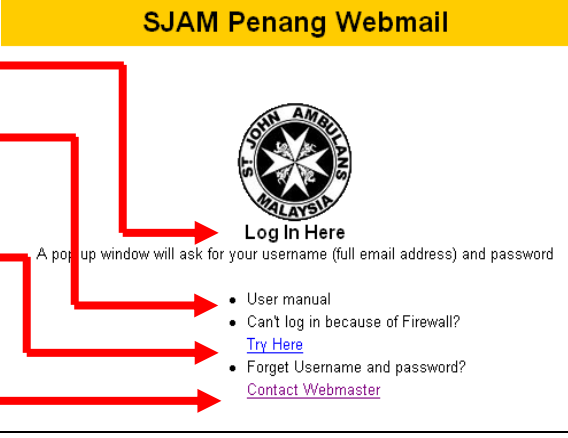


SJAM Penang Webmail User Manual


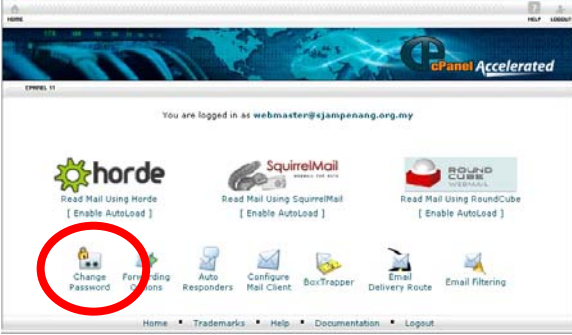
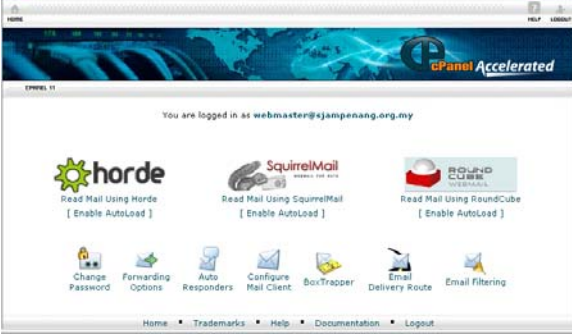
User Manual Content

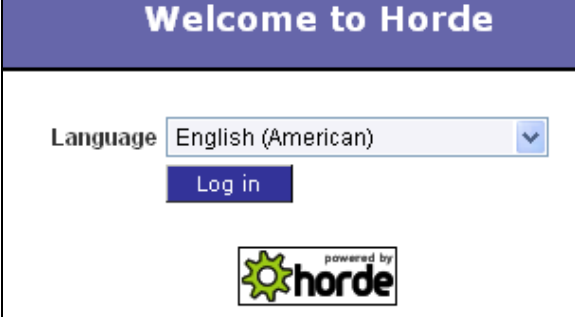
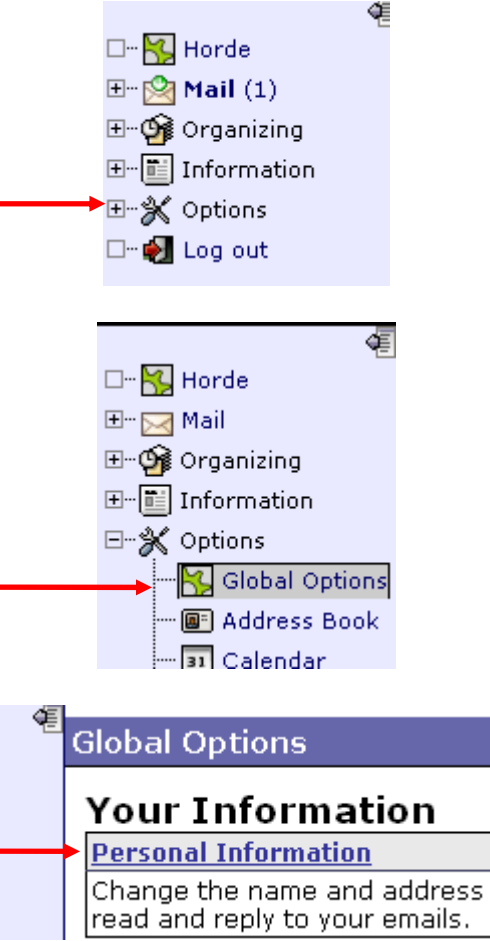
1. Log in
 - Where to log in
2. Webmail page
3. Log in Problem
 - a. Problem in login because of your computer network Firewall
 - b. Forget Username or/and password
4. Login with your Username & Password
5. Change Password
6. Select Webmail Provider
7. Set your identity
 - a. Horde
 - b. SquirrelMail
 - c. RoundCube
8. Access Webmail by **Horde**
 - a. Read Email
 - b. Send Email
 - c. Reply & Forward Email
 - d. Logout
9. Access Webmail by **SquirrelMail**
 - a. Read Email
 - b. Send Email
 - c. Reply & Forward Email
10. Access Webmail by **RoundCube**
 - a. Read Email
 - b. Send Email
 - c. Reply & Forward Email

