

Instructions for checking webmail

*After reading and following the instructions, the user said,
"Directions are great."*

- 1 - Go to <http://webmail.afscme3506.org>
- 2 - George's address is groumbanis@afscme3506.org
- 3 - Password is xxxxxx [actual password omitted]
- 4 - Once signed in, you will see three options to read your email: Horde, Roundcube, and SquirrelMail.
- 5 - You can click on any one you want, since they're all email readers. I personally like Horde.
- 6 - The email programs work like others you've used. Let me know if you have questions.
- 7 - If you want to log out of Horde, click the icon on the upper right corner—it is a red arrow within a box.
- 8 - If you want to log out of Roundcube, click "Logout" on the upper right corner.
- 9 - For SquirrelMail, you'll have to first set up time, etc (which is why I don't recommend it; it requires too many steps to get started). I also don't like the look of it as much as the other two.
- 10 - To change your password (which I recommend for safety), log in with the email address and password I gave you.
- 11 - Once you're logged in, you will see "Change Password" (it has an icon with a lock and asterisks ***) at the bottom left of the "Host Gator Control Panel" page (this is the same page that gives you the three options to check your email).
- 12 - Follow the instructions; it will ask for a new password, or you can use the "password generator" instead.

Please let me know if you have any questions.