

Email Configuration

Change Email password

Click on the below link to access the email dashboard to change password

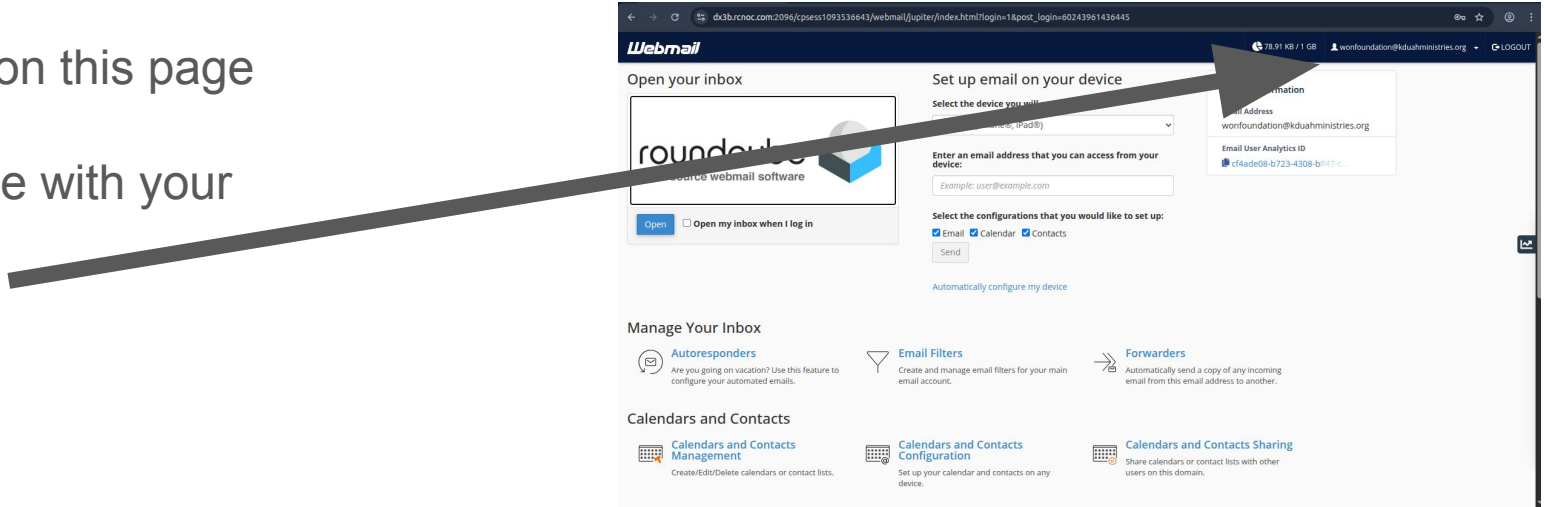
<https://dx3.rcnoc.com:2096/logout/?locale=en>

A screenshot of a web browser showing the Webmail login page. The browser's address bar displays the URL 'dx3.rcnoc.com:2096/logout/?locale=en'. At the top, a blue notification banner states: 'The desired locale has been saved to your browser. To change the locale in this browser again, select another locale on this screen.' Below this is the 'Webmail' logo in orange. The login form includes an 'Email Address' field with the text 'wonfoundation@kdsuhministries.org', a 'Password' field with masked characters, and a blue 'Login' button. At the bottom, there is a horizontal menu of language options: العربية, বাংলা, dansk, Deutsch, Ελληνικά, español, español latinoamericano, and español de España. The footer contains a small 'CP' logo and the text 'Copyright 2008-2014 I.T.C. Privacy Policy'.