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<p>1.</p>	<p>Go to the website at http://www.sjampenang.org.my</p> <p>Click on the Member's Area</p>	 <p>St. John Ambulance of Malaysia, State of Penang - Microsoft Internet Explorer</p> <p>File Edit View Favorites Tools Help</p> <p>Address http://www.sjampenang.org.my/</p> <p>St. John Ambulance of Malaysia State of Penang</p> <p>for the Service of Mankind</p> <p>Home About Us Services Training News</p> <p>Member's Area Click here to enter</p> <p>Announcement & News First Aid Awareness Survey - Participate now!</p> <p>Become a Volunteer</p>					
<p>2.</p>	<p>Click on the Web Mail on the left menu (Members' Menu)</p>	 <p>St. John Ambulance of Malaysia, State of Penang - Microsoft Internet Explorer</p> <p>File Edit View Favorites Tools Help</p> <p>Address http://www.sjampenang.org.my/webmail.htm</p> <p>St. John Ambulance of Malaysia State of Penang</p> <p>for the Service of Mankind</p> <p>Home About Us Services Training</p> <p>Member's Area Welcome !</p> <p>Members' Menu</p> <table border="1"> <tr><td>News</td></tr> <tr><td>Download</td></tr> <tr><td>Web Forum</td></tr> <tr><td>Web Mail</td></tr> <tr><td>eMailing</td></tr> </table> <p>A pop</p>	News	Download	Web Forum	Web Mail	eMailing
News							
Download							
Web Forum							
Web Mail							
eMailing							
<p>3.</p>	<p>Click here to log in to your webmail</p> <p>Click here for user manual</p> <p>If you can't log in because of your computer's network Firewall, you may try to log in here.</p> <p>Click here to contact Webmaster if you forget your username or/and password</p>	 <p>SJAM Penang Webmail</p> <p></p> <p>Log In Here</p> <p>A pop up window will ask for your username (full email address) and password</p> <ul style="list-style-type: none"> • User manual • Can't log in because of Firewall? • Try Here • Forget Username and password? • Contact Webmaster 					

