

## How to use your website's email account

Your website has the capability for 100 unique email addresses and you can choose how each of those addresses handles incoming mail.

### USING YOUR EMAIL ACCOUNT:

There are two ways to use email on your website:

- 1) You can store incoming mail on your site and visit your Webmail account to access your email. With this option, email does NOT download to your computer.

For example: email sent to [you@yourwebsite.com](mailto:you@yourwebsite.com) will be stored in your website's Webmail mailbox for the account name "you".

To access email, you would open your Internet browser and enter the following:

[www.yourwebsite.com/webmail](http://www.yourwebsite.com/webmail)

Enter your email account Username and Password to access email.

- 2) You can forward email to another email server from which you can download email to your computer.

For example: email sent to [you@yourwebsite.com](mailto:you@yourwebsite.com) will be forwarded to your Internet Service Provider email account (eg: [you@earthlink.net](mailto:you@earthlink.net)).

Your computer's email software would be set up to download email from your ISP server email account.

Although you can also set your computer to download from your website's Webmail account, you'll often get better SPAM and Spyware protection if you route email through your ISP email account.

### SETTING UP EMAIL ADDRESSES:

1. Start by logging in to your website Administration V-Deck
2. Click on the icon for Email on the main V-Deck menu screen  
Choose an option:
3. Click on the Accounts icon to set up your email accounts
4. Click on the Webmail icon to open a specific email mailbox

On the Email Accounts screen, you can

- a. Add **new users**
- b. Choose to **store** email on your website server or not to store (EDIT)
- c. Enter a **forwarding address** as a final destination for incoming email (ie: your ISP email account) (EDIT)
- d. Enter text for an **autoresponder** (autoreply) message that will automatically be sent
- e. Set SPAM filters for each address independently
- f. Setup your email account for Microsoft Outlook.