

www.TowneLakeHOA.org

Towne Lake Homeowners Association Community Website

Email User Manual rev -

For additional assistance, please contact the Towne Lake
webmaster: webmaster@townelakehoa.org



TOWNE LAKE IS A COMMUNITY LOCATED IN POOLER, GEORGIA (WITHIN THE GREATER SAVANNAH AREA)

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How to access your email

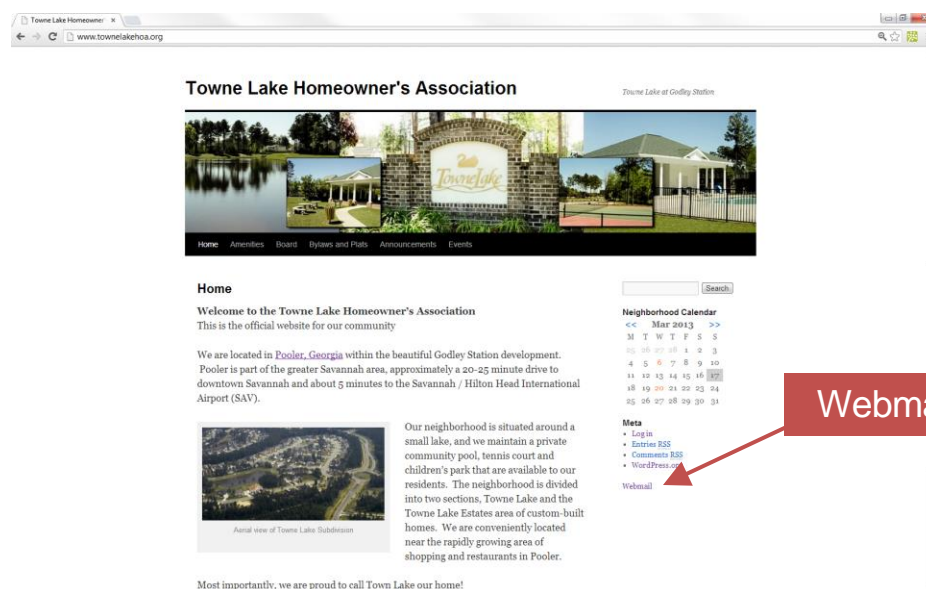
Use a web browser to access your email

You can access your email by using any web browser that is connected to the internet.

Open up Internet Explorer (or your own favorite web browser) and go to the following web address: <https://www.townelakehoa.org>

How to Login

1. Click on "Webmail" link in the bottom right corner.



2. Enter your email address as your user name and then click Login. For example, the president's email address is: "president@townelakehoa.org"

Widgets < Towne Lake Ho... x Webmail Login x

← → ↻ <https://www.justhost.com/cgi/webmail> ☆ 📦 ☰

justhost.com Help

Webmail Login

webmaster@townelakehoa.org

.....

