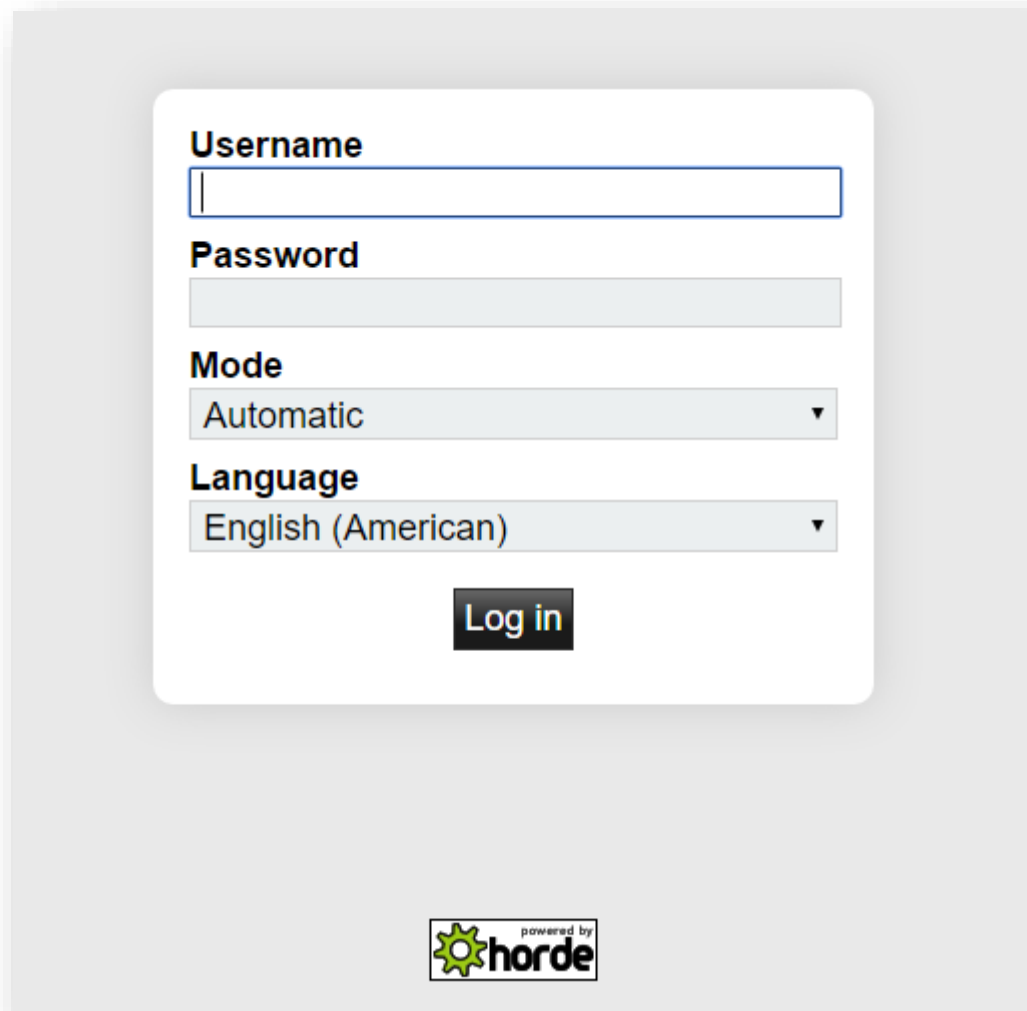


# Setting Email Preferences

Please follow the following steps to set preferences

1. Type <http://10.1.0.15> IP address in address bar of any browser.
2. Login Page

A screenshot of a web login page for Horde. The page has a light gray background. In the center, there is a white rounded rectangle containing the login form. The form has four fields: 'Username' (a text input), 'Password' (a password input), 'Mode' (a dropdown menu showing 'Automatic'), and 'Language' (a dropdown menu showing 'English (American)'). Below these fields is a black 'Log in' button with white text. At the bottom center of the page, there is a logo for 'powered by horde' featuring a green gear icon.

