

AD-Team Limited

Website User Manual

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Summary

- ❖ This document provides the necessary information required by visitors and general users to fully utilize the AD-Team website. It contains instructions for setting up and using email accounts on both the web-based email client system and 3rd party email clients. It also contains references to online resources should the reader require further reading on the topics discussed.
- ❖ A very basic knowledge of the use of computer systems is required. We assume the reader does not have any above-average skills in internet technologies and website design.
- ❖ Video demonstrations relating to the topic discussed can be found on the AD-Team website www.adteam.com.ng



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1. Introduction

To access the AD-Team website, open an browser on your internet-enabled device. If you are using a PC or laptop system, you should have one of the following browsers already installed.



Internet Explorer



Google Chrome



Mozilla Firefox



Apple Safari

Once the browser is opened, type in the website address in the address bar and hit the *Enter* button on your keyboard. This is usually found at the top of the browser. The website address is www.adteam.com.ng. The AD-Team website should load up relatively quickly. The speed will generally depend on the bandwidth available to the device you're using.

The website has been tested on new and older versions of these browsers. It should however work perfectly on other web browsers and legacy versions of these ones as well. If you encounter any display issues with a browser, please report this to admin@adteam.com.ng.

2. Navigating the website

The website has navigation bars at the top and bottom of each page. The bar at the top is the main one and is easy to spot once the website loads up. Click on the appropriate menu item to load up the page.



The ***Email Login*** menu item loads up the email login screen but does so on a different tab on the web browser. Once a page is loaded up, the navigation bar shows the menu item for that page in a different style. The navigation bar the bottom of each page also helps you get around. Links to different parts of the website can be found within the content of pages.

3. Using the email system

The email system is very important as it enables communication both within the organization and between members of staff and the general public. An easy way to access the email system is by clicking on the **Email Login** menu item on the navigation bar on any page of the website.

