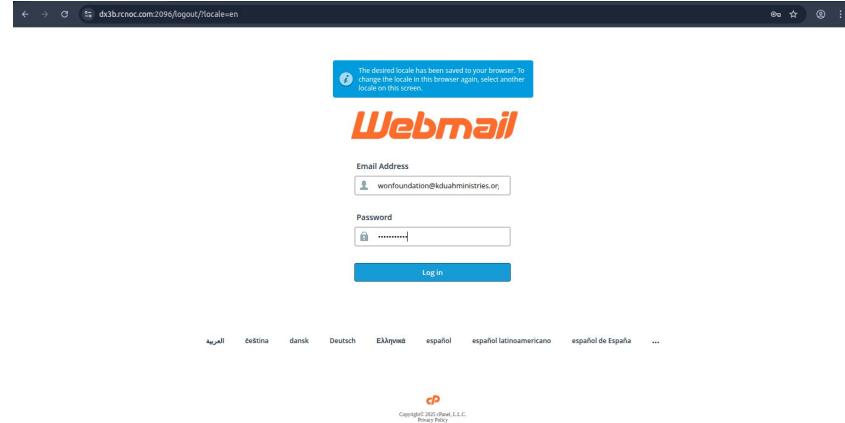


Email Configuration

Change Email password

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

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



The desired locale has been saved to your browser. To change the locale in this browser again, select another locale on this screen.

Webmail

Email Address

Password

Log in

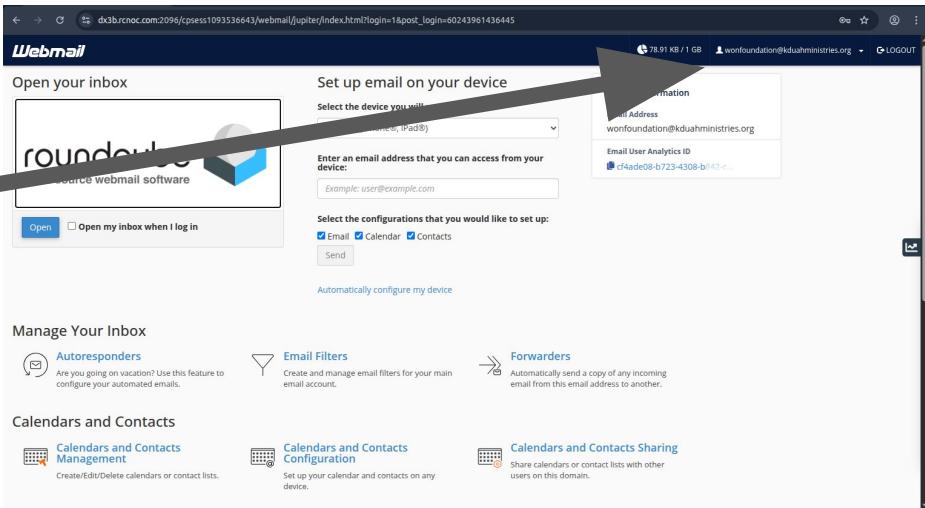
arabic estonia dansk Deutsch Eλληνες español español latinoamericano español de España ...

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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, there's a header bar with the title "Webmail", user information (85.97 KB / 1 GB, john.ouma@edmonserenity.com), and a "LOGOUT" link. Below the header, the main content area has several sections:

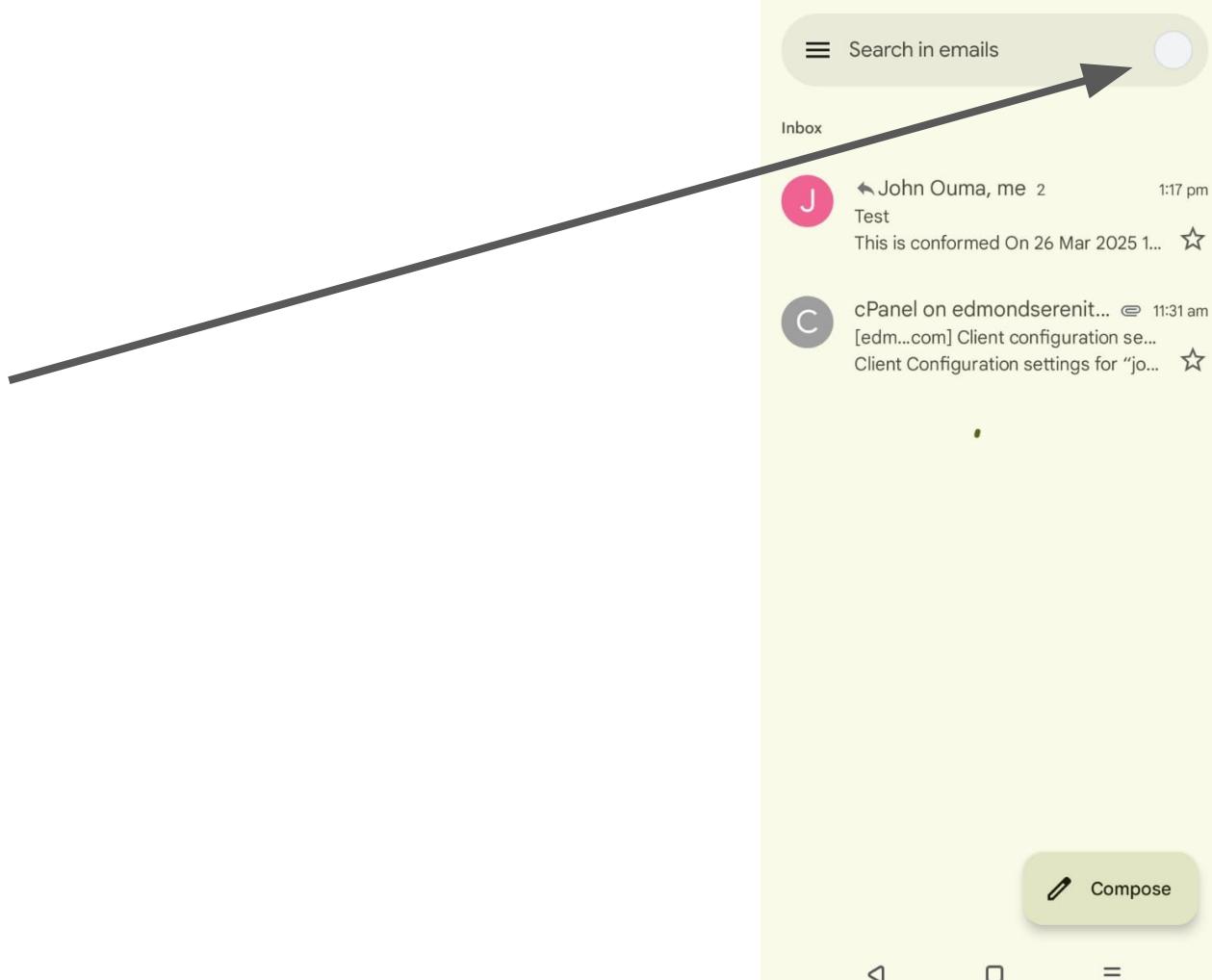
- Open your inbox**: Features the Roundcube logo and a "Open" button.
- Set up email on your device**: A form to select a device (set to "Apple® (iPhone®, iPad®)") and enter an email address (example: user@example.com). Below it, a section to "Select the configurations that you would like to set up:" with checkboxes for Email, Calendar, and Contacts, and a "Send" button.
- Manage Your Inbox**: Sections for "Autoresponders" (with a note about vacation emails), "Email Filters" (for managing filters), and "Forwarders" (for automatically sending copies of incoming emails).
- Calendars and Contacts**: Sections for "Calendars and Contacts Management" (for creating/editing lists) and "Calendars and Contacts Configuration" (for setting up calendar and contact sync).
- Review Queue**: A dropdown menu item highlighted with a black arrow pointing from the text above.

