

Email User Guide

for

FRIENDS OF SMITHGALL WOODS

Version 0.1

Prepared by Team Trip

Masters of Internet Technology Program

3/21/2011

General Email Information

FSGW can have up to 1200 different email addresses. The maximum number of emails each mailbox can store is 100,000 (or 2 GB). No single e-mail can be larger than 100 MB and the maximum attachment size is limited to about 75 MB. The web host, 1&1, limits the combined storage capacity of all FSGW mailboxes to 25 GB.

An email can be sent with no more than 100 recipients at one time and no more than 300 recipients in five minutes.

Email Addresses

info@friendsofsmithgallwoods.org

This email address is listed on the Contact Us page of the FSGW website, among others, for visitors and volunteers to enquire about Smithgall Woods or to request more information.

admin@friendsofsmithgallwoods.org

This email address is not listed anywhere on the main FSGW website. However, it is provided in certain areas of the secure Volunteer area for any questions or issues concerning reported volunteer hours. It is also the user id for the admin/reporting secure log in.

hostmaster@friendsofsmithgallwoods.org

This email address is provided to Dr. Mark Huber to use at his discretion. It is not listed on the FSGW website.

Emails for FSGW Officers

president@friendsofsmithgallwoods.org

This email address is provided to the president of the FSGW chapter, currently Mark Johnson, to use at his discretion. It is not listed on the FSGW website.

vicepresident@friendsofsmithgallwoods.org

This email address is provided to the vice president of the FSGW chapter, currently Curtis Hixon, to use at his discretion. It is not listed on the FSGW website.

secretary@friendsofsmithgallwoods.org

This email address is provided to the secretary of the FSGW chapter, currently Robin Peterson, to use at her discretion. It is not listed on the FSGW website. This email address has been forwarded to the email address for the treasure, since currently the same individual holds both positions. In the future, should this change, the email forwarding can be stopped.

treasurer@friendsofsmithgallwoods.org

This email address is provided to the treasurer of the FSGW chapter, currently Robin Peterson, to use at her discretion. It is not listed on the FSGW website.

ranger@friendsofsmithgallwoods.org

This email address is provided to the interpretive ranger of the FSGW chapter, currently Johnna Tuttle, to use at her discretion. It is not listed on the FSGW website.

Note: While none of the FSGW officer emails are listed on the FSGW website, all of them can be, if requested.

Emails for MailChimp Campaign

fsgw@friendsofsmithgallwoods.org

This email address is used for MailChimp account creation. It is not listed on the FSGW website or used for any other purpose.

news@friendsofsmithgallwoods.org

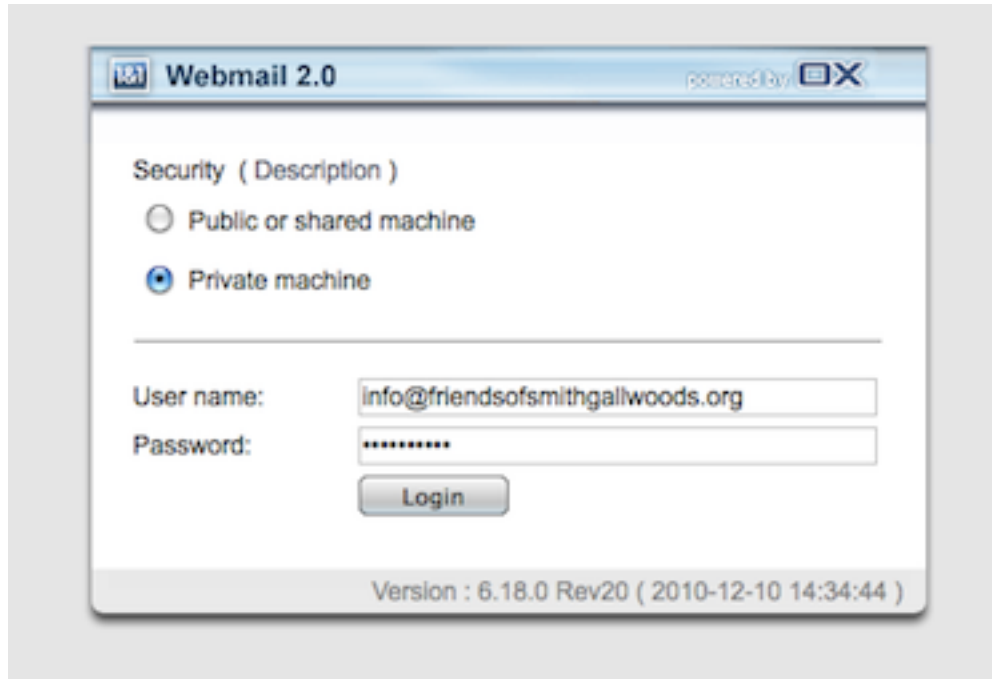
This email address is the default reply-to email address for all email campaigns sent using MailChimp.

