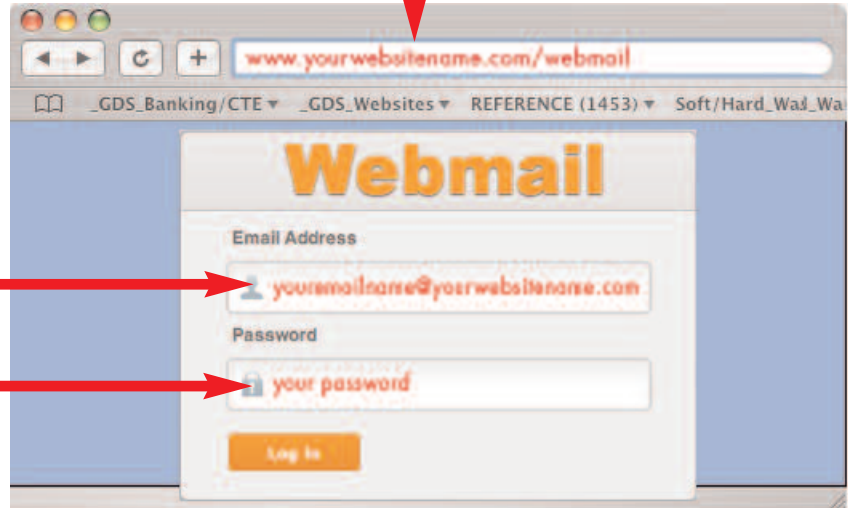


How to Setup Webmail

How to access your email via your web browser.

Your website hosting with Garson Design provides Webmail. Webmail is access to your email via your web browser (not your computers email program like Outlook). You can also use Webmail from any other computer at any other location. These instructions will explain how to do so.

- 1 Open your browser and enter your website, then add: /webmail
- 2 A Webmail window will pop up.
- 3 At Name enter your email address you which to access - ie: steve@garsondesign.com
- 4 Enter your email password



- 1 Choose your webmail program



Note the extra Webmail features.

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Webmail Programs:



Horde is the most full featured webmail program with a robust address book, spam filters, file management, etc. Only drawback when you email with an attachment and hit send it's hard to tell if anything is happening, it is! So just let it go. Note: Horde WebMail has "help" features to access for the programs particular features.

<http://www.horde.org/> 081109rev081209



The WebMail with the funny name "WebMail For Nuts" is a program for when you don't need all the extra features of Horde getting in the way. Simple but effective program.

Note: Squirrel WebMail has "help" features to access for the programs particular features.

<http://squirrelmail.org/> or <http://www.squirrelmail.org/docs/user/user.html> 081109rev081209



This webmail program is for when you don't need all the extra features of Horde getting in the way. Simple but effective program. Note: Roundcube WebMail doesn't seem to have a "help" feature but there website has a lot of good info:

<http://roundcube.net/> 081109rev081209

Note on all WebMails programs:

You can send multiple files at once.

If you are sending more than 5 attachments it is best to compress the files or folder(s) via zip.

This will save you a lot of time of having to post each separate file (can not post a folder).

File size limit on all is: 50mb

Previous page shows the cPanel landing web page after you log-in to your WebMail:

Note the cPanel extra features at the bottom.

Click on the email program you want to use or to check out it's features.

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IMPORTANT EMAIL ACCOUNT NOTE!

Problem:

Your Webmail account (and, if you are using, Local Email ie: Outlook) will fill up if you are not running spam protection or not deleting old files especially emails with large attachments in your Webmail. Eventually your account will go over quota and possibly freezing your account! :(

Solution:

To prevent this you will need to go into your **WebMail** and...

1. Setup spam protection filters
2. Periodically clean through and delete old email, especially emails with large attachments, and junk mail.
3. Request an increase in your email box size from GDS.
There may be an extra charge for the increase in disk space.

NOTE: Following are other items online at garsondesign.com/help that may be useful for you.

GDS Master Steps for Clients

EMAIL

1. To Access Email You First You Need To Access Your cPanel (Control Panel)
2. How to Setup Email: PC MS Outlook, Mac Email
3. How to Access WebMail (for email access while you are on the road or at home - away from the office)
4. How to Setup an Auto Responder (for when you are out of the office - ie: vacation)
5. How to Add a Forwarder (forward from your company email account to another - ie: yahoo or an aol account)
6. Trouble emailing? (Trouble sending or receiving emails....here are some possible solutions)