Login

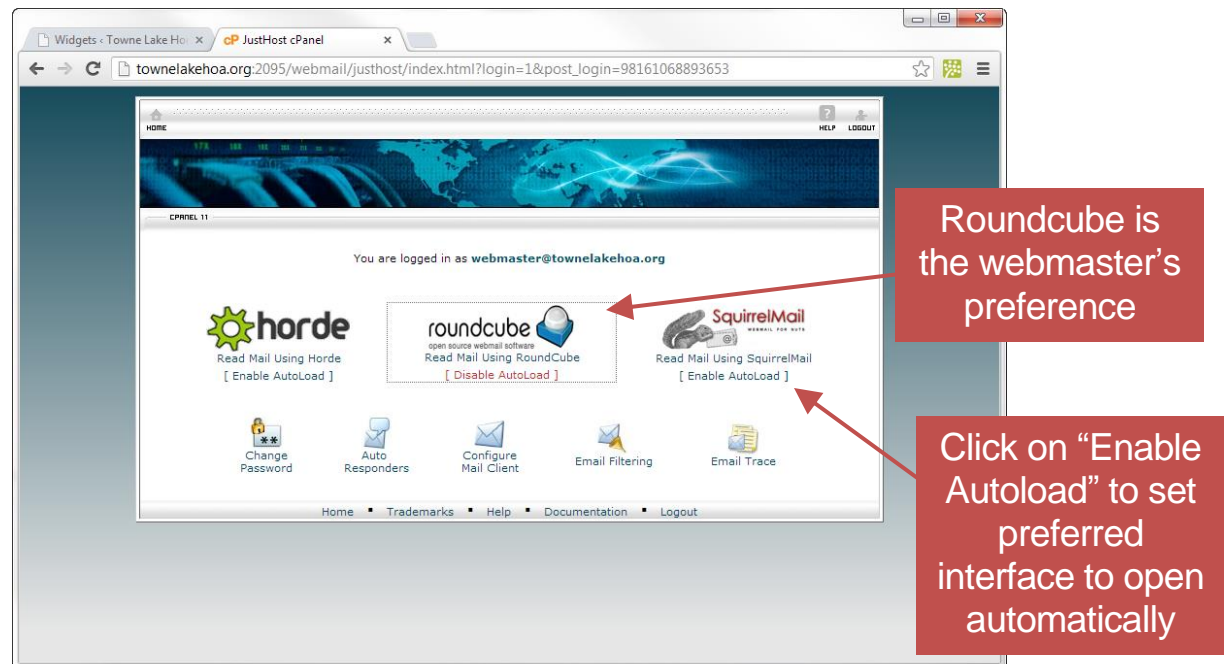
Enter email address and password

Getting Started	Products	Support	Company
Settings	Domains Addons	Contact Live Chat Create Ticket Ticket History Knowledgebase	Affiliates Terms of Service

If you forgot your email password, then please contact the Towne Lake HOA Webmaster.

Overview of browser-based Email Client

After logging in, you are presented with three webmail interfaces. My personal preference is “roundcube” but feel free to use “horde” or “SquirrelMail” if you prefer. Click on the email interface of your choice.



You can click on “Enable AutoLoad” beneath your preferred email interface so that your favorite email interface automatically opens after a few seconds when logging in.

The “roundcube” email interface is shown below, but the instructions are very similar for the other two email interface options.

The most commonly used features are pointed out within this diagram.

Use menu bar to reply, forward or delete a message

Double-click on any part of an email line to open the email

Click “Compose” to create new email

To search: enter search term in box and click on magnifying glass

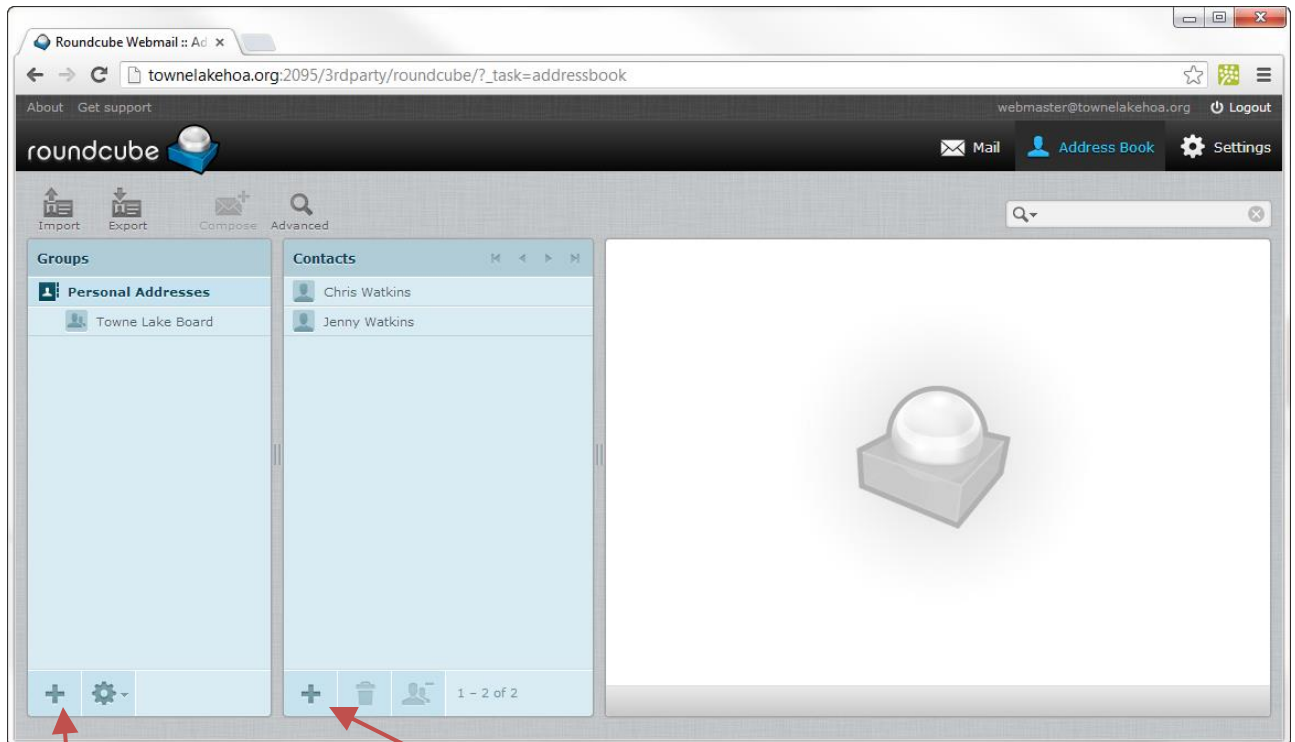
Click on “Address Book” to save & manage your email contacts