Note: All email addresses have been created with a generic password that will be provided. It is highly recommended that these passwords be changed. See below for instructions.

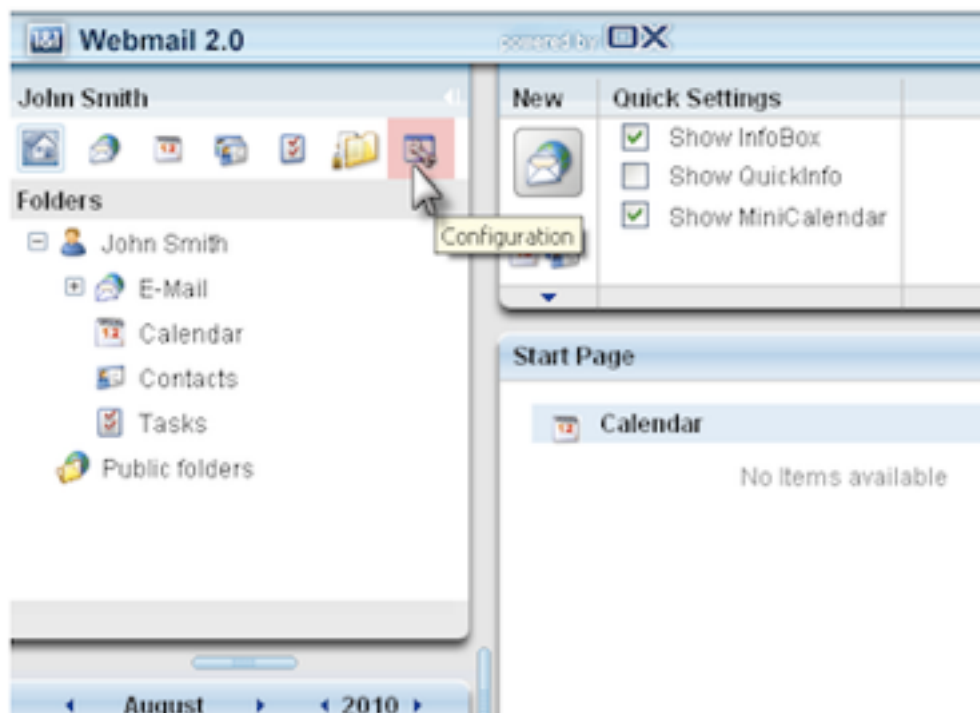
How to Change Email Password

Step 1: In the web browser of your choosing, go to <https://email.1and1.com>.

