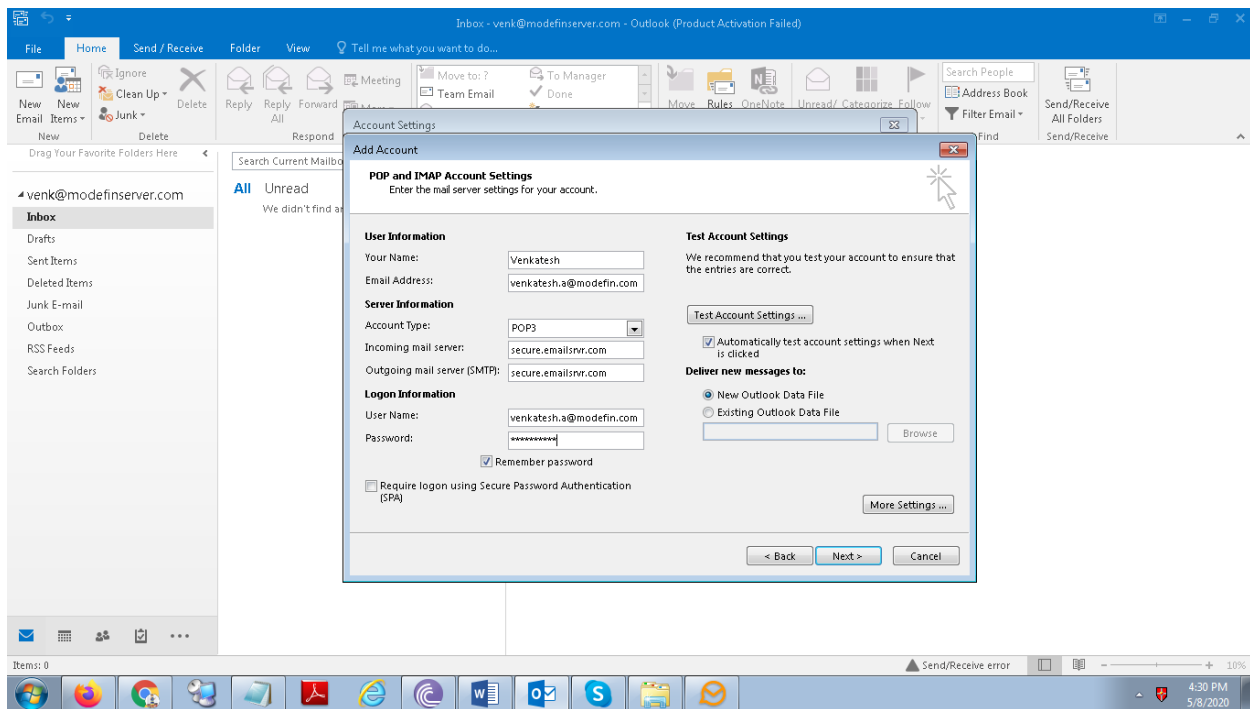
Go to Control Panel -> Select Mail folder in small icons (Select View by option) -> Add Profile -> Create Profile MODEFIN