The screenshot shows the Roundcube Webmail interface in a browser window. The browser address bar displays the URL: townelakehoa.org:2095/3rdparty/roundcube/?_task=mail. The interface includes a top navigation bar with links for 'About', 'Get support', and a 'Logout' button. Below this is a secondary bar with 'Mail', 'Address Book', and 'Settings' icons. A central toolbar contains icons for 'Refresh', 'Compose', 'Reply', 'Reply all', 'Forward', 'Delete', 'Mark', and 'More'. On the left, a sidebar lists folders: 'Inbox' (with a '2' badge), 'Drafts', 'Sent', 'Junk', and 'Trash'. The main area displays a list of emails with columns for 'Subject', 'From', 'Date', and 'Size'. The email list contains four entries, including ones from 'WordPress.com' and 'Jenny Watkins'. At the bottom, there are controls for 'Select', 'Threads', and a message count 'Messages 1 to 4 of 4'. Red callout boxes with arrows point to specific features: 'Compose' in the toolbar, the email list, the search bar, the 'Address Book' link, and the 'Reply', 'Forward', and 'Delete' icons.

Subject	From	Date	Size
New WordPress.com User: townelakehoa	WordPress.com	2013-02-17 15...	3 KB
Activate townelakehoa	WordPress.com	2013-02-17 15...	10 KB
Test 3	Jenny Watkins	2013-02-17 14:51	4 KB
FW: Delivery Status Notification (Failure)	Jenny Watkins	2013-02-17 14:49	5 KB

How to use the personal address book

Click on “Address Book” in the main menu at the top of the screen to access your personal address book. You can use this book to save frequently used email addresses.



Click on “+” to create new group

Click on “+” to create new contact

Single Contact: Create a single contact by clicking on the “+” within the contacts box. This will open a new box while allows you to enter the contact’s name and details.

Email Group: An email group is used to send mails to a group of people (i.e. the Towne Lake board). Create an email group by clicking on the “+” within the group box. This allows you to create the group name, and then hit “enter” on the keyboard. Next, click on that group and enter contacts by clicking on the “+” sign within the contacts box.