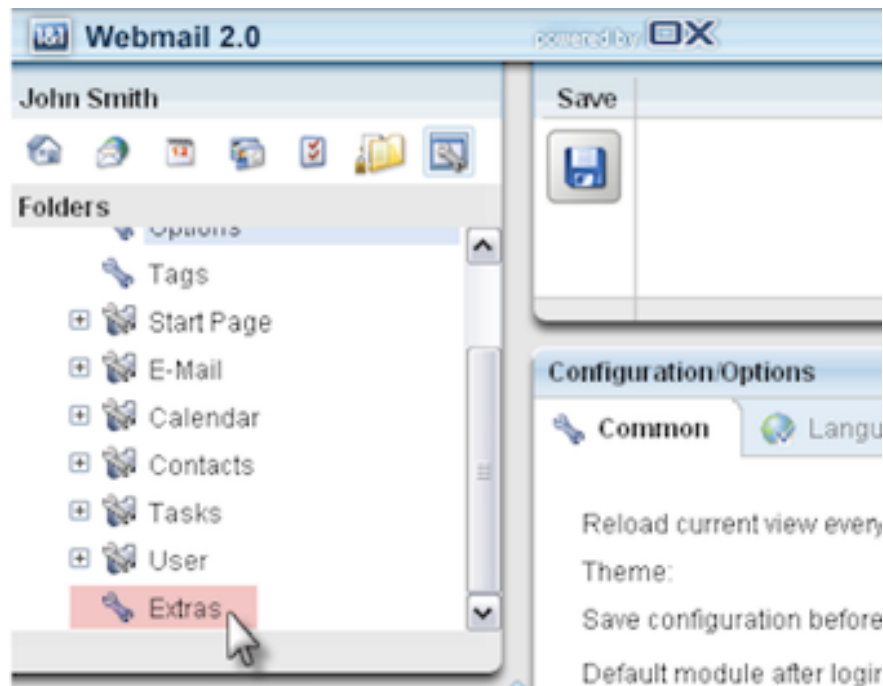
Step 2: Log in with your user name (i.e. email address) and password.



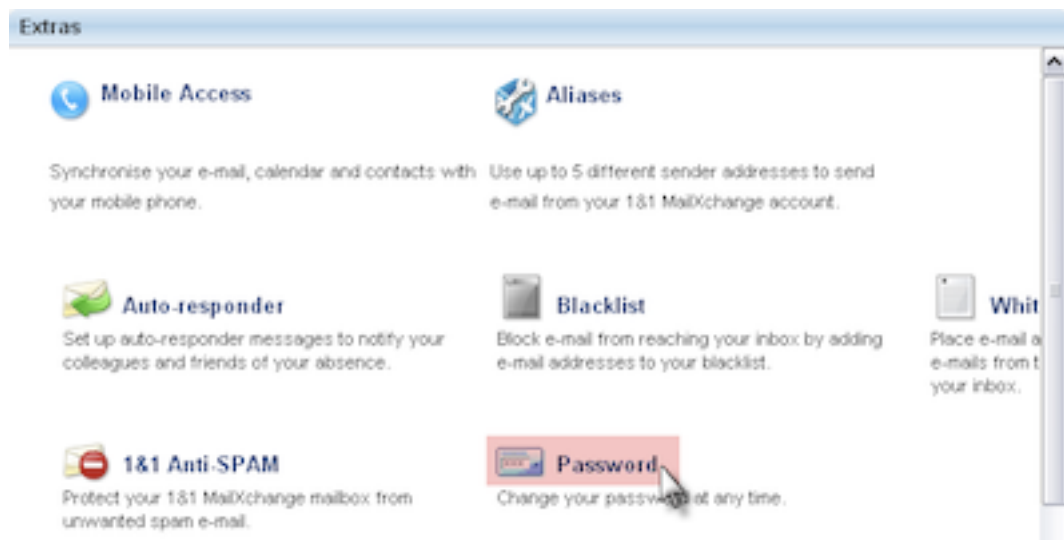
Step 3: In the top left of the page, select the Configuration button.