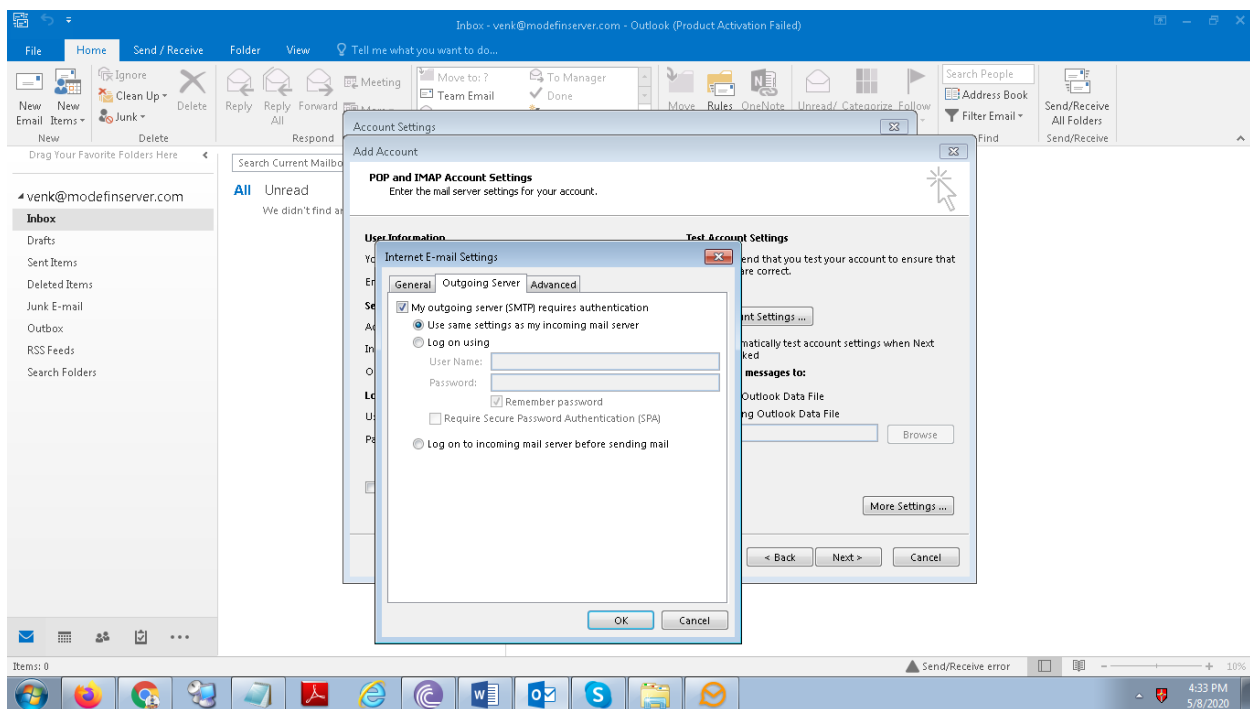
## Select Email Service has POP3



## Click Next -> POP3 and IMAP Account Settings

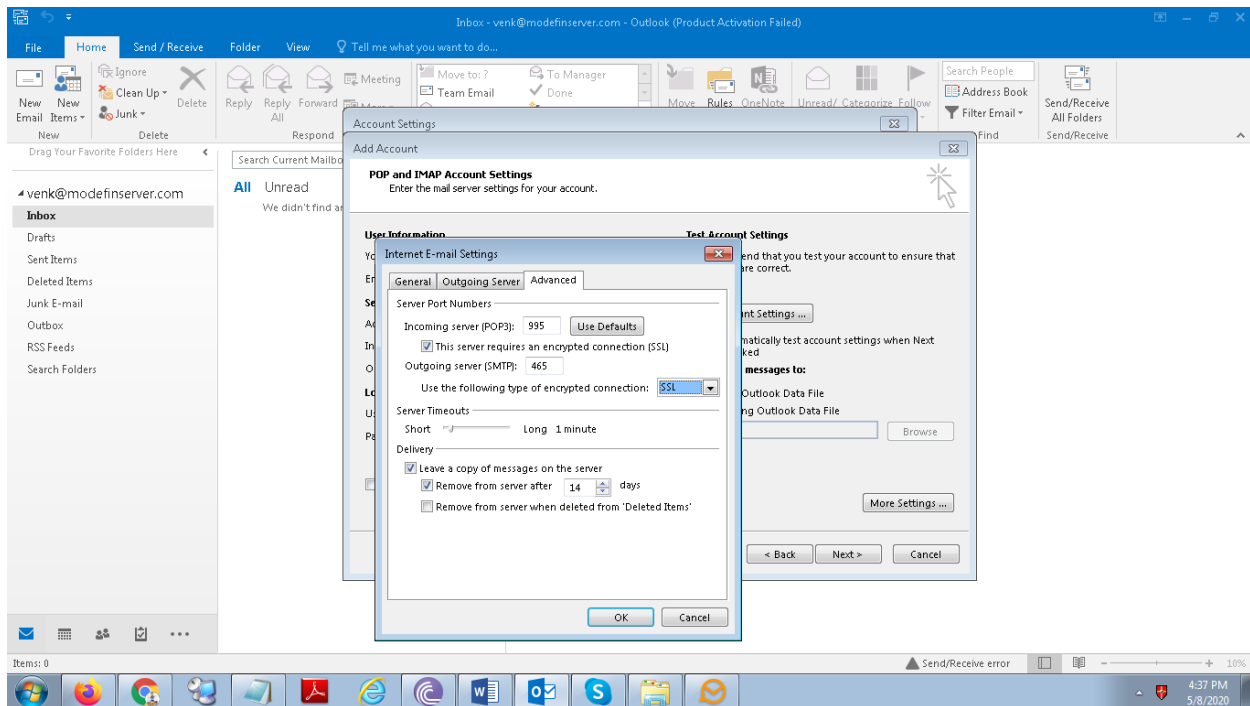


## Select more settings -> Internet more settings - outgoing server



## Enable "My outgoing server (SMTP) requires Authentication"

### 1) Click next page Advance option



**Incoming server (pop3) - [995]**  
**Enable - This server requires an encrypted connection (SSL)**

**Outgoing server (SMTP) - [465]**

**Delivery**

**Enable - Leave a copy of message on the server**

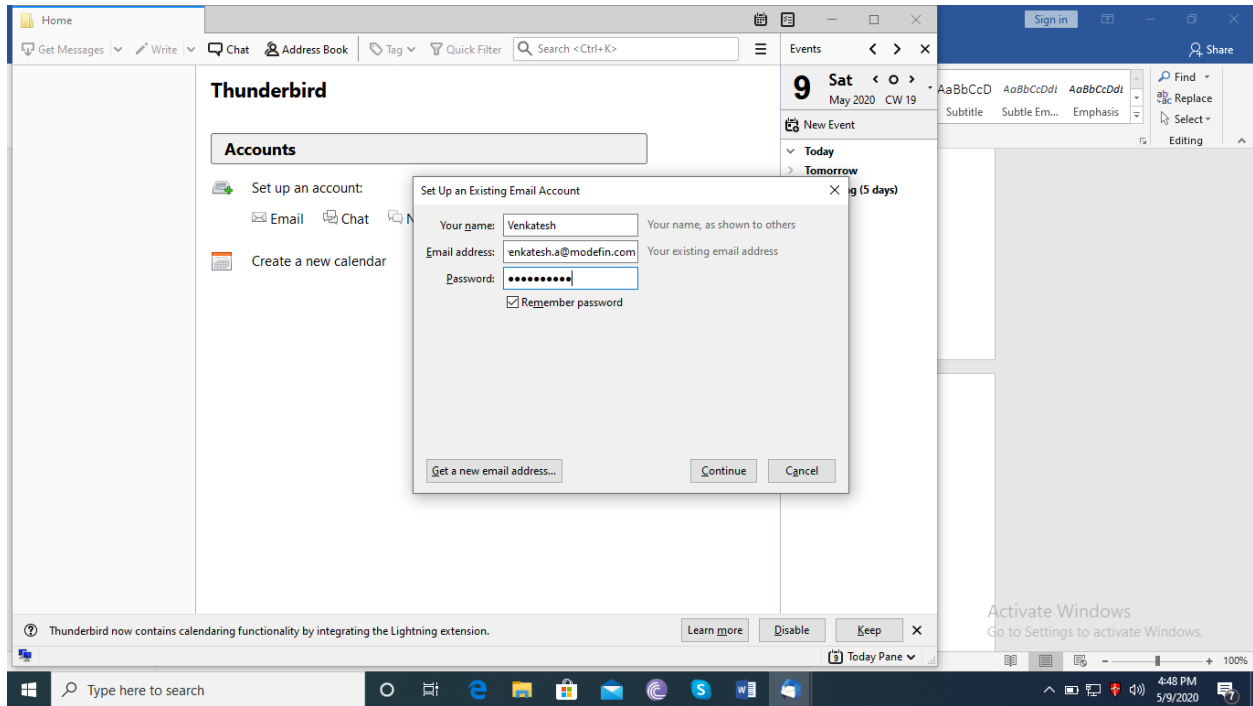
**Enable - Remove from server after [5] days**