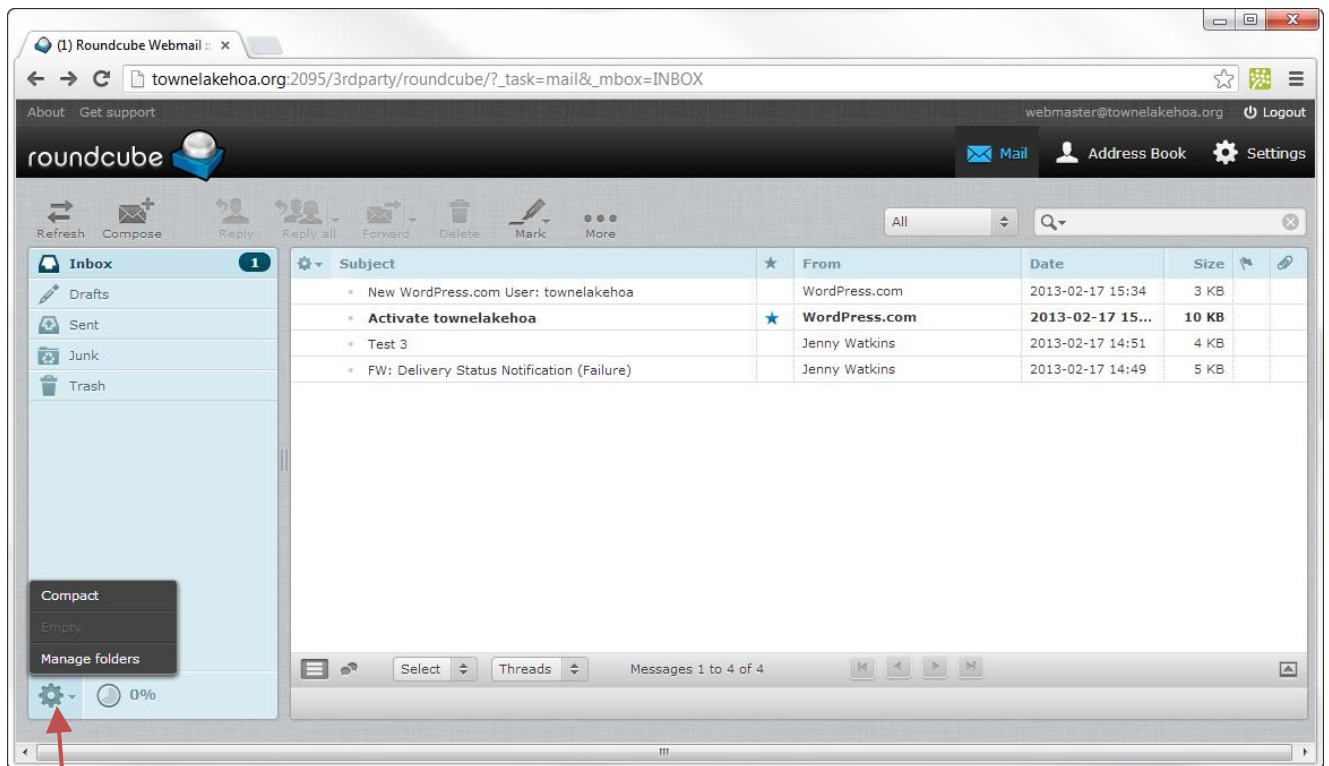
You can email the entire group simply by entering the group name in the “to” field of your email.

How to use the email folders to organize email

If all your email is saved in your one “Inbox” folder, then it can become difficult to manage when you have lots of email. You can create folders to better organize your email. After creating a folder, you can move mail between your folders to organize it.