Landing Page

You will land on this page

Click the place with your email



A drop down will appear

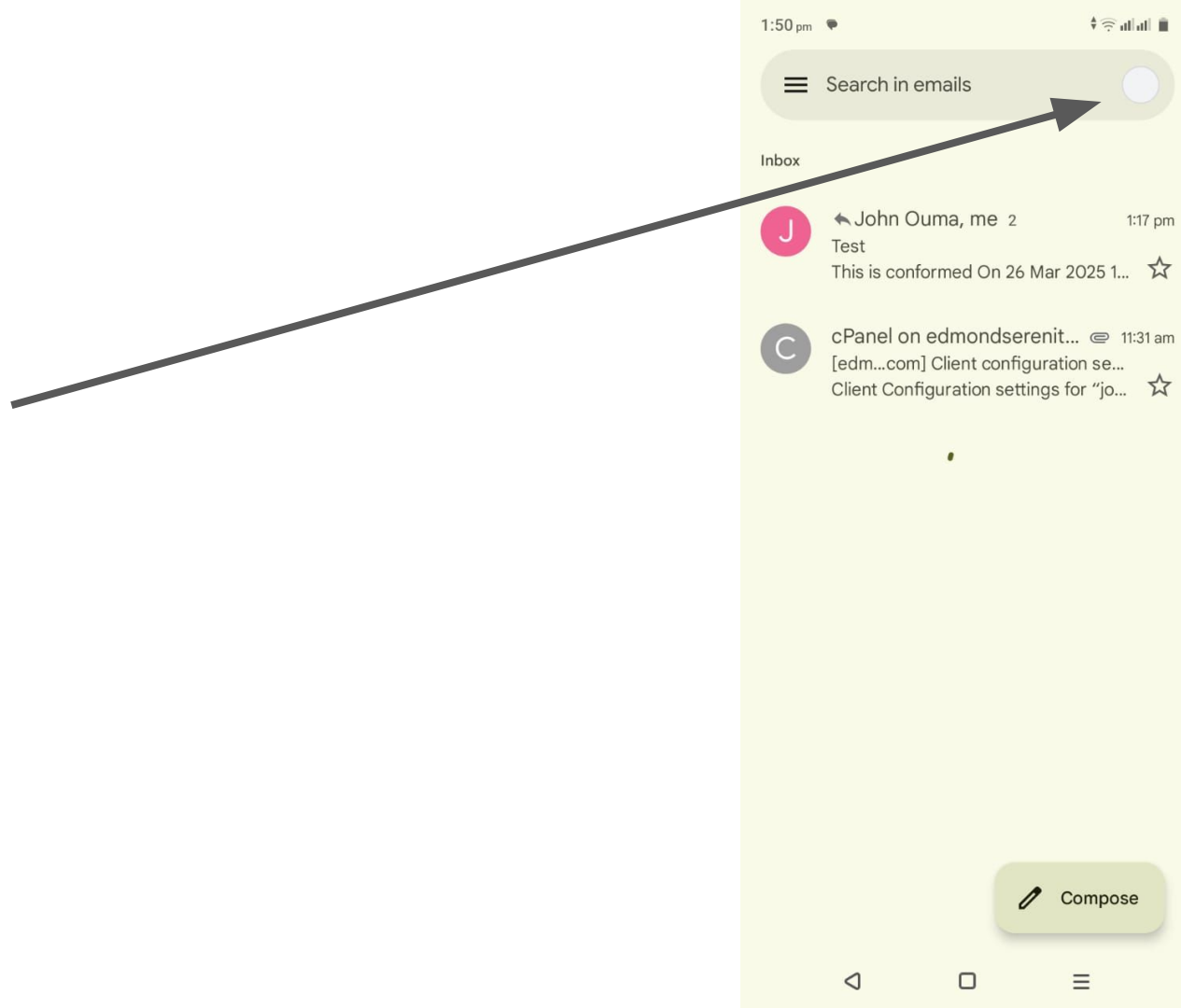
Click on the “Password and Security”

Change your password and then proceed with the setups in the slides below.