**2) Give – OK – Finish**

# Thunderbird Configuration

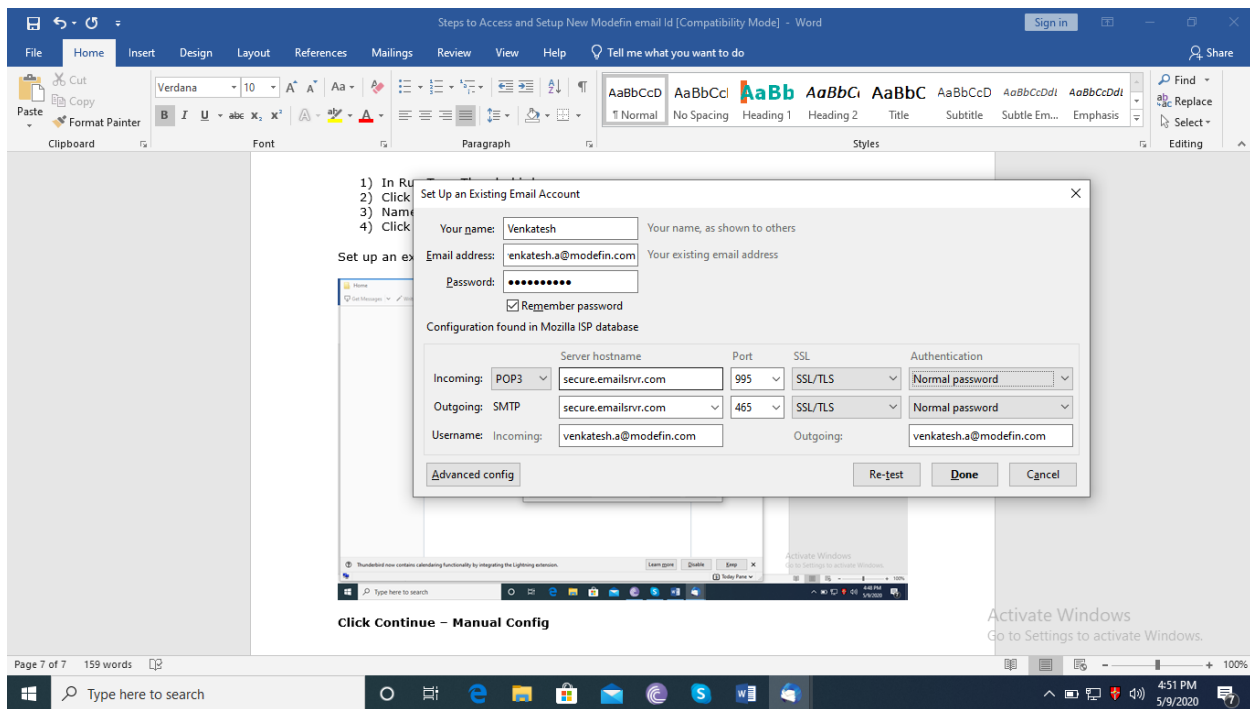
- 1) In Run Type Thunderbird -p
- 2) Click Create Profile - Next
- 3) Name Profile name has MODEFIN – Finish
- 4) Click Start Thunderbird by select MODEFIN Profile