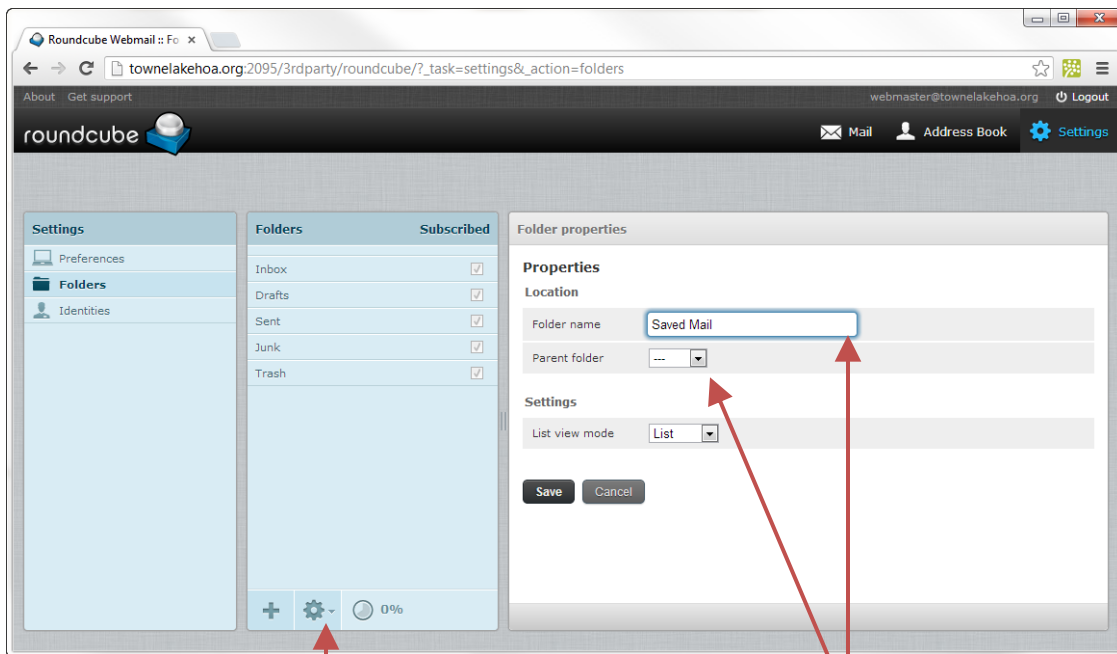
Creating a new folder

1. Click on the gear icon at the bottom left side of the screen and select “Manage Folders”



Click on gear icon and then select “Manage Folders”

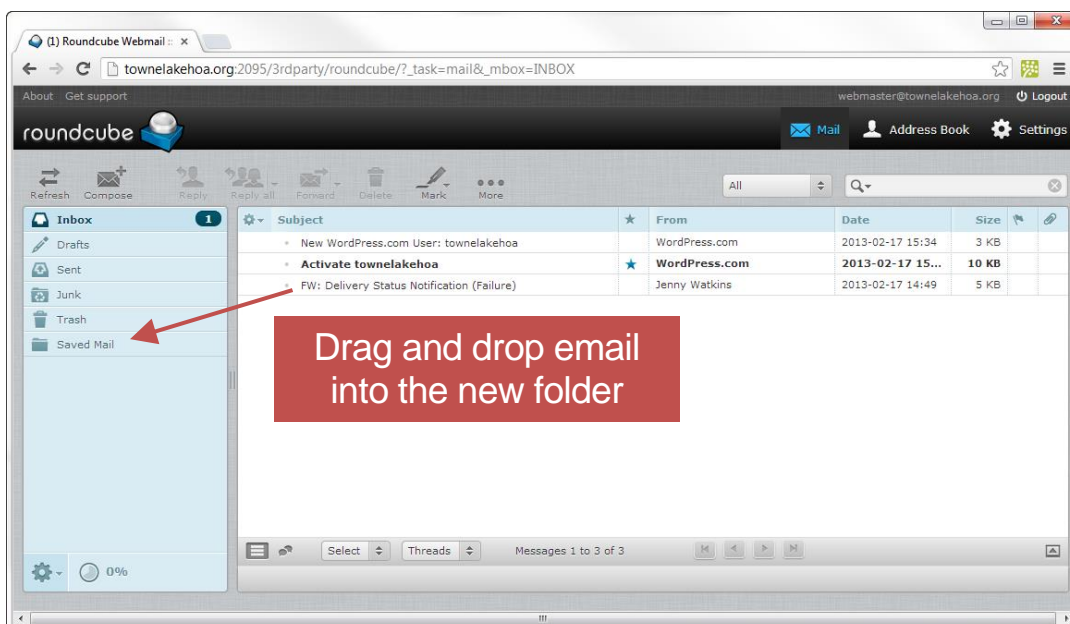
2. After the folders window pops up, click on the “+” sign within the folders box. Enter the name of the new folder and click “Save”. If this folder is a subfolder of another folder, then use the drop-down to select the parent folder before saving.



Click on gear icon

Enter folder name, and use drop-down to select the parent folder if this folder is to be created within another folder

3. Once you create your folder, it will show up in the Inbox box on the left side of the main email window. You can simply drag and drop emails into this folder.