The right side of the interface features a sidebar with a list of links:

- General Information: Roundcube, Spam Filters, Autoresponders, BoxTrapper, Email User Analytics II (6823db82-3b3b-4)
- 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
- Account Preferences

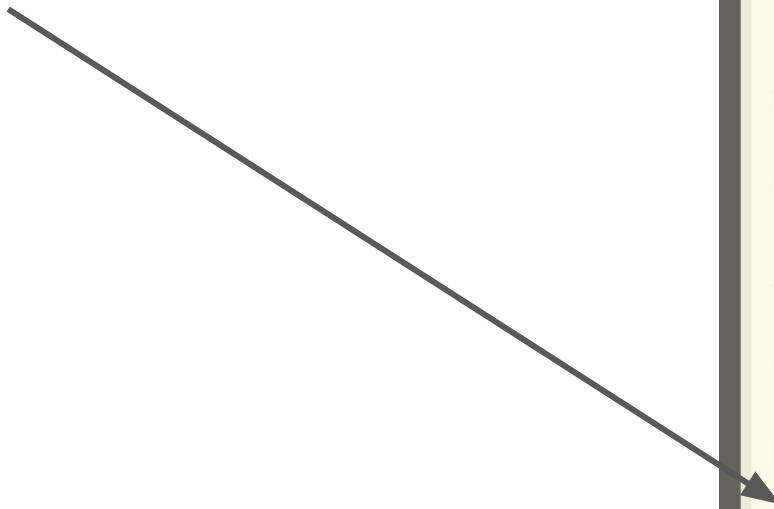
Open Your Gmail App

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



Search in emails

X Google

- John Ouma
john.ouma@edmondserenity.com
- John Ouma
johnouma999@gmail.com
- John Ouma
johnouma998@gmail.com
- Arera Arera
aarera69@gmail.com
- mzima
mzima.holistic@gmail.com
- Aluoch Albert Kalal
aluoch.kalal@gmail.com
- Vyonner Awuor
vyonnerawuor@gmail.com
- Ratego Wuora
wuoraratego@gmail.com

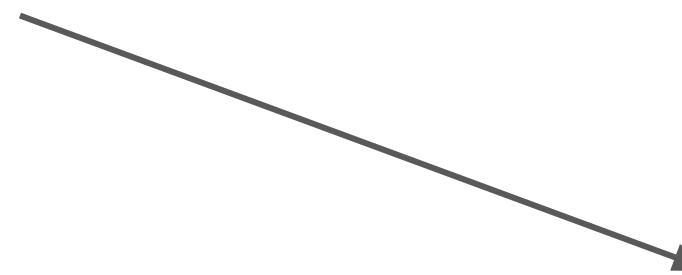
 Add another account

Add 'Other' Email



Set up email

Click on Other



 Google

 Outlook, Hotmail and Live

 Yahoo

 Exchange and Office 365

 Other

Add your email address

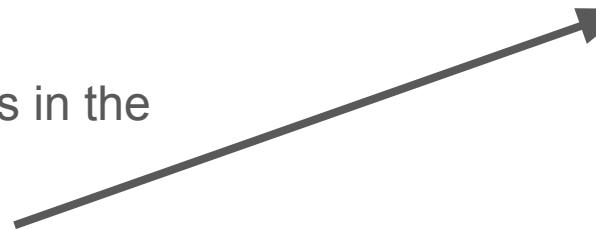


Add your email address

Enter your email address

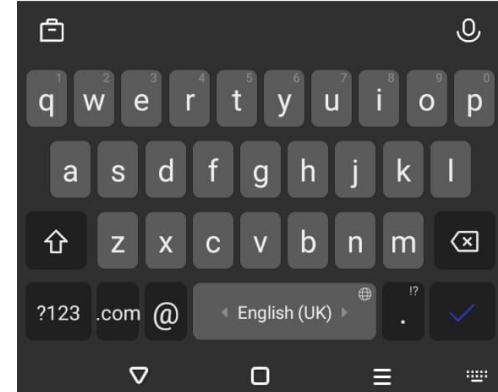
Type your email address as in the image..

Then Click “Next”



Manual setup

Next





Set Email as Personal IMAP

wonfoundation
@kduahministries.org

What type of account is this?