Set up an existing Email Account by giving your Details



**Click Continue – Manual Config**





**Select Incoming has POP3**

**Click – Done**

## Email Signature

### Standard Format

Regards,  
You Full Name  
Your Designation

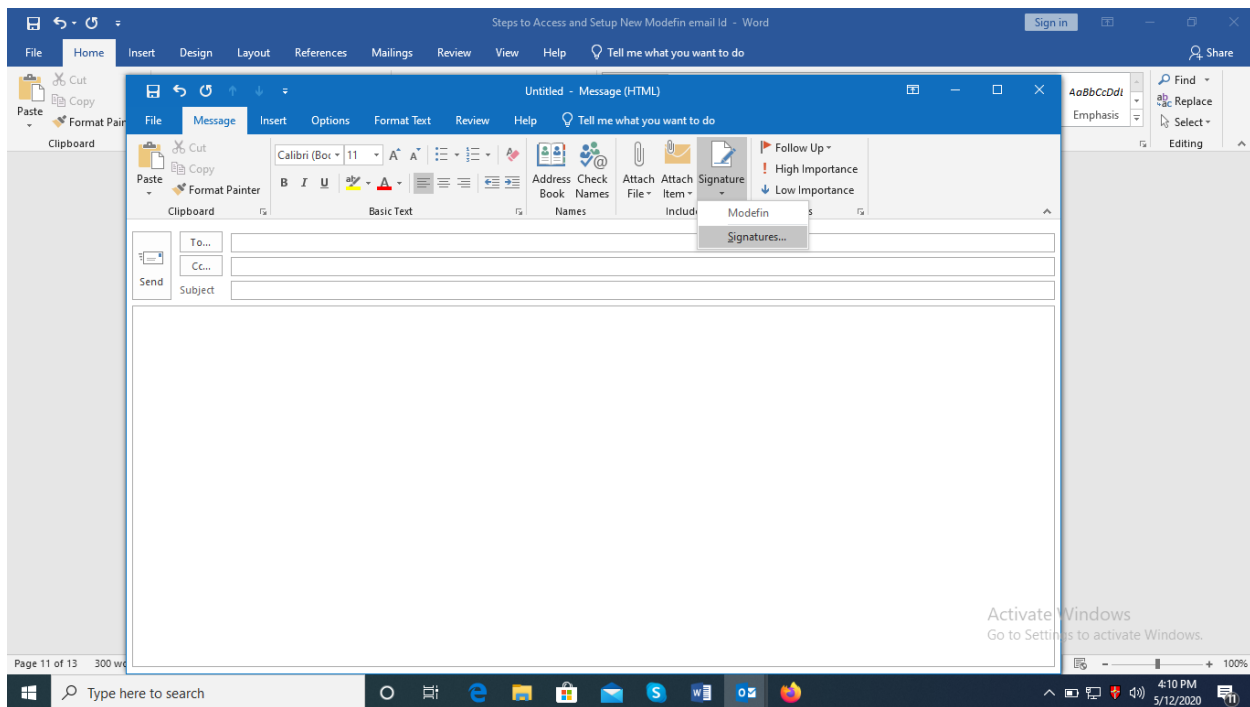


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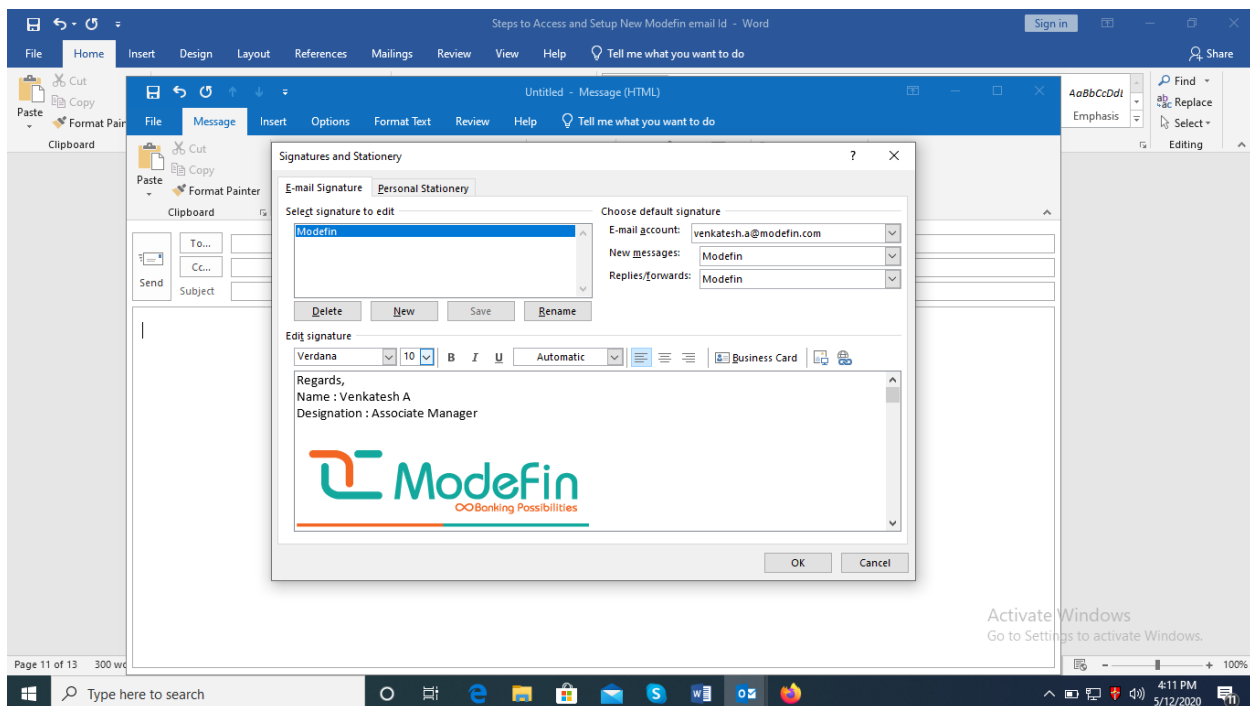
### Configuration of Signature

