

How to access and configure your SOFN email account

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Portholes Editor <portholes@sofn.org.uk>
SOFN Discussion Forum <forum@sofn.org.uk>
Bubble Master <tbubbles@sofn.org.uk>

The following email addresses have been set up on the **SOFN domain**. Others can be set up by the Webmaster at any time. Just email him/her a request. There are no limits on the number of email addresses we can have.

webmaster@sofn.org.uk has been configured as the default address. It will receive ALL misaddressed mail sent to the domain, eg, helpmeplease@sofn.org.uk.

A
Webmail - You logon on the site and read and write your email on-line. It works the same way as HOTMAIL.

You can access your mail in three different ways. The choice is yours

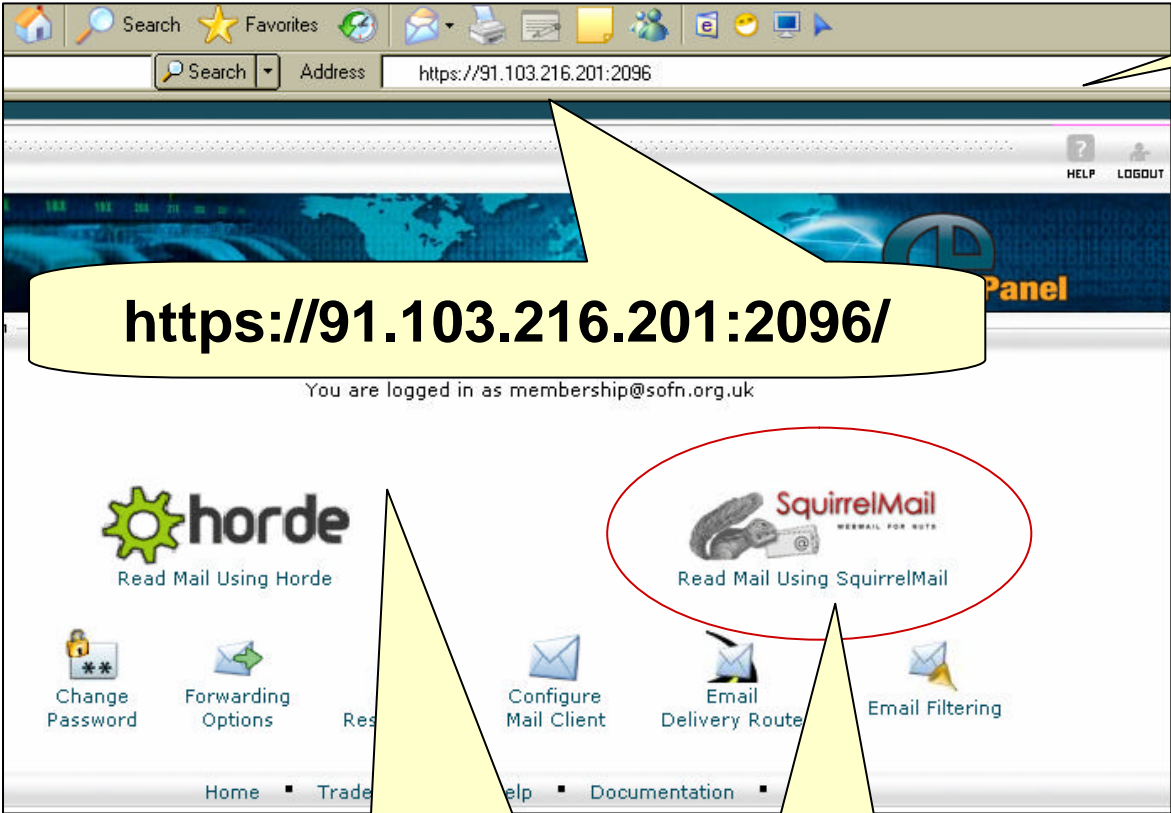
B
Offline - You can set up your email client (eg, Outlook Express) to pull the mail down onto your PC. Those who use Outlook Express will be familiar with this method.

C
Forwarding - You can set up your SOFN email to be re-sent to your own private email address. This could be a web-based system like Hotmail or an Outlook Express type system. It doesn't matter. This is the easiest to set up but has one disadvantage. When you REPLY to a mail the reply is addressed as coming from your private account - not from the SOFN address to which the correspondent sent the original message. But if you just want to prevent the public seeing your private address on the web then this is a perfectly adequate method of access and is the simplest to set up and use.



