

# Email Services

## Intranet and Internet Email

Guidelines and Instructions on Email Access and Use.

### Intranet Email

All company personnel who have access to computer facilities inside the company are given intranet email addresses

All intranet email addresses AND usernames are in the format of :  
*firstname.lastname@fumaco.local*

Passwords are based on the Windows Login Password.

#### To Access Intranet Email

you can log on to mail.fumaco.local on Mozilla Firefox

Username: (your email address:[firstname.lastname@fumaco.local](mailto:firstname.lastname@fumaco.local))

DO NOT LOGIN WITHOUT THE @fumaco.local

Password: (your windows login password)

### Internet Email

Official company emails are given on a personnel basis and department basis. Several Departments have existing email address these include the following:

- Sales Department - [sales@fumaco.com](mailto:sales@fumaco.com)
- Marketing Department - [marketing@fumaco.com](mailto:marketing@fumaco.com)
- Accounting Department - [accounting@fumaco.com](mailto:accounting@fumaco.com)

Additional Company Emails may be requested

#### To Access Internet Email

you can log on webmail.fumaco.com

Username: (your email address)

Password: either it is given to you or your managers will input it for you

## Other Notices

Email Restrictions and Thunderbird / Mail Client Setup.

### Thunderbird and Mail Client Setup

FOR INTRANET: when prompted for the following information, please use the following:

**Incoming Mail Server:** zimbra.fumaco.local

**Type of Incoming Mail Server:** IMAP or IMP  
**Port** 143

**Outgoing Mail Server:** zimbra.fumaco.local

**Type of Outgoing Mail Server:** SMTP  
**Port:** 25

FOR INTERNET: when prompted for the following information, please use the following:

**Incoming Mail Server:** mail.fumaco.com

**Type of Incoming Mail Server:** POP  
**Port** 143

**Outgoing Mail Server:** mail.fumaco.com

**Type of Outgoing Mail Server:** SMTP  
**Port:** 25

### Internet Email Restrictions and Limits

There are limits to the size of attachments you can send to Email accounts out of the company:

1. Yahoo! Mail  
Microsoft/MSN/Hotmail 10MB
2. Gmail Accounts  
20MB

### Intranet Email Restrictions and Limits

Intranet or local email services will provide UNLIMITED storage space to all users and departments.

Attachments will be limited to a maximum of 100MB per mail transaction.