#### Outlook

- 1) Create new Email
- 2) Select Message – Signature



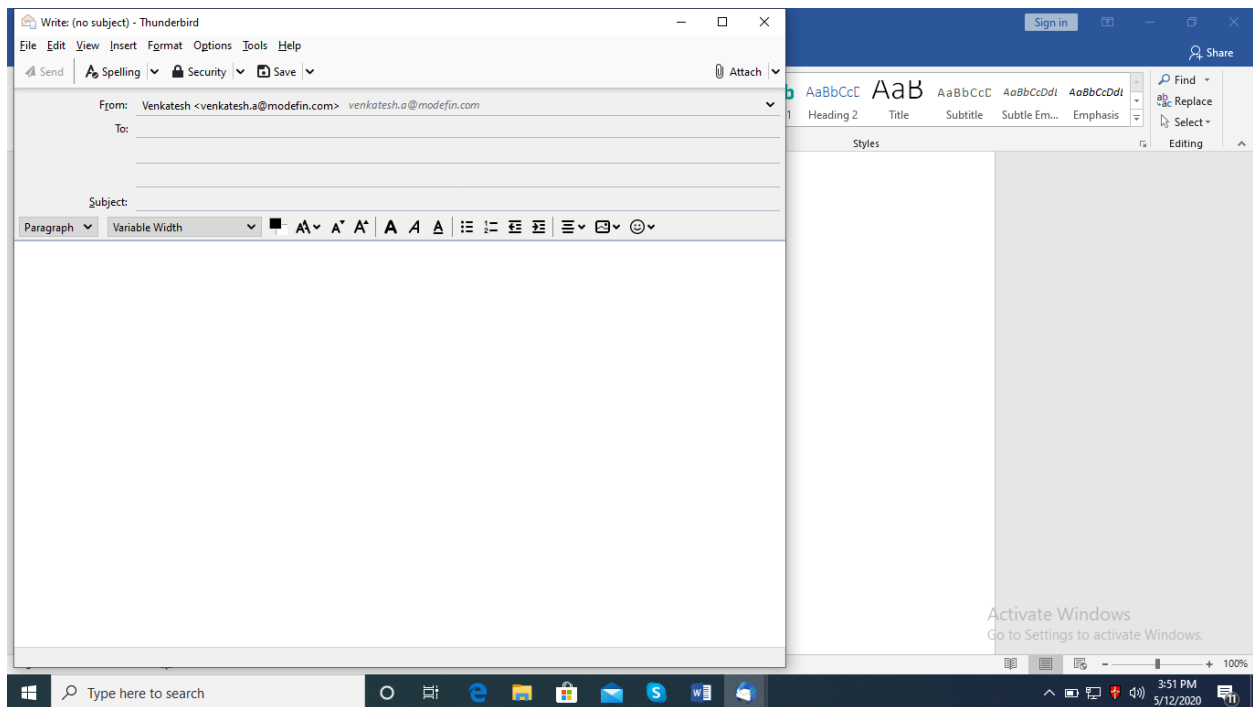
### 3) Create new file by naming ModeFin



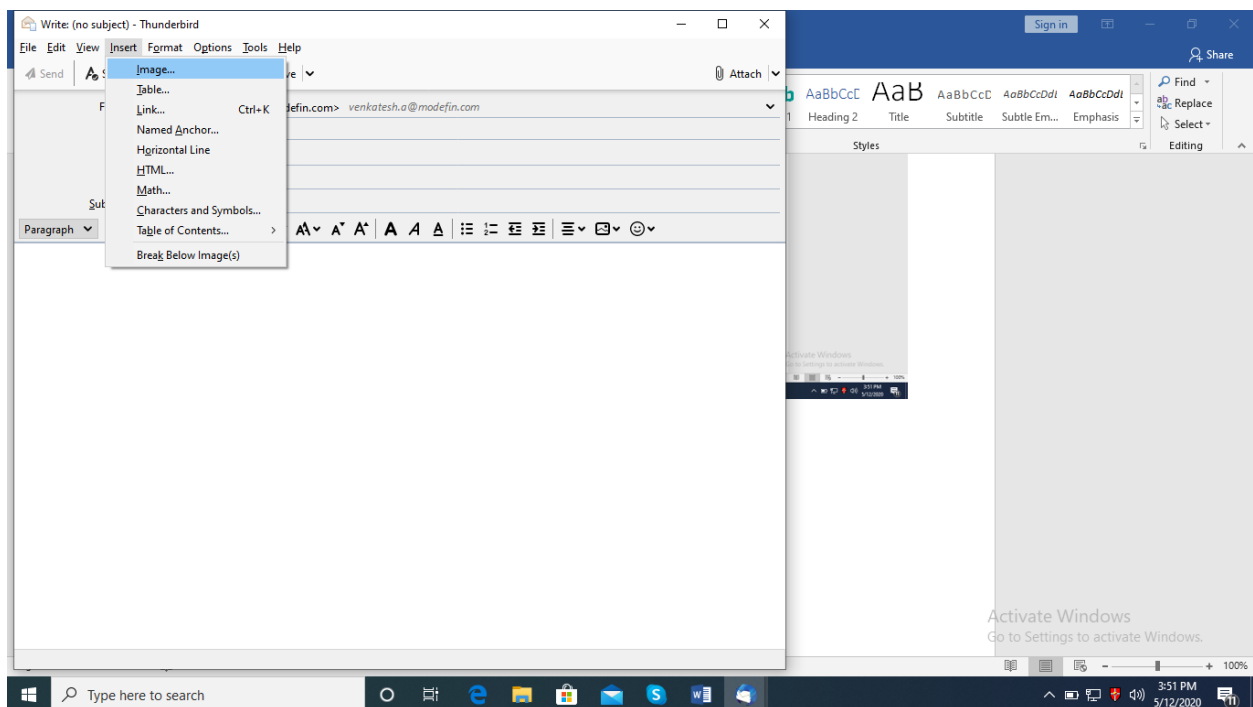
- 4) Edit signature should be in Verdana font and 10.
- 5) Save the file.
- 6) Finish Outlook signature.