How to use webmail

Step 1— Enter the URL of email site into the browser address field



https://91.103.216.201:2096/



Step 2— You will get a 'Security Alert' message displayed. Ignore the message and click **YES**



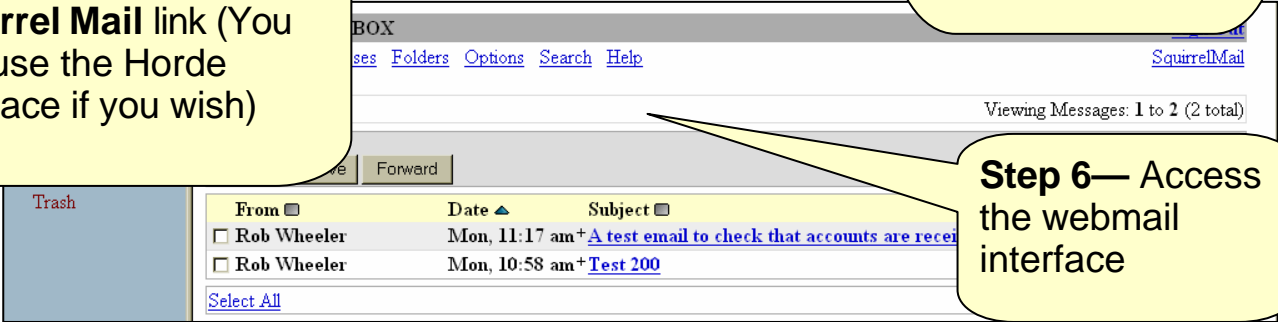
Step 3 — Enter your full email address (including the "@" bit) as your username.

Enter your password (which will be displayed as dots).

Then click **OK**

Step 4— You will be logged onto the email Control Panel from which you can access you email and configure your account

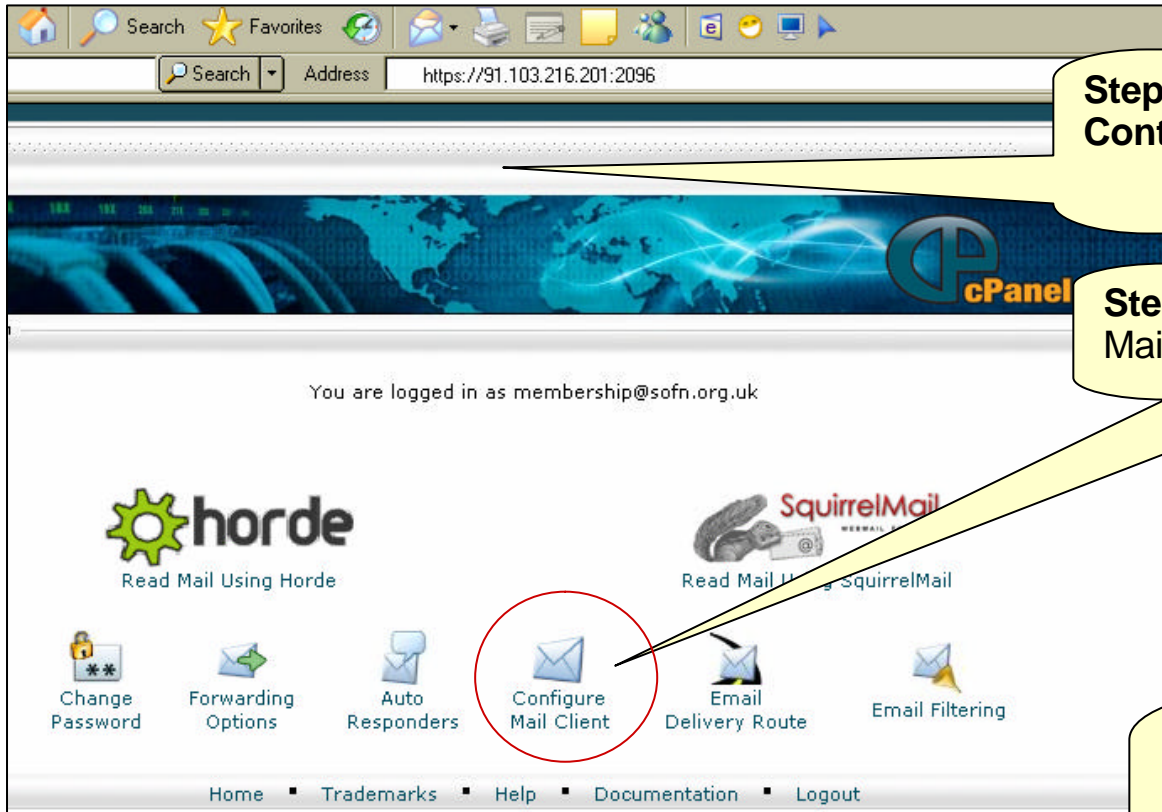
Step 5— Click the **Squirrel Mail** link (You can use the Horde interface if you wish)