Drag and drop email into the new folder

How to configure your mailbox

You can configure your own mailbox. You are able to:

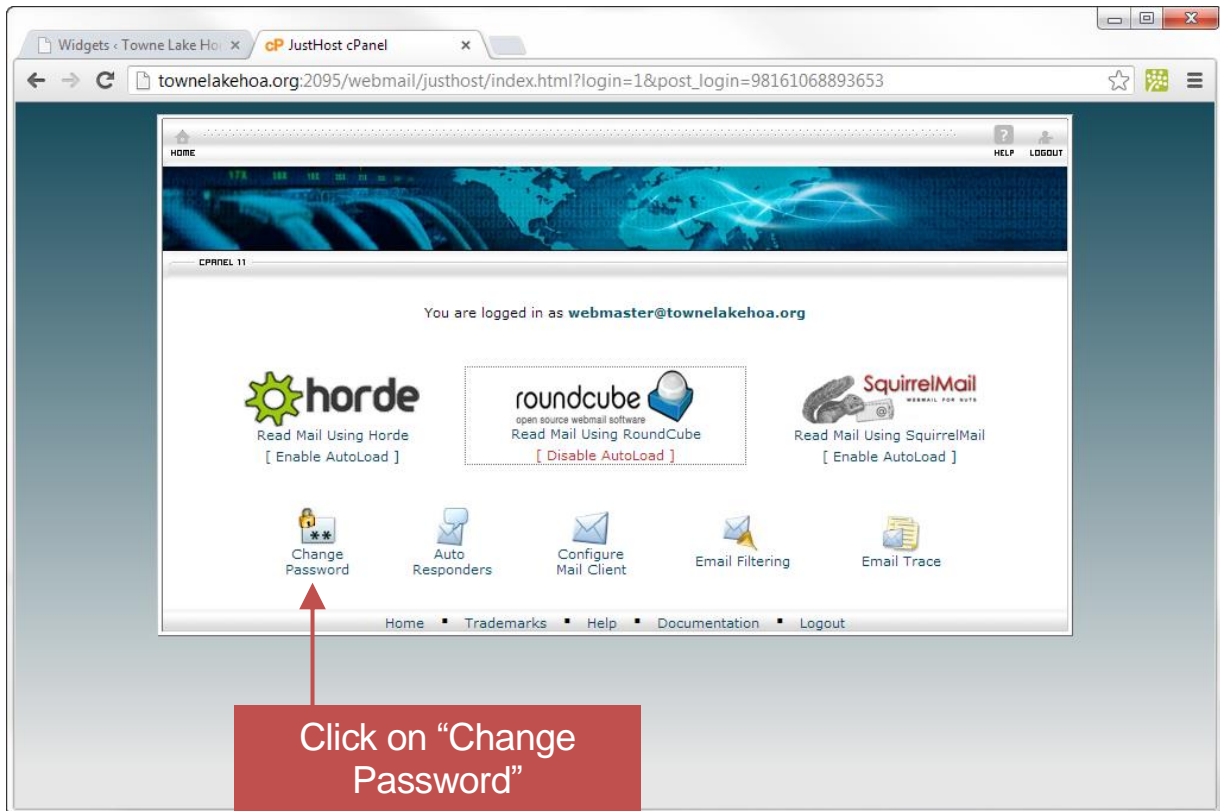
- Change your password
- Change settings for automatically archive old email
- Setup an auto-responder which sends an automatic reply every time you receive an email

How to access your mailbox settings (passwords and more)