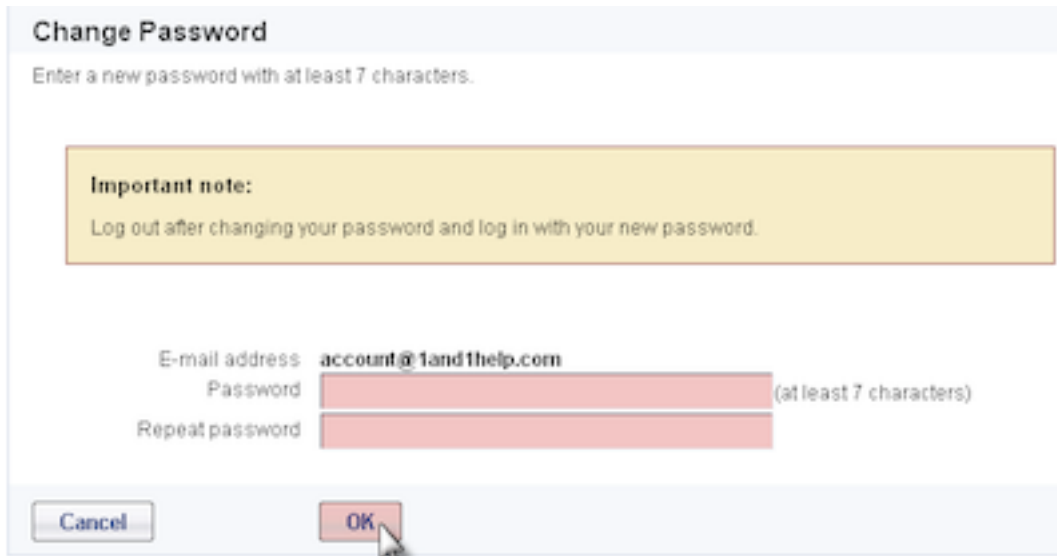
Step 4: In the Configuration menu that appears just below the Configuration button, scroll down and select Extras.



Step 5: In the window on the right, select Password.



Step 6: In the form that appears, enter your new password and select OK.



Change Password

Enter a new password with at least 7 characters.

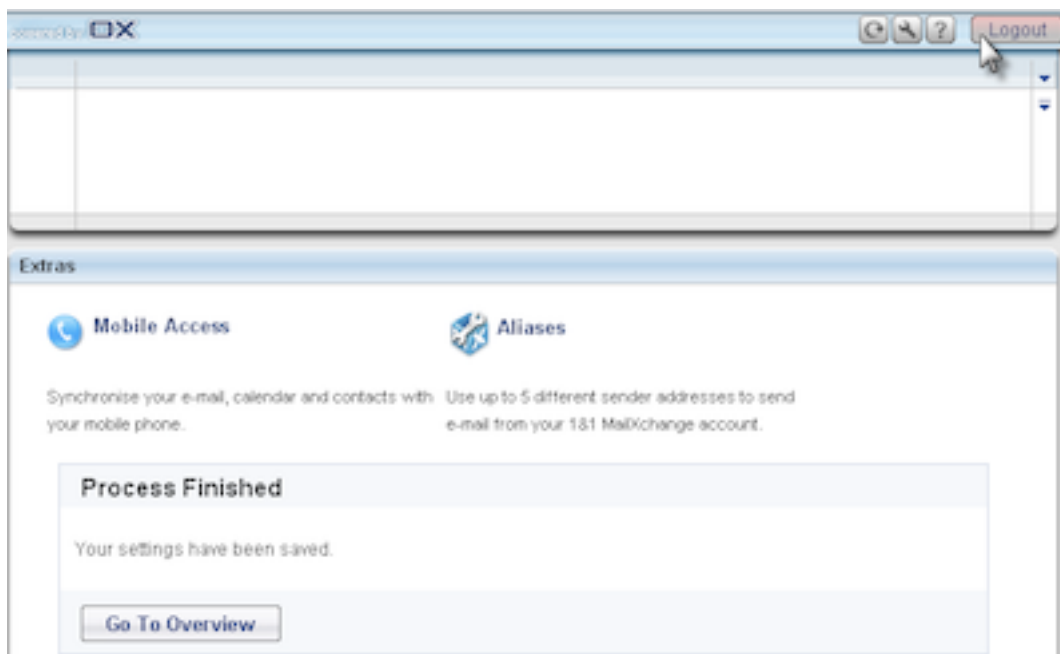
Important note:
Log out after changing your password and log in with your new password.

E-mail address: **account@1and1help.com**

Password: (at least 7 characters)

Repeat password:

Step 7: After your new password has been saved, select the Logout button in the upper right corner and log back in with your new password.