Step 6— Access the webmail interface



Access your mail using Outlook Express



Step 1— Logon to the the Control Panel (see page 2)

Step 2— Click 'Configure Mail Client'

Step 3— Click 'Auto-Configure Microsoft Outlook 2000 for POP3 Access'. (It works for XP too). This will automatically install the email address in your Outlook Express client. You will find you are prompted for the password the next time you run Outlook Express

Please select an application:

- Auto-Configure Microsoft Outlook 2000® for IMAP Access
- Auto-Configure Microsoft Outlook 2000® for IMAP Access (SSL)
- Auto-Configure Microsoft Outlook 2000® for POP3 Access
- Auto-Configure Microsoft Outlook 2000® for POP3 Access (SSL)
- Auto-Configure Microsoft Outlook Express® for IMAP Access
- Auto-Configure Microsoft Outlook Express® for IMAP Access (SSL)
- Auto-Configure Microsoft Outlook Express® for POP3 Access
- Auto-Configure Microsoft Outlook Express® for POP3 Access (SSL)
- Auto-Configure Mac Mail.app® for IMAP Access
- Auto-Configure Mac Mail.app® for IMAP Access (SSL)

* Mac Mail IMAP Note: The "IMAP Path Prefix" needs to be set to INBOX otherwise Mail.app will not be able to store deleted, draft or sent mail on the server. [click for more info](#)



Forwarding Email

The screenshot shows the cPanel interface. At the top, there's a navigation bar with icons for Search, Favorites, and other tools. Below that, the address bar shows the URL `https://91.103.216.201:2096`. The main content area displays the user is logged in as `membership@sofn.org.uk`. There are two main sections: 'horde' (Read Mail Using Horde) and 'SquirrelMail' (Read Mail Using SquirrelMail). Below these, there are several icons for email management: Change Password, Forwarding Options (circled in red), Auto Responders, Configure Mail Client, Email Delivery Route, and Email Filtering. At the bottom, there are links for Home, Trademarks, Help, Documentation, and Logout.

Step 1— Logon to the the Control Panel (see page 1)

Step 2— Click 'Forwarding Options'

The screenshot shows the 'Email Account Forwarders' page. At the top, there's a search bar with a 'Go' button. Below that, there's a table with columns for ADDRESS, FORWARD TO, and FUNCTIONS. The table contains one entry: `membership@sofn.org.uk` to `redherring@ts.co.uk`. Below the table, there's an 'Add Forwarder' button. A yellow callout box points to the 'Add Forwarder' button.

ADDRESS	FORWARD TO	FUNCTIONS
<code>membership@sofn.org.uk</code>	to <code>redherring@ts.co.uk</code>	Trace Delete

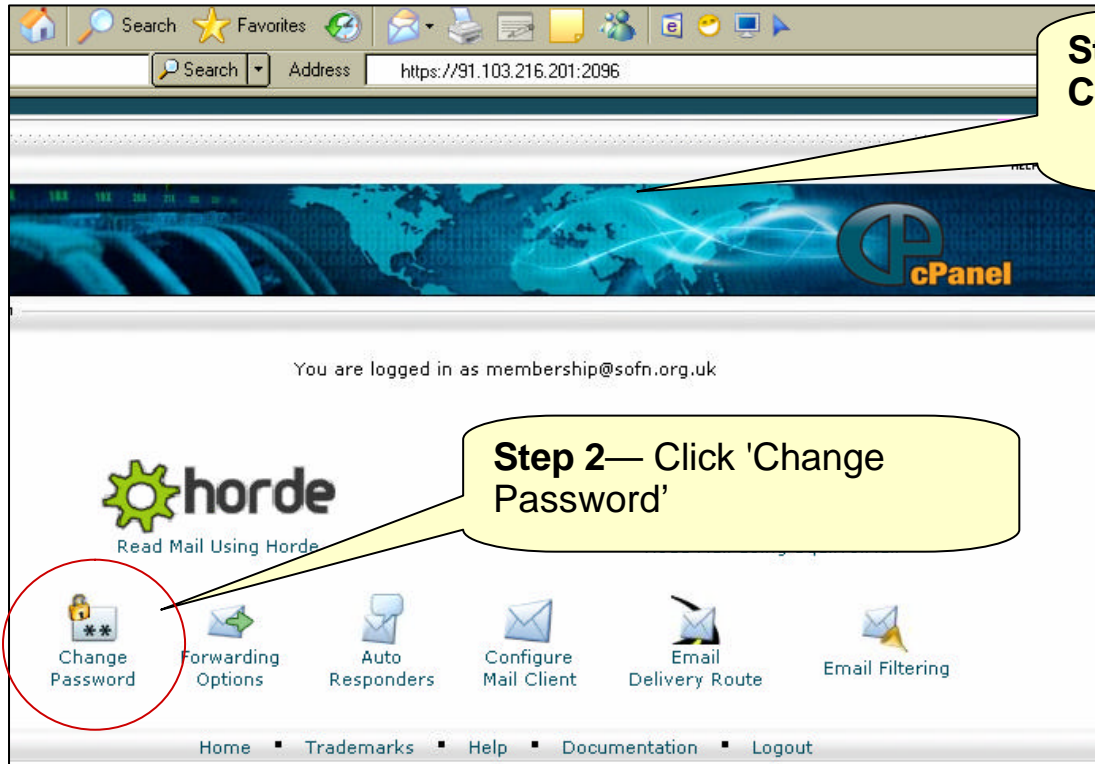
Step 3— Click 'Add Forwarder'