The screenshot shows the Roundcube Webmail interface. At the top, the header includes the 'Webmail' logo, storage usage (85.97 KB / 1 GB), and the user's email address (john.ouma@edmondsereinity.com) with a 'LOGOUT' link. The main content area is divided into several sections: 'Open your inbox' with a 'roundcube open source webmail software' logo and an 'Open' button; 'Set up email on your device' with a dropdown for 'Select the device you will use:' (currently showing 'Apple® (iPhone®, iPad®)'), a text field for 'Enter an email address that you can access from your device:' (with an example 'user@example.com'), and checkboxes for 'Select the configurations that you would like to set up:' (Email, Calendar, and Contacts are all checked). Below this is a 'Send' button and a link to 'Automatically configure my device'. The 'Manage Your Inbox' section includes 'Autoreponders', 'Email Filters', and 'Forwarders'. The 'Calendars and Contacts' section includes 'Calendars and Contacts Management', 'Calendars and Contacts Configuration', and 'Calendars and Contacts Sharing'. On the right side, there is a sidebar with a 'General Information' section and a dropdown menu. The dropdown menu is open, showing a list of options: Roundcube, Spam Filters, Autoreponders, BoxTrapper, Review Queue (highlighted), Calendars and Contacts Management, Calendars and Contacts Configuration, Password & Security, Configure Mail Client, Contact Information, Manage Disk Usage, Email Filters, Forwarders, Calendars and Contacts Sharing, Track Delivery, Two-Factor Authentication, and Account Preferences. An arrow points from the 'Password and Security' text in the first block to the 'Password & Security' option in the dropdown menu.

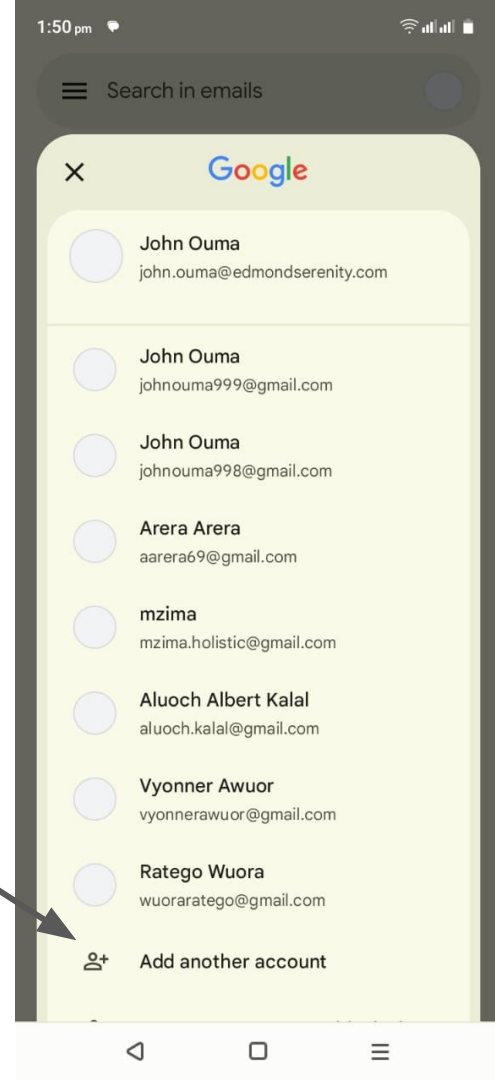
Open Your Gmail App

Open your Gmail app. You should see an interface as below. Click on the user icon



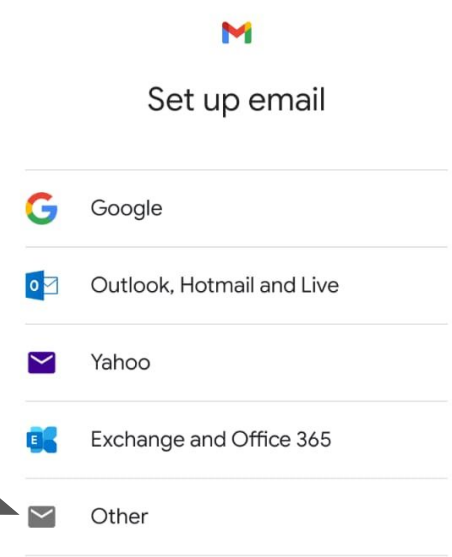
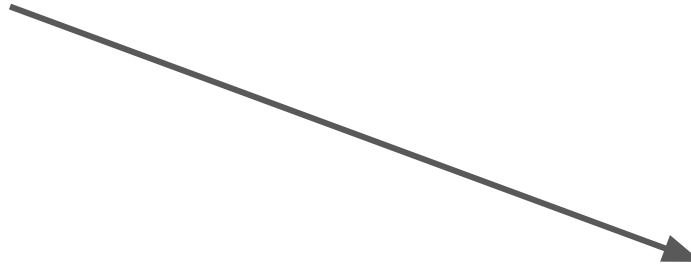
User Accounts