Click on the “Personal(IMAP)”
option



Personal (POP3)

Personal (IMAP)



Set Password



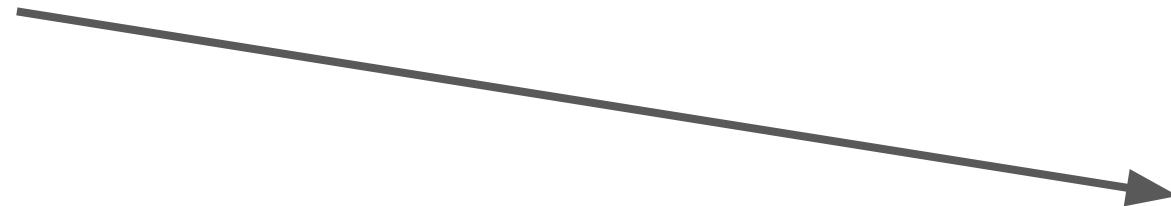
wonfoundation
@kduahministries.org

Enter the **your password**

Password



Then Click “Next”



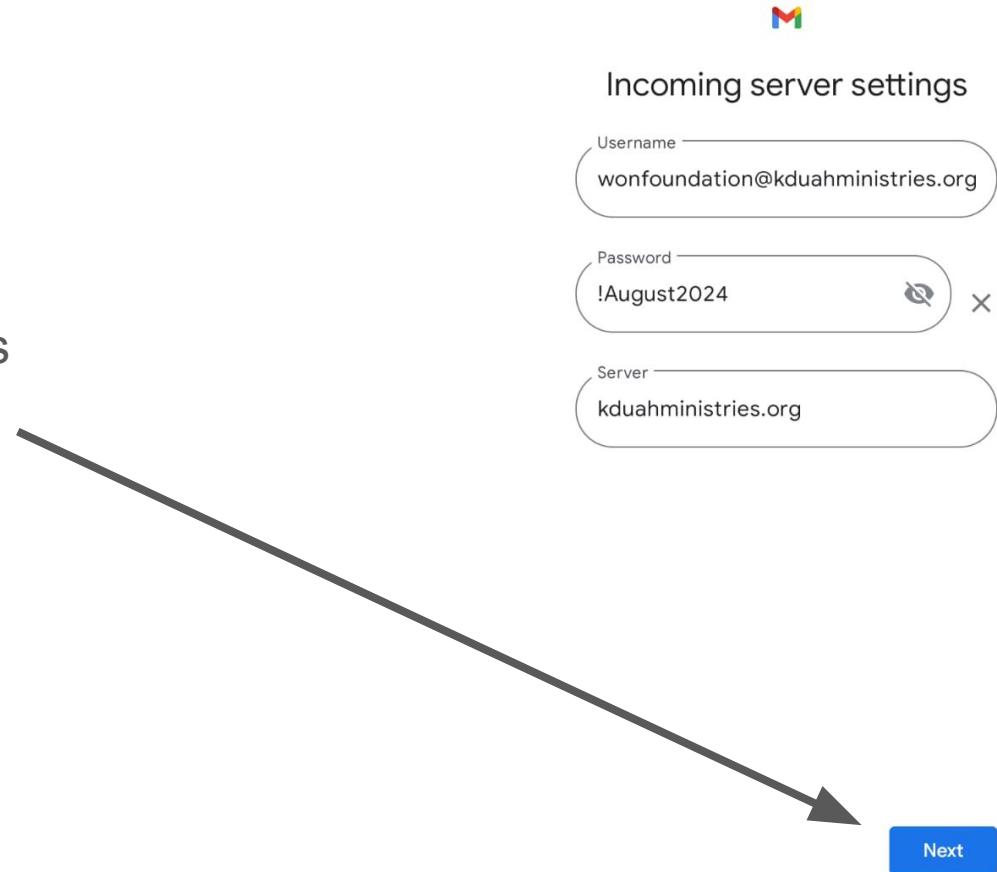
Next



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....



