

Email Instructions

All users must login to the webmail interface to activate their account. After that, you will be able to chose whether to continue using the webmail interface or configure your account for use with a desktop client, such as Outlook.

Wemail instructions

- Go to <http://webmail.ummhcmn.org>
- Your user name is firstname_lastname (e.g. john_doe)
- Your temporary password is firstnamelastname (e.g. johndoe)

The first time you log in, you will be asked to complete a captcha (i.e. type in the distorted letters from the picture) and agree to Google's terms of service. After that, you will be asked for your new password.

Porting your address book

If you use Squirrel mail to keep your address book, you will need to export your address book to a file and then import that file into your new account.

- Log into Squirrelmail as before
- Click on **Addresses** at the top of the page
- At the botom of the **Addresses** page, click on **Export to CSV File** and save the resulting file
- Login to your new email account as explained above.
- Follow the instructions located at <http://tinyurl.com/gmail-csv>, beginning with step 3
- Note that you can now add additional information about your contacts, such as phone numbers and job titles

Desktop client instructions

If you choose to use Outlook or another desktop client, you will need to enable IMAP for your account using the instructions located at <http://tinyurl.com/imap-for-gmail> . Once you have enabled IMAP, click on **Configure your IMAP client**.

Follow the instruction given for your specific client. When asked for a **user name** or **email address**, use *your full email address*. (e.g. your_name@ummhcmn.org)

Attention Outlook 2007 users!

There are a couple of oversights in the instruction for Outlook 2007.

- Disregard steps 1-3
- Click the **Tools** menu and select **Account Settings**. Then, click **New**.
- Select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.
- Follow steps 4-6
- At step 7, **DO NOT** click **Next**.
- Instead, skip down to step 9 and begin where it says, "click More Settings, then the Advanced tab."
- Complete steps 10 and 11.