Click the 'Add another account' button at the bottom



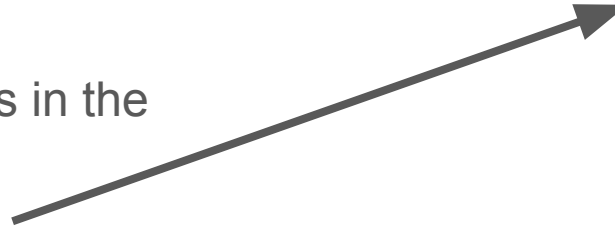
Add 'Other' Email

Click on Other



Add your email address

Type your email address as in the
image..
Then Click “Next”



Add your email address

Enter your email address

wonfoundation@kduahministries.org

Manual setup

Next

q w e r t y u i o p


a s d f g h j k l

↑ z x c v b n m ↵

?123 .com @ English (UK) . ✓

Set Email as Personal IMAP

Click on the “Personal(IMAP)”
option



wonfoundation
@kduahministries.org

What type of account is this?

Personal (POP3)

Personal (IMAP)

Set Password



wonfoundation
@kduahministries.org

Password

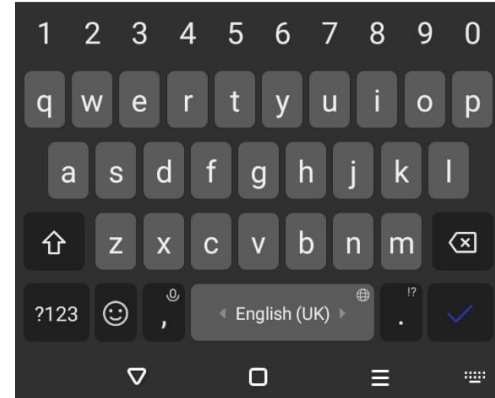
!August2024



Enter the **your password**

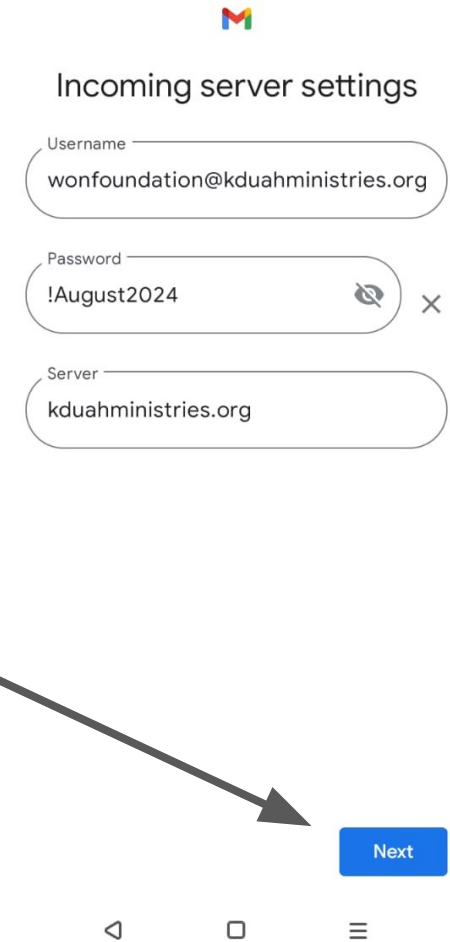
Then Click “Next”

Next



Incoming Server Settings

A page like this will appear, just click
“Next”.
It will probably load for a few seconds
depending on your internet speed....