Outgoing Server Settings



Outgoing server settings

Require sign-in



Username
wonfoundation@kduahministries.org

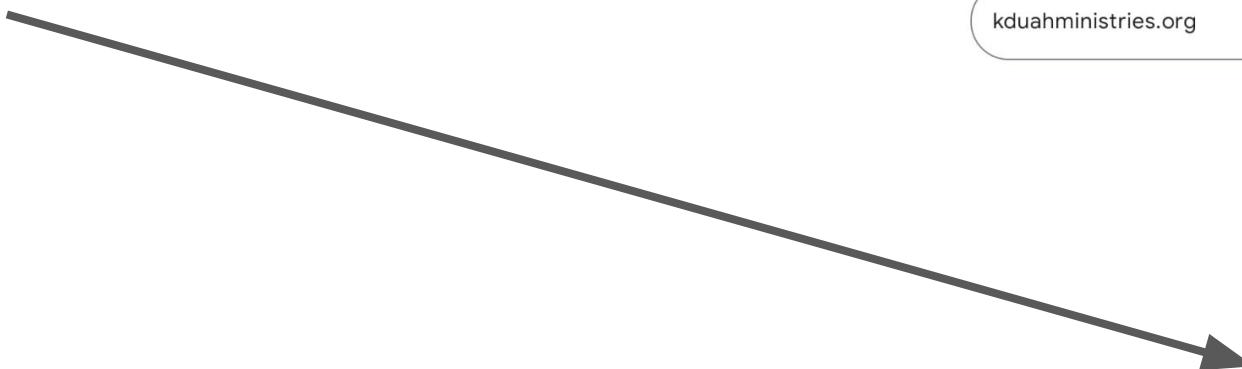
Password
!August2024



SMTP server
kduahministries.org

A page like this will appear,
just click “Next”.

It will probably load for a few
seconds depending on your
internet speed....



Next



Account Options



Account options

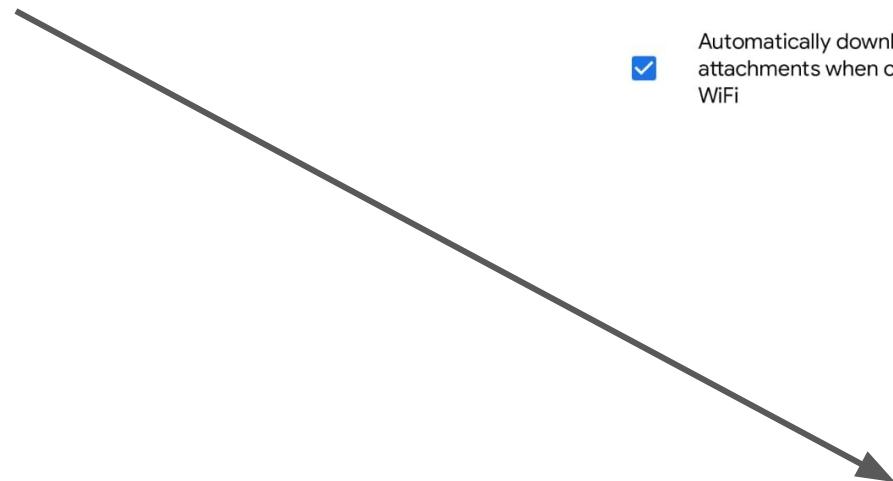
Sync frequency:

Every 15 minutes

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

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

Then click “Next”



Next

Email Account Name

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

Then click “Next”



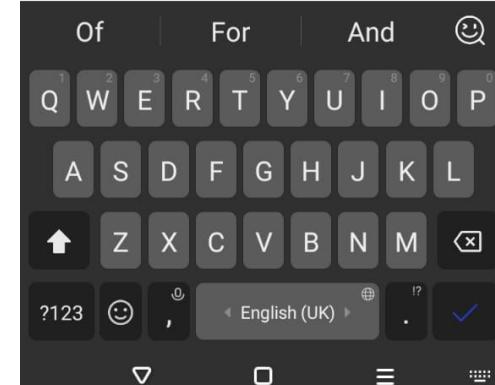
Your account is set up and emails are on their way!

Account name (optional)
wofoundation@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.co

m

with your new email

In case you experience any issue while doing this, hit me up at
johnmcum99@gmail.com