**Username**

**Password**

**Mode**

Automatic ▼

**Language**

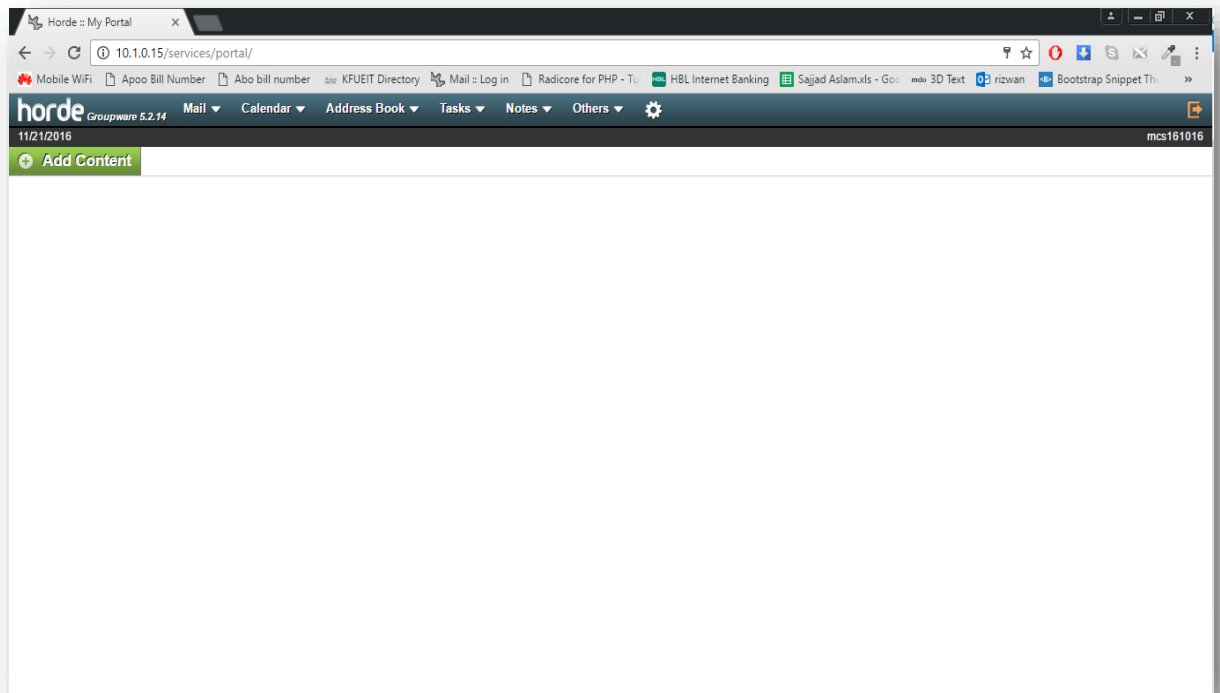
English (American) ▼

**Log in**

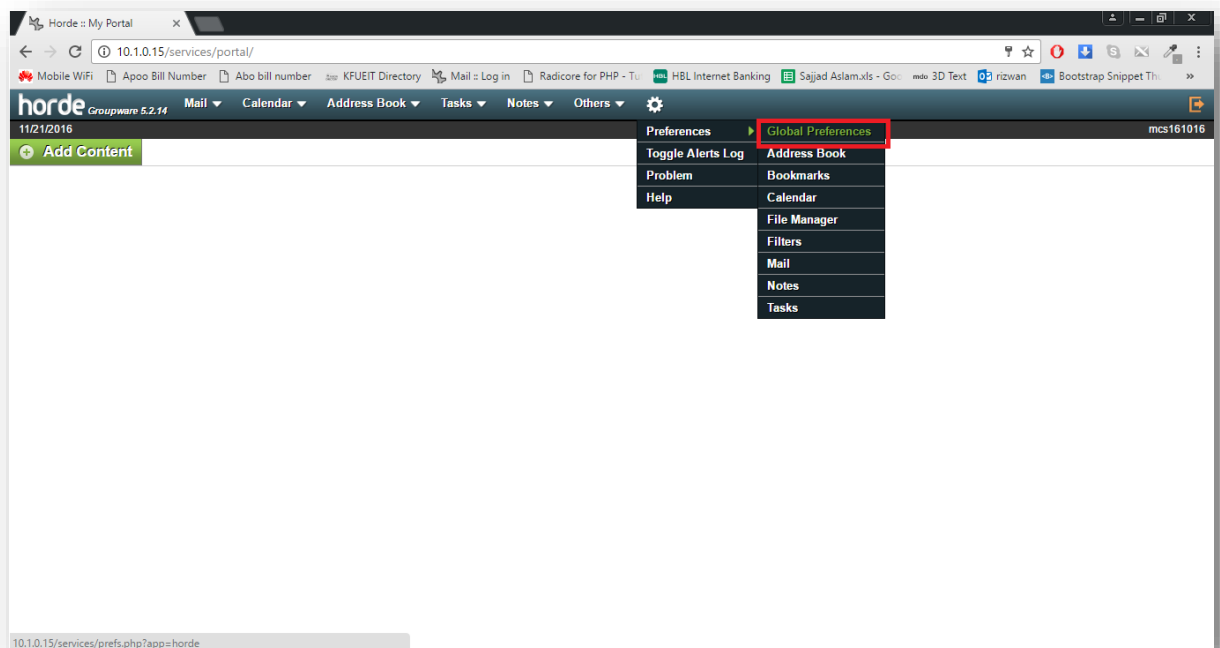