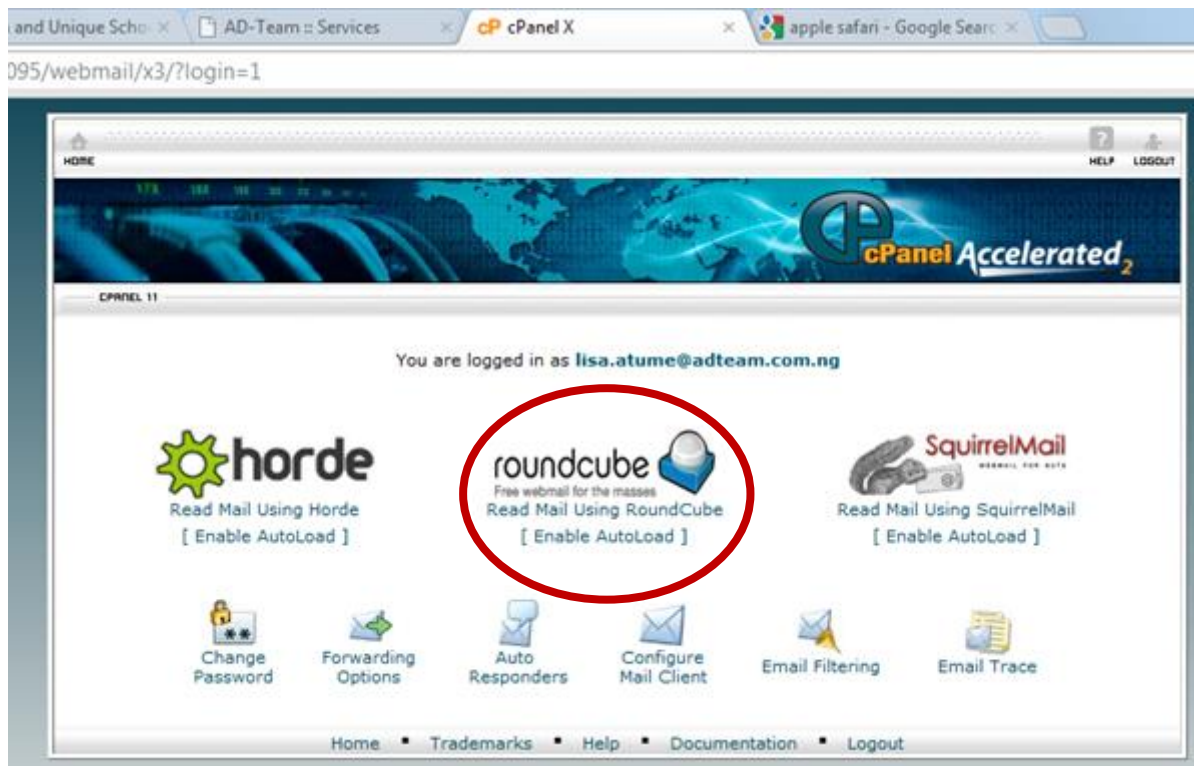


3.1 Logging on to the email on from the website

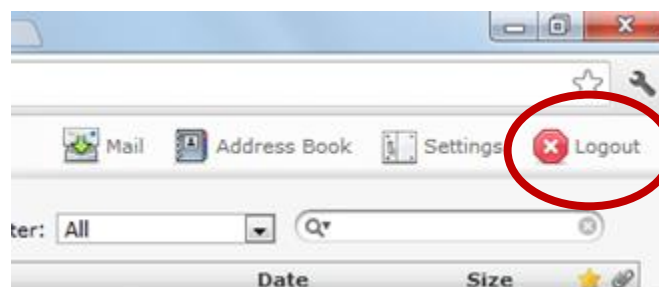
Access to the staff email requires that you enter your **full** email address and password. This will be provided to you website administrator. If you forget either the website address or password, you can contact the website administrator for help. Click on the **Login** button to gain access to the email account.

A screenshot of a webmail login interface. The background is blue. At the top, the word 'Webmail' is written in large, bold, yellow letters. Below it, there are two input fields. The first is labeled 'Email Address' and contains the text 'lisa.atume@adteam.com.ng'. The second is labeled 'Password' and contains a series of dots. Below the password field is a blue button labeled 'Log in'.

The default email home screen is shown below. It gives you a number of options to choose from. At this stage, you should choose from one of the three email layouts provided. We will use the **roundcube** layout for this tutorial due to its strong usability features.

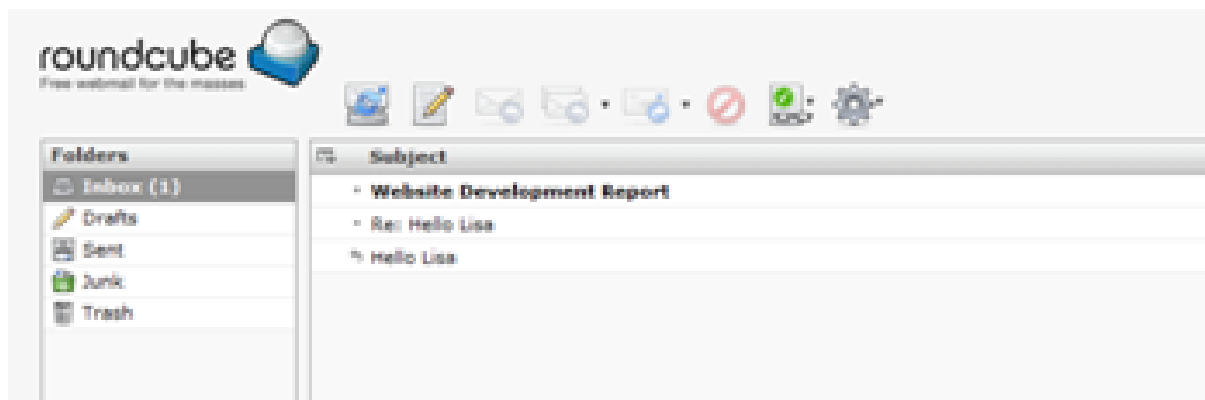


If you do not want to see this home screen every time you login, you can click on the **Enable AutoLoad** link that would allow the layout you choose to be loaded up automatically once you login. The **roundcube** layout has a wide range of links and buttons the layout is user-friendly and easy to understand. To log out of your email click on the **Logout** link on the top-right corner of the page.