## Thunderbird Signature

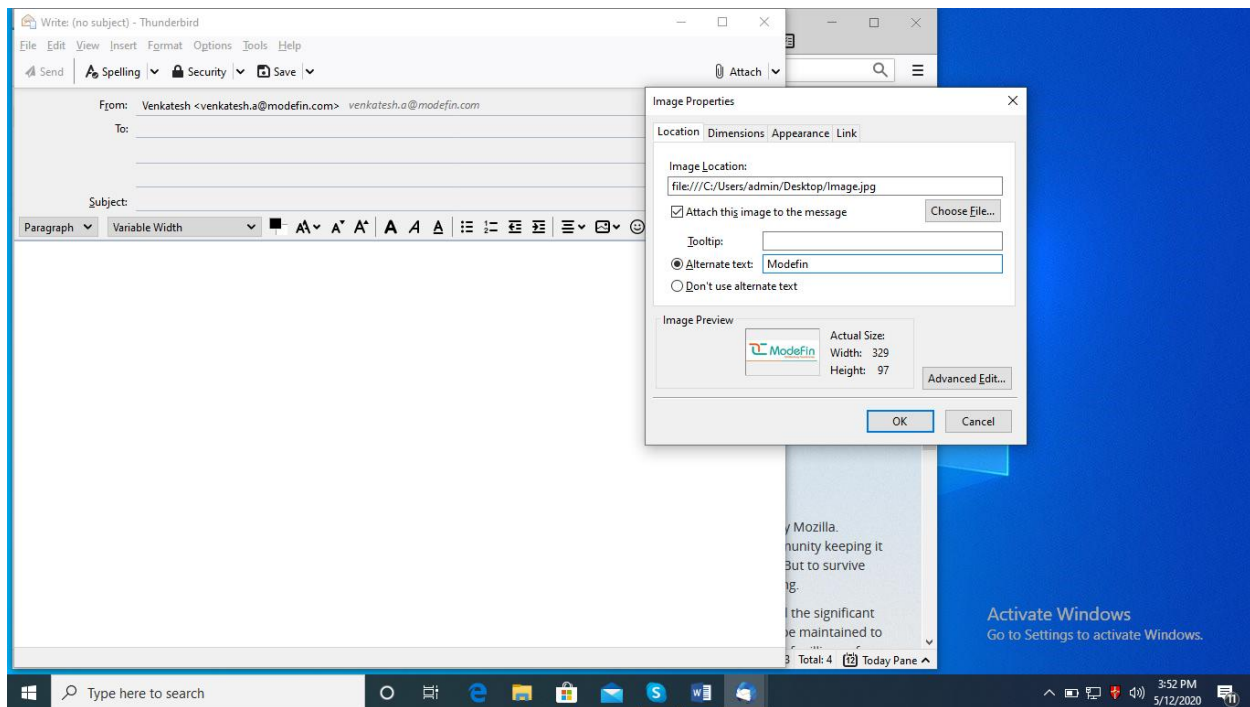
### 1) Create HTML file by writing new Email