Step 4— Enter the address to which you want the mail forwarded.

The screenshot shows the 'Add a new Forwarder' form. It has two sections: 'Address' and 'Destination'. The 'Address' section shows 'Forwarding: membership@sofn.org.uk'. The 'Destination' section has a radio button selected for 'Forward to email address:' followed by an empty text input field. Below the input field is an 'Add Forwarder' button. A yellow callout box points to the 'Add Forwarder' button.

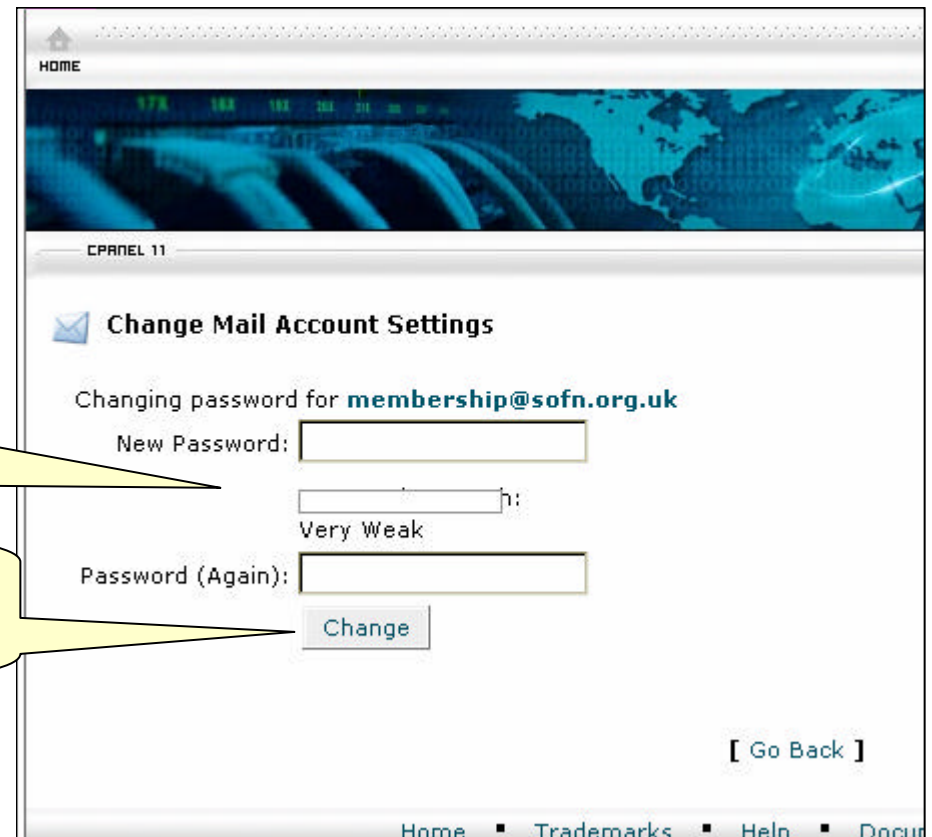
Step 5— Click 'Add Forwarder'

How to change your password



Step 1— Logon to the the Control Panel (see page 1)

Step 2— Click 'Change Password'



Step 3— Enter the old and the new passwords

Step 4— Click 'Change'