3.2 Sending and reading emails

All emails received are stored in the **inbox**. This is the list of messages that is displayed once you login to your email account. There is usually a link titled **Inbox** that can reload this page at any time while you're using the email system. In roundcube, the Inbox link is on the left menu bar and the inbox list itself is at the center of the page (taking most of the page). The list of messages are usually ordered based on the date and time they arrived with the most recent email appearing at the top of the list. Emails that have already been read will have a slightly different shade to them.



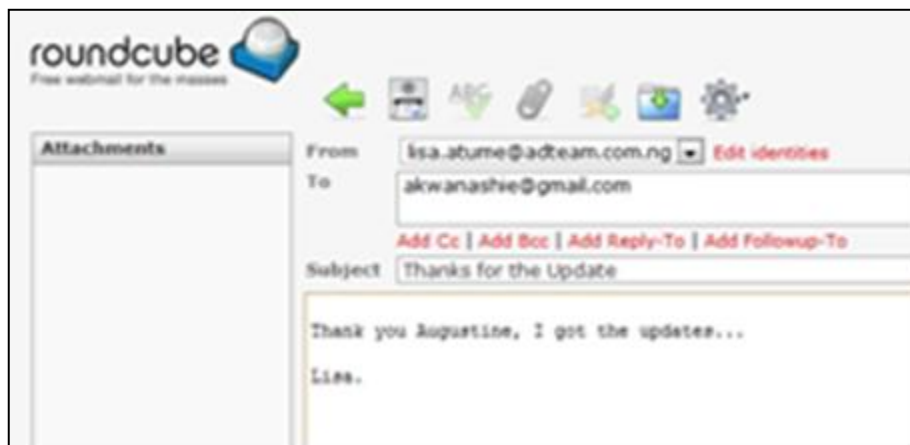
To open and read a received email, double-click on the email title and the email message will be loaded up. You can store the email address of the sender or other addresses that came with the email by clicking on the **Add to address book** icon beside the email addresses. This way you do not have to memorize individual addresses should you want to send them an email in the future. To return to the inbox, just click on the **Inbox** link on the left menu bar.



To send out an email, click on the **Create a new message** icon on the top of the inbox list. You can also reply to sender, reply to all, or forward a an already opened mail by clicking on the appropriate icons at the top of the message when it is opened.



A form is opened that allows you to specify the email address you want to send to, any other email addresses you want to copy, the subject of the message, as well as the main content of the message.



Clicking the **Send Now** icon on the top of the screen will send the message out to the email addresses specified.

3.3 Other Tasks

When you receive attachments in emails, you can download them by clicking on the attachment link. You can also send attachments by clicking the **Attach a file** icon at the top of **Send Message** the page. Be careful not to include executable files (software programs) in your attachments as the destination mail accounts might be set up to block emails containing such attachments. There is also a 10MB size limit on the attached files.

You can also setup your AD-Team email account to forward all incoming emails to another address. This way, if you have a yahoo or google account, you can receive your AD-Team mails through that account also. You'll still have to login to your AD-Team email to send out emails with the AD-Team address though. To do this, click on the **Forwarding Options** icon in the home screen that appears when you login to your email account.



Click on the **Add Forwarder** button at the bottom of the page. When that opens, add the email address you want mails to be forwarded to. Click **Add Forwarder** one more time to save the changes.

There are a number of settings things you can change on your email account. Explore the settings or view the resources at the end of this document for more information.

4. Setting up email on 3rd party clients

It is usually desirable to have your email accounts set up on third party software applications like Microsoft Outlook and Windows Live Mail. Setting the AD-Team website to do this is fairly easy. To set up the AD-Team email account on Outlook 2007, perform the following steps:

1. Open Outlook and click **Tools**.
2. Click **Account Settings** And in the email tab click on **New**
3. Use the wizard. This will open automatically. Leave the Microsoft Exchange option selected and click **Next**
4. Fill in the name that you want to appear on your outgoing emails. This name will appear on every email you send. It can make email identification much quicker if you instantly see who is sending and receiving the correspondence.
5. Type the email address given to you by website administrator into the Email Address field.
6. Fill out the fields under Logon Information only if you want your computer to remember your password when you sign on. Click Next.
7. Select the **Manually configure server settings** checkbox at the bottom of the page, Click **Next**, leave **Internet Email** selected and click **Next**.
8. Enter the incoming and outgoing mail server addresses given below as well as your full email address and password.
Outgoing mail server: mail.adteam.com.ng
Incoming mail server: mail.adteam.com.ng
9. Click on More Settings and select **Outgoing Server** tab, select the checkbox: **My outgoing server requires authentication** and leave the **Use same settings** radio button checked.
10. Select **Advanced** and change the SMTP port to 22. Click **Ok** and then **Next** to complete the setup.