1. Go to the normal Webmail login screen by clicking on “Webmail” in the bottom right side of the webpage.

Changing Email Password

2. Instead of opening one of the email programs, click on “Change Password”

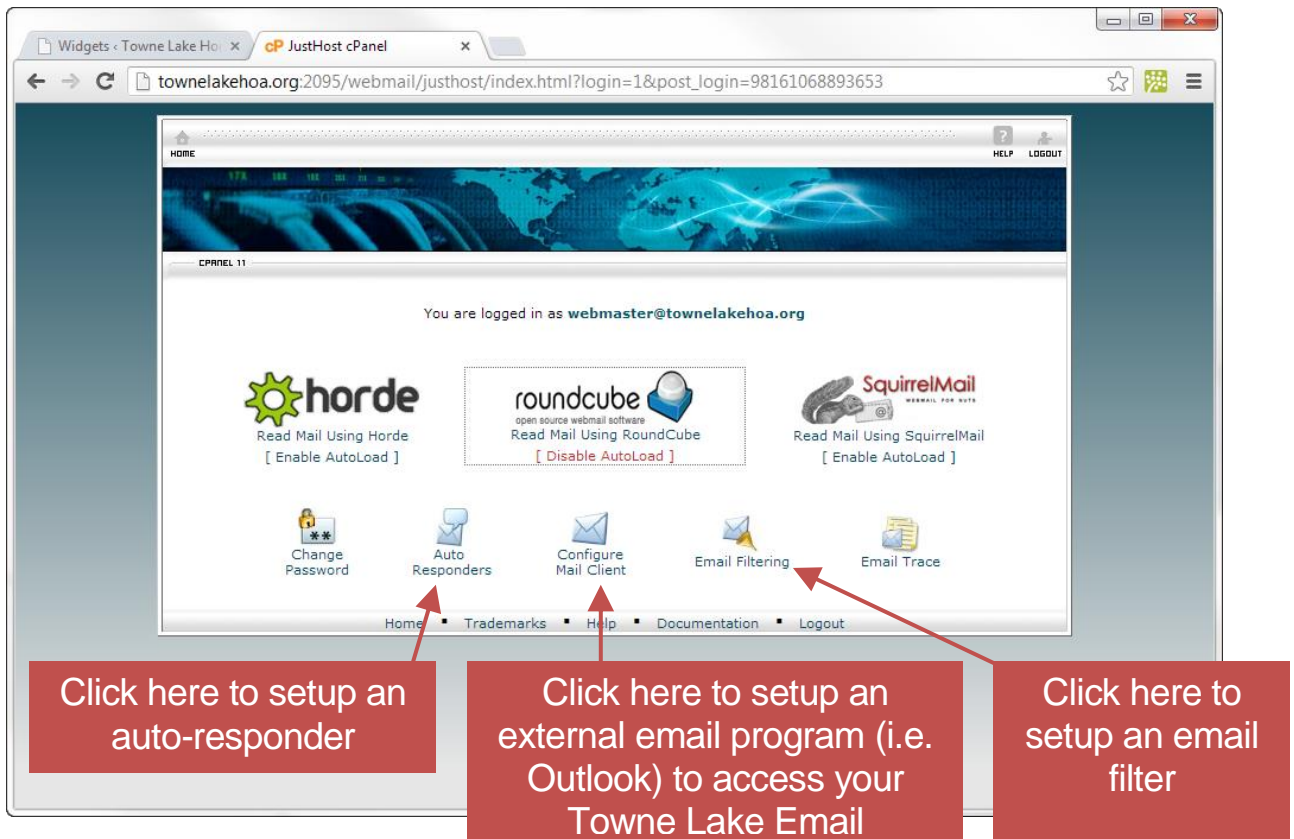


3. Enter the new password. In order to maintain security the system forces some rules on the password.

- The password is case-sensitive
- It must be at least 5 characters long
- Its strength must be at least 50. You can increase the strength by using a combination of lower case, uppercase, numbers, letters and special characters (i.e. #).

You can use the “Password Generator” button to automatically pick a password, but it will not be an easy one to remember.

The screenshot shows a web browser window with the URL `townelakehoa.org:2095/webmail/justhost/mail/passwdpop.html?redirectdomain=&email=webmaster&dc=`. The page title is "Change Mail Account Settings" and it indicates the password is being changed for `webmaster@townelakehoa.org`. There are three input fields: "New Password:", "Password (Again):", and "Strength (why?):". The "Strength" dropdown is currently set to "Very Weak (0/100)". A "Password Generator" button is located next to the strength dropdown. A "Change Password" button is at the bottom of the form, and a "Go Back" button is to its right. A red callout box with white text points to the "New Password" field and the "Strength" dropdown, stating: "Enter password and ensure strength is at least 50".



Setting up auto-responders

When you setup an auto-responder, people that send you email will automatically receive a response. This is commonly used for when a person is on vacation and does not plan to check email until they return.

Setting up external email programs (i.e. Microsoft Outlook)

Click on "Configure Mail Client" to view information that will help you in setting up an external email program. You would do this if you wanted to access your Towne Lake email with an email program such as Microsoft Outlook, a smartphone, or a Mac computer. There are links provided to auto-setup a Mac.

Creating an email filter

You have the ability to create filters to automatically process emails when they arrive based on a user-defined set of criteria (i.e. from address, word in subject, etc). Common actions you can take with the filtered email include:

- Discard message (i.e. auto-delete spam)
- Redirect email (to another email address)
- Automatically place email in specified folder