MailXchange

Logout

Extras

Mobile Access **Aliases**

Synchronize your e-mail, calendar and contacts with your mobile phone. Use up to 5 different sender addresses to send e-mail from your 1&1 MailXchange account.

Process Finished

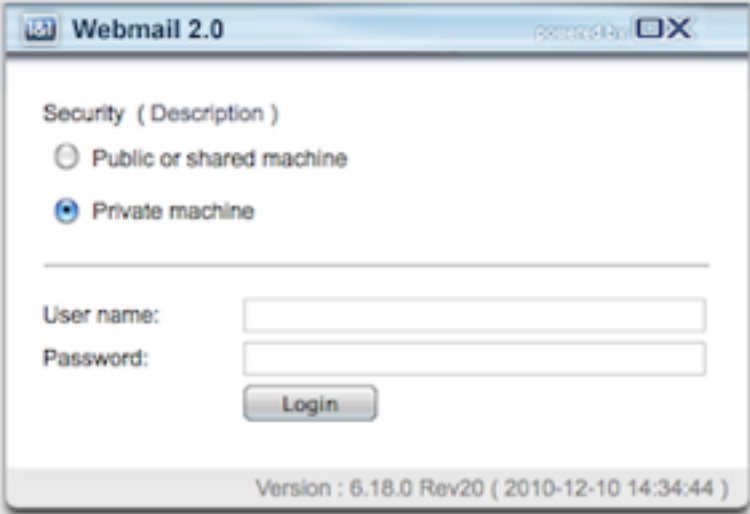
Your settings have been saved.

How to Access Emails

Via 1&1 Webmail

Step 1: In the web browser of your choosing, go to <https://email.1and1.com>.

Step 2: In the log in page that appears, enter your email address in the user name field and your password in the password field. Select the appropriate security option.



Webmail 2.0 powered by

Security (Description)

☐ Public or shared machine

☒ Private machine

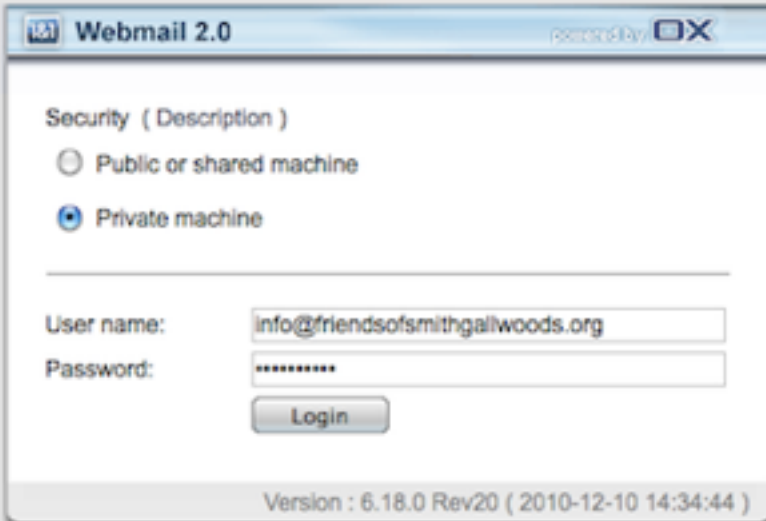
User name:

Password:

Login

Version : 6.18.0 Rev20 (2010-12-10 14:34:44)

Step 3: Select the Login button.



Webmail 2.0 powered by

Security (Description)

☐ Public or shared machine

☒ Private machine

User name:

Password:

Login

Version : 6.18.0 Rev20 (2010-12-10 14:34:44)

Via Email Client

When setting up your email client, use the IMAP protocol instead of POP3, so that a copy of the email is left on the server. Below are the mail server settings.

Incoming server (IMAP) imap.1and1.com

Outgoing server (SMTP) smtp.1and1.com

Via Email Forwarding

The FSGW email addresses can be forwarded to an existing email address of your choice and any emails sent to the FSGW address will automatically be sent to that existing address. This option will eliminate the need to check the email via 1&1 WebMail or to set up an email client. Once set up, the email forwarding address can be changed.