Other versions of Outlook, Live Mail and other clients will have similar but different steps. Refer to the resources section at the end of this document for links to setup instructions for the

various email clients. Whatever email client you decide to use, the following setup information remains the same:

Outgoing mail server:	mail.adteam.com.ng Requires authentication Port: 22 Protocols: SMTP, SMTPS (SSL/TLS)
Incoming mail server:	mail.adteam.com.ng Protocols: POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)
Username:	full email address (eg john.odi@adteam.com.ng)
Password:	as provided by the website administrator

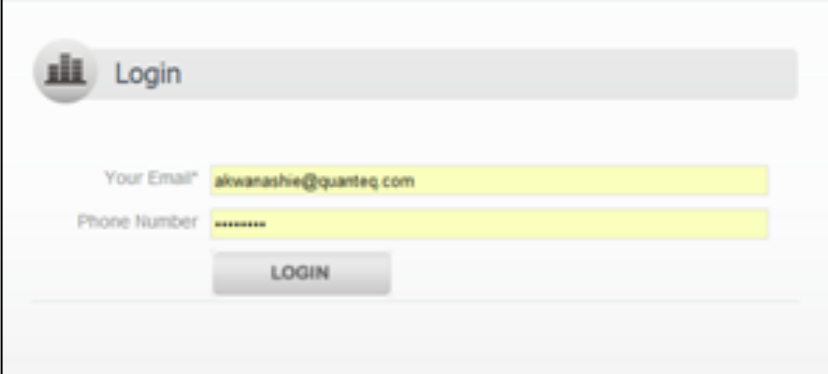
The same settings may also be required when setting up the email account on mobile devices like tablets, iPads, iPhones, Blackberries, etc. Links to available resources are provided in the resources section of this document.

5. Managing your profile page

Every member of staff will have a profile page where information about them and the role they perform in the company will be displayed. You can login using the email address and password provided by your website administrator and manage the content of this page.

5.1 Logging in and out

To make changes to your profile, click on the **My Profile** menu item in the top navigation bar. If you are not currently logged in, a login page will be displayed. You can then key in your email address and password. This password need not be the same as the one used to access your AD-Team email.

A screenshot of a web login interface. At the top, there is a grey bar with a circular icon containing three vertical bars of increasing height, followed by the word "Login" in a sans-serif font. Below this, there are two input fields. The first is labeled "Your Email*" and contains the text "akwanashie@quanteq.com". The second is labeled "Phone Number" and contains a series of asterisks. Below the input fields is a grey button with the word "LOGIN" in white capital letters.

Once you're logged in the profile update page appears, allowing you to change your profile information. You can select a new profile picture (of size less than 2MB). Clicking **Save Changes** will make the changes permanent.

You can view your profile on the website by clicking on the **Our People** menu item in the top navigation bar, finding your name on the list and clicking **Read More**.

6. Resources

A good online tutorial demonstration on various topics in roundcube:

<http://icestorm.com/blog/2011/09/roundcube-email-tutorial/>

Setting up 3rd party email clients:

Outlook 2000: http://www.ehow.com/how_6239758_set-up-microsoft-outlook-2000.html

Outlook 2007: http://www.ehow.com/how_5084938_configure-ms-outlook.html

Live Mail: http://www.ehow.com/how_6239541_configure-live-mail-outlook-2003.html

Thunderbird (step 13 different): http://www.ehow.com/how_8470720_set-cpanel-email-thunderbird-hostgator.html

IPhone: http://www.ehow.com/how_2059252_setup-email-iphone.html

IPad: http://www.ehow.com/how_6315372_set-up-email-account-ipad.html

Blackberry: <http://www.ehow.com/blackberry-email-set-up/>

Video tutorials:

<http://www.youtube.com/watch?v=e8E10aFyLIA>

<http://www.youtube.com/watch?v=D2OozAv2GpI>