powered by  
**horde**

3. Enter your Credentials and press login button.

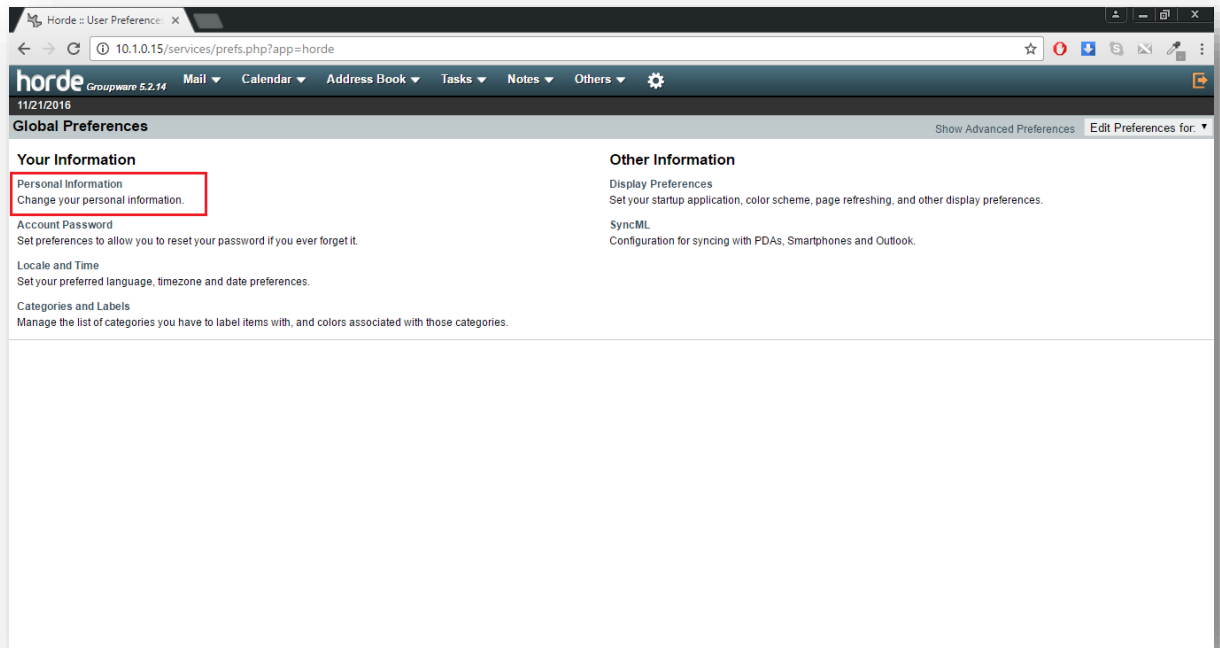
#### 4. Main screen after login.