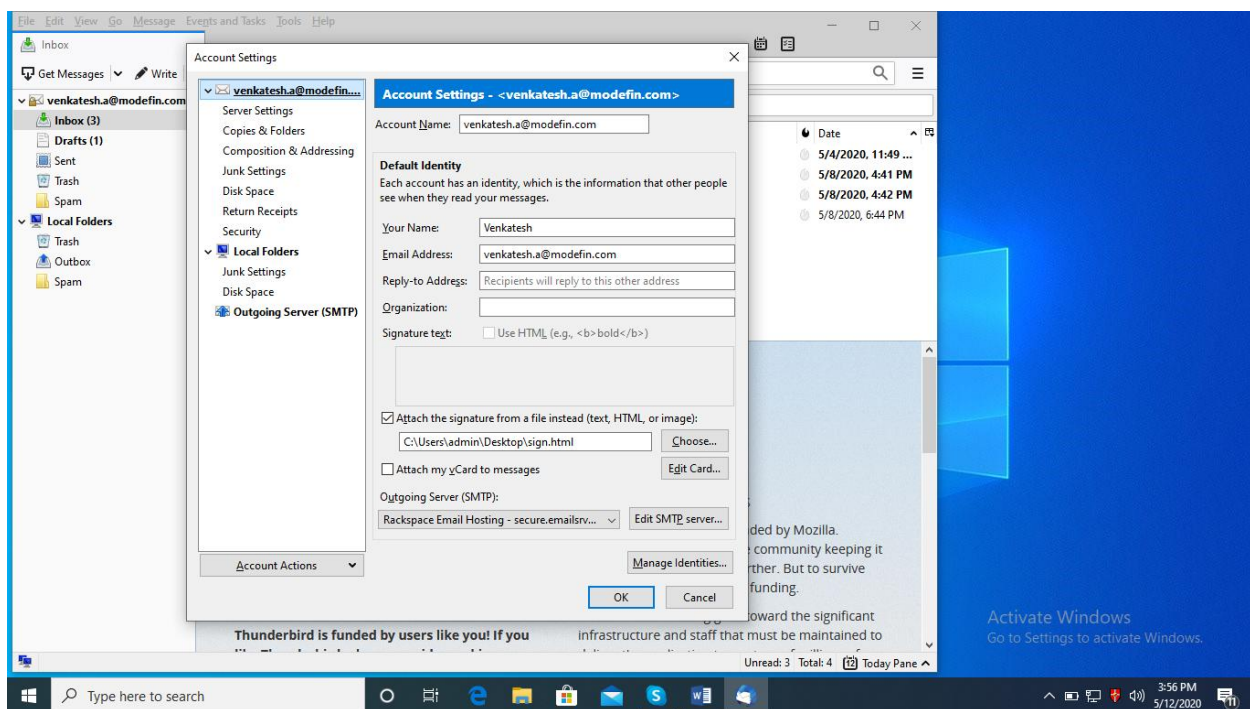
### 2) Click insert button



### 3) Select image location and Alternate text name



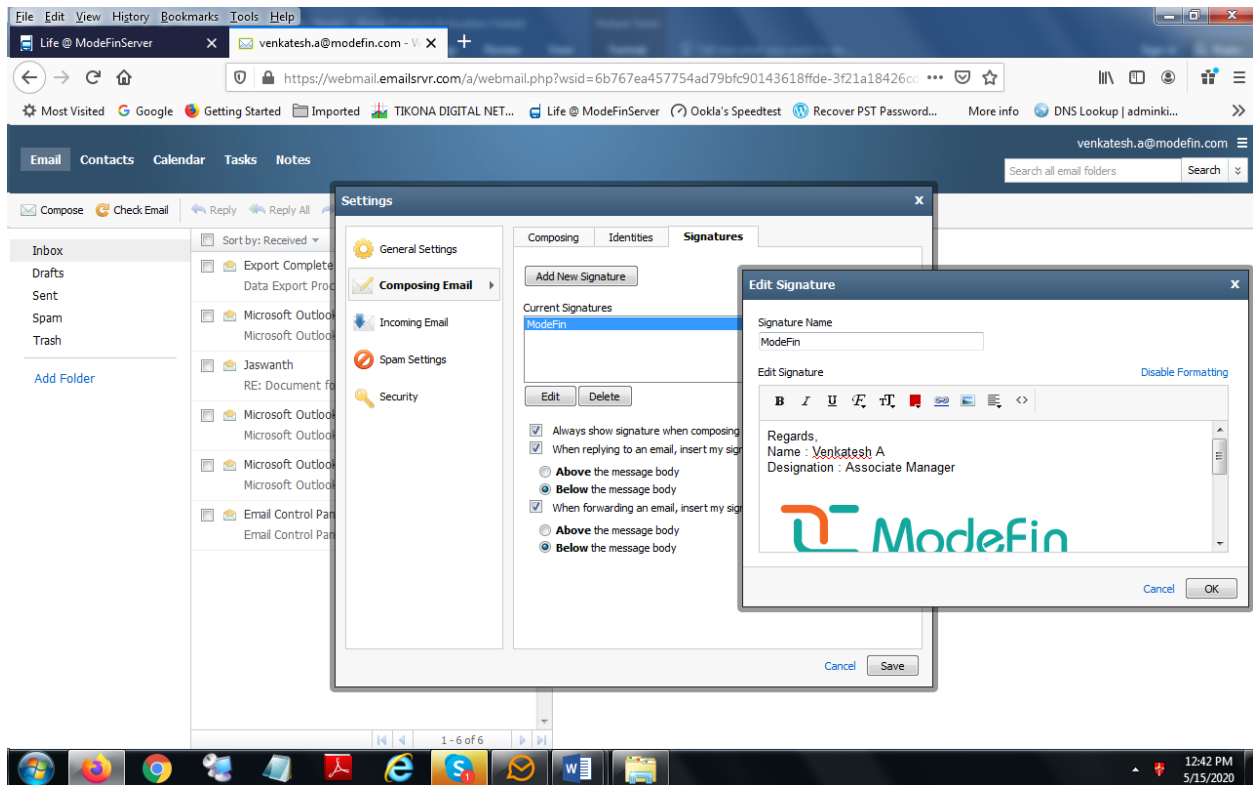
- 4) Then click Tools – Account settings
- 5) Select HTML file in "Attach the signature from a file instead (text, HTML, or image);"



- 6) Finish Signature for Thunderbird.