SJAM Penang Webmail User Manual

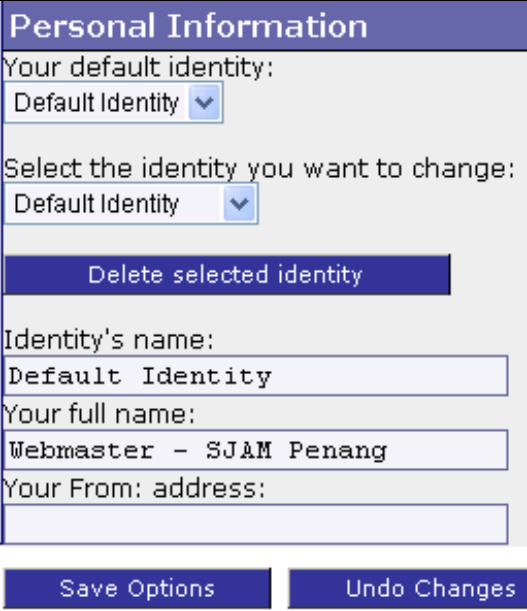
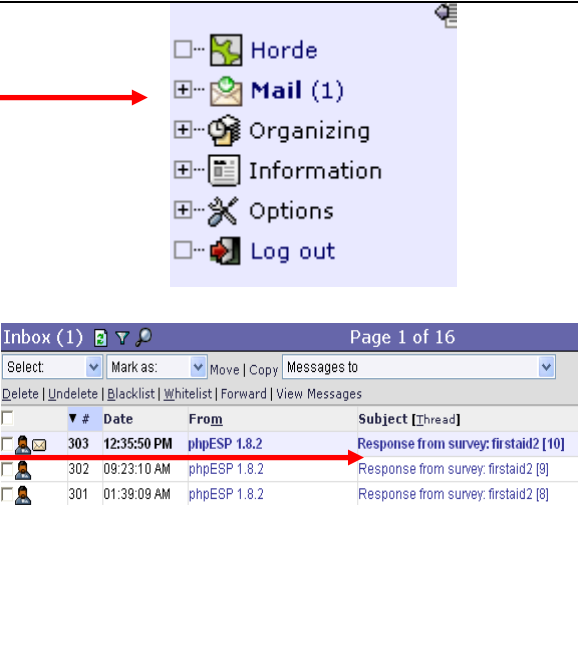
<p>4.</p>	<p>Login</p> <p>A window will be pop up for you to log in.</p> <p>User name: Enter your full email address, eg. username@sjampenang.org.my</p> <p>Password: Enter your password</p>	
<p>5.</p>	<p>On the Webmail main page, You can Change Password here</p> <p>Type in your new password on the blank, then click Change</p>	 <p>Changing password for webmaster@sjampenang.org.my</p> <p>New Password: <input type="text"/> <input type="button" value="Generate Password"/></p> <p>Password Strength: Very Weak (0/100)</p> <p>Password (Again): <input type="text"/></p> <p><input type="button" value="Change"/></p>
<p>6.</p>	<p>Select any one of the webmail provider to read / send email.</p> <ul style="list-style-type: none"> ➤ Horde ➤ SquirrelMail ➤ RoundCube <p>Click on the logo of the provider to access to your webmail. If you choose RoundCube, just click on the RoundCube logo.</p>	
<p>Access webmail by Horde</p>		

<p>8</p>	<p>If you access webmail by Horde</p> <ol style="list-style-type: none"> 1. Select Language, then click Log in 	
	<p>2. Set your identity</p> <p>Setting Identity is a must, so that when you send email to other, your name appears on the "From" of the recipient's email inbox.</p> <ol style="list-style-type: none"> 1. Click on the (+) beside the Options on the left menu 2. Click on Global Options 3. Click on Personal Information 	

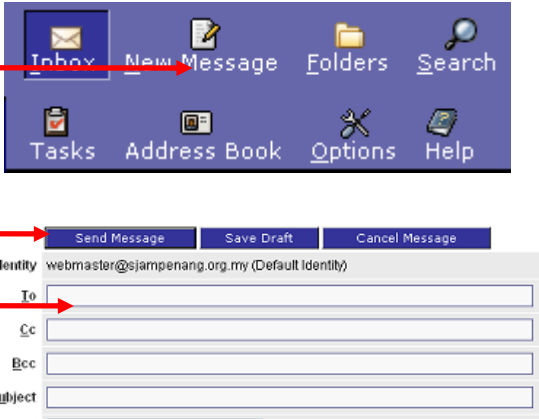
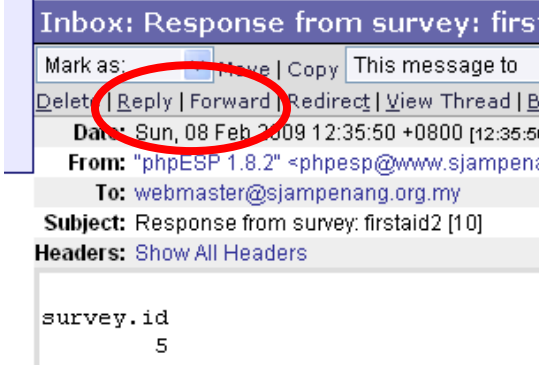
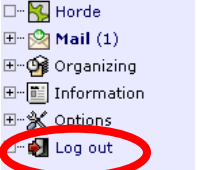
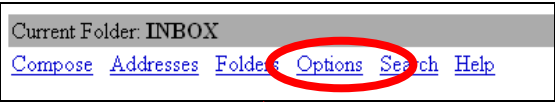
Your email may be treated as Junk / Bulk Mail by the recipient's email account if you don't set your identity

4. Type your name followed by " SJAM Penang "