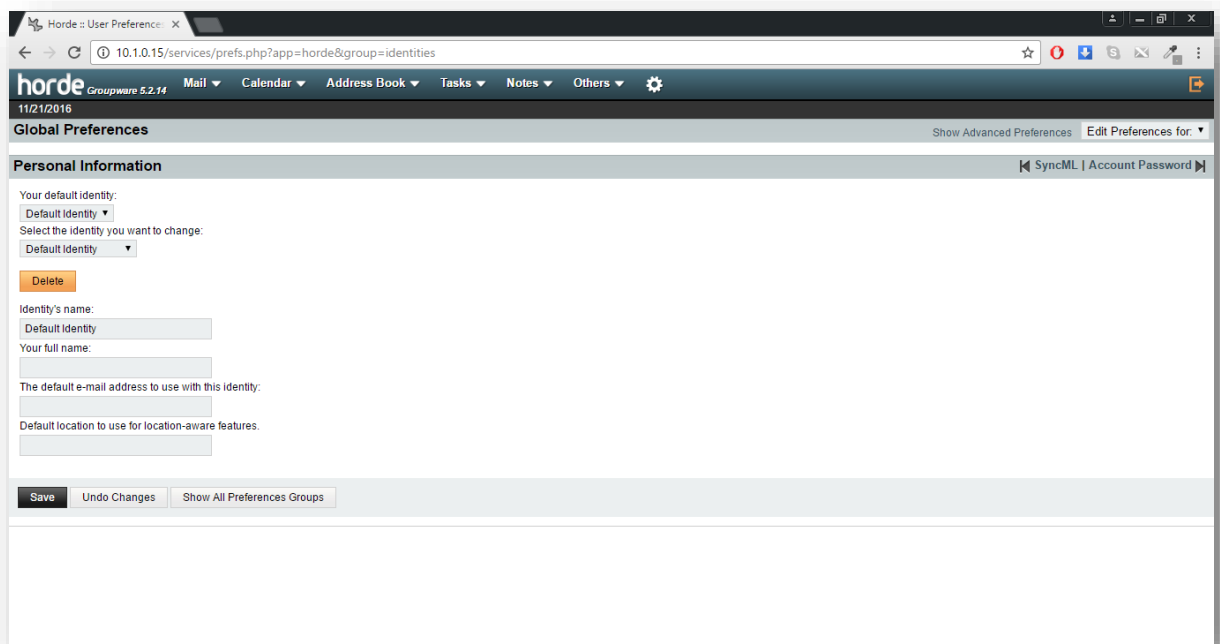
#### 5. Click the gear sign in the menu item and click global preferences.