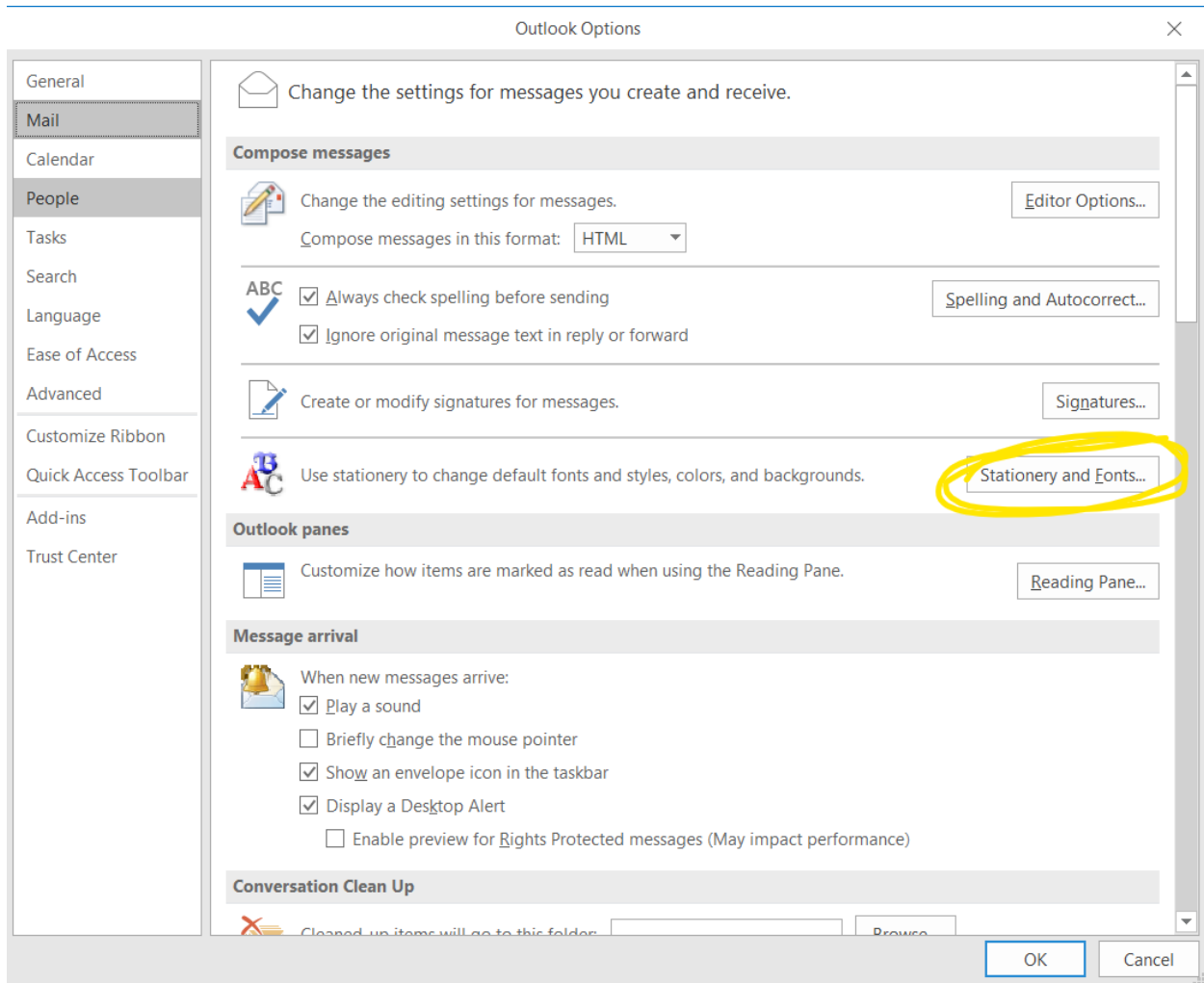
## Configure signature in webmail

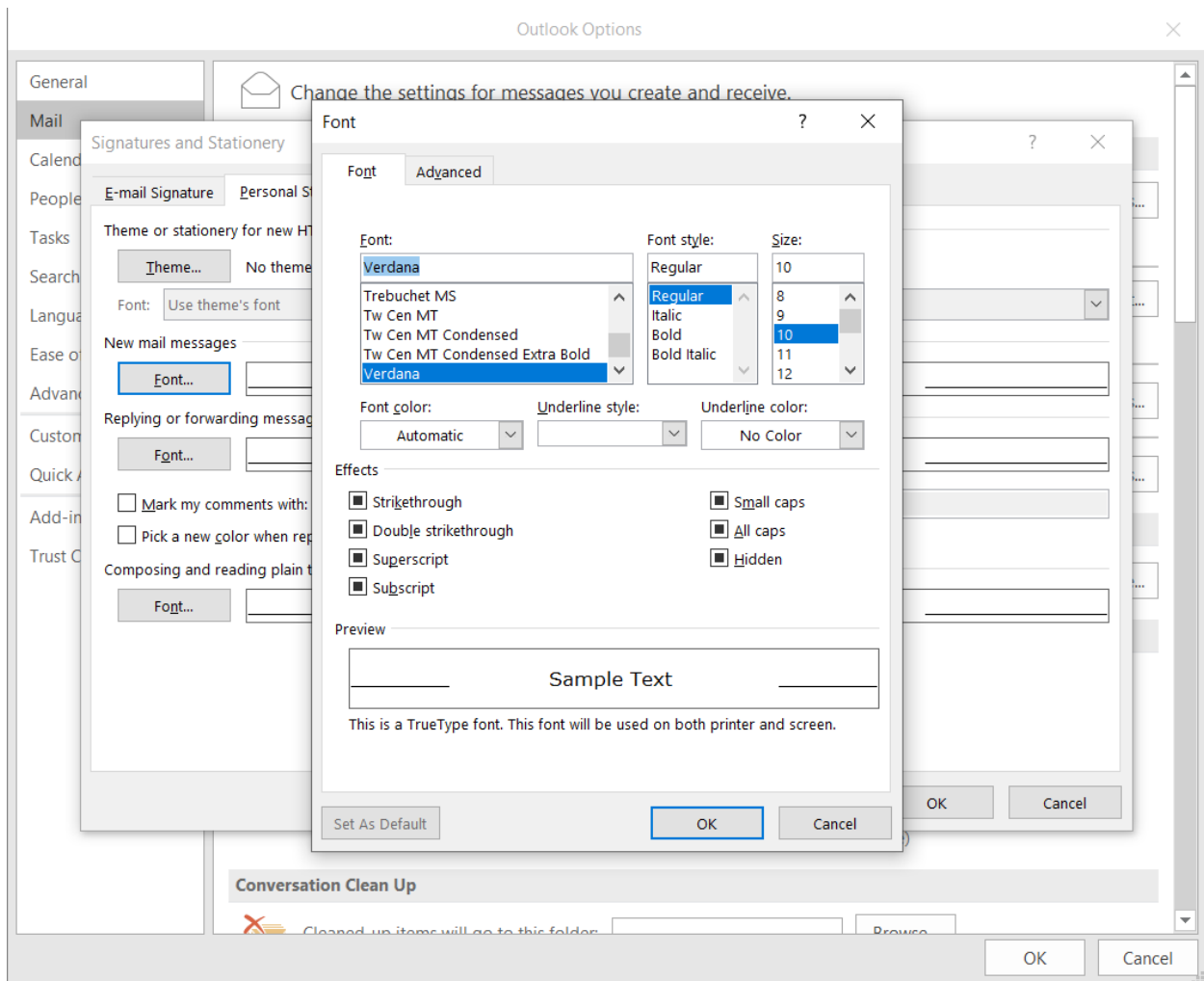
### 1) Click – Settings – Composing Email – Add signature



# Email default mail Font Configuration

Verdana 10







In case of any difficulty, please contact Modefin IT Team at [mf.it@modefin.com](mailto:mf.it@modefin.com)

Version 1	18 <sup>th</sup> May 2020	Venkatesh A