The screenshot shows a mobile interface for setting incoming server settings. At the top is a Gmail logo. Below it is the title "Incoming server settings". There are three input fields: "Username" with the value "wonfoundation@kduahministries.org", "Password" with the value "!August2024" and a toggle icon, and "Server" with the value "kduahministries.org". At the bottom right is a blue "Next" button. A large black arrow points from the text "It will probably load for a few seconds depending on your internet speed...." to the "Next" button. The bottom of the screen shows standard Android navigation icons.

Incoming server settings

Username
wonfoundation@kduahministries.org

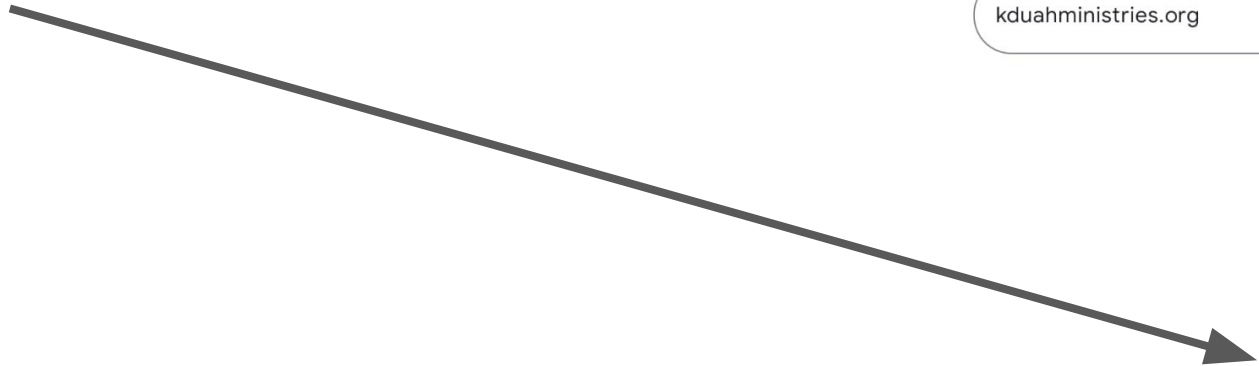
Password
!August2024

Server
kduahministries.org

Next

Outgoing Server Settings

A page like this will appear,
just click “Next”.
It will probably load for a few
seconds depending on your
internet speed....



Outgoing server settings

Require sign-in ☒

Username

Password

SMTP server

Next

Account Options

For these options you can leave them as they're or you can uncheck whichever you want to they're optional.

Then click "Next"



Account options

Sync frequency:

Every 15 minutes

- ☒ Notify me when emails arrive
- ☒ Sync email for this account
- ☒ Automatically download attachments when connected to WiFi

Next



Email Account Name

Set up your email name as you want
it to be e.g. Wilberjames Okero

Then click “Next”



Your account is set up and
emails are on their way!

Account name (optional)

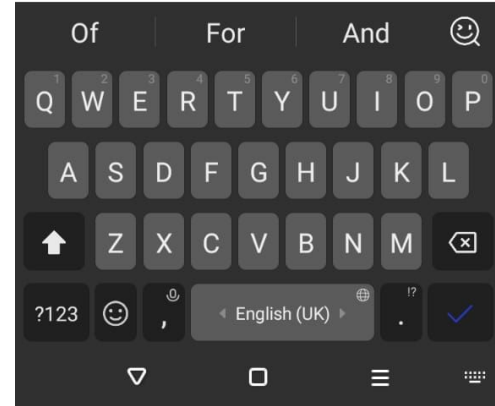
wonfoundation@kduahministries.org

Your name

WON Foundation

Displayed on sent messages

Next



All Set!

You should be able to see your email as in this example.

Once you're set, drop me an email as "We're live! Hello, World!" at info@richcomontessori.com with your new email

In case you experience any issue while doing this, hit me up at johnpaul000@gmail.com