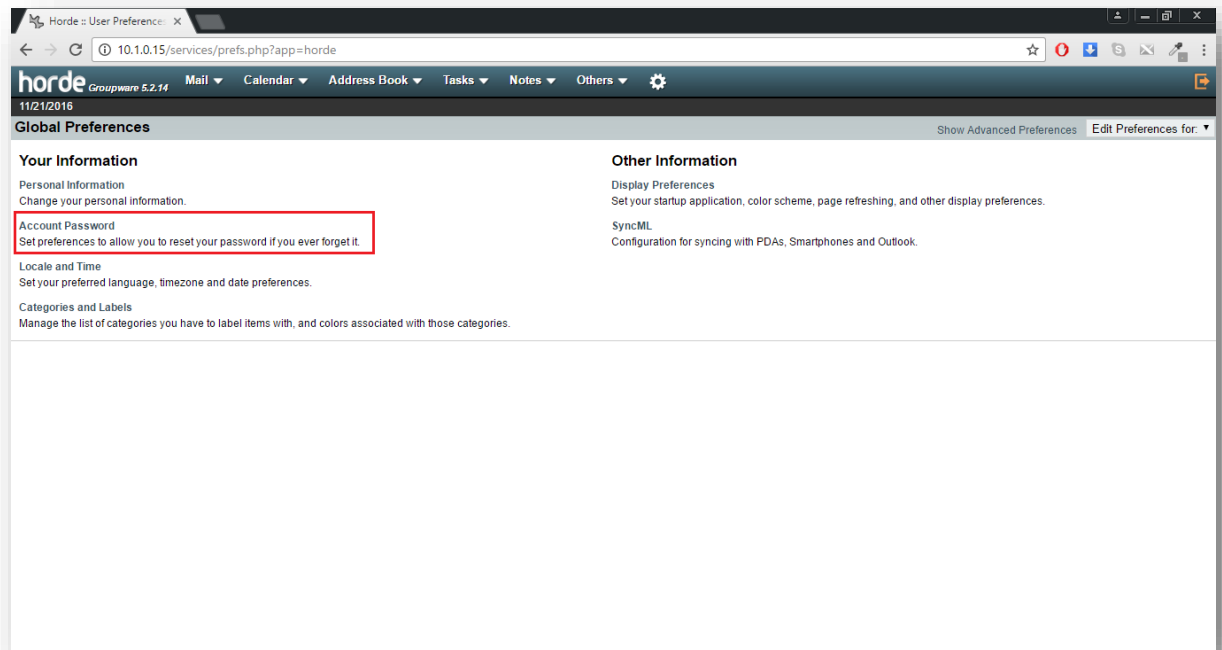
#### 6. Global Preference Main Page



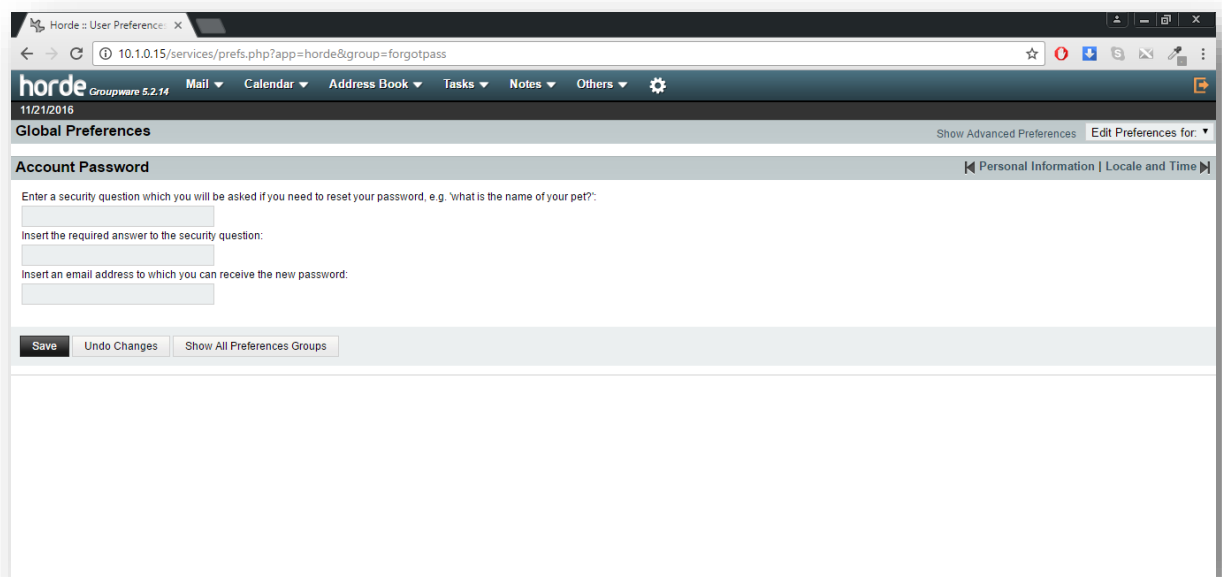
7. Click the Personal Information link



8. Please enter your full name and email address in relevant field and click save button.  
Email = roll number like (mcs123456) + @kfueit.edu.pk e.g. [mcs123456@kfueit.edu.pk](mailto:mcs123456@kfueit.edu.pk)
9. Click the Account Password link in Global Preferences page.



10. Set the security question which will be user when you want to reset your password.
11. Enter the security question, answer, email address and click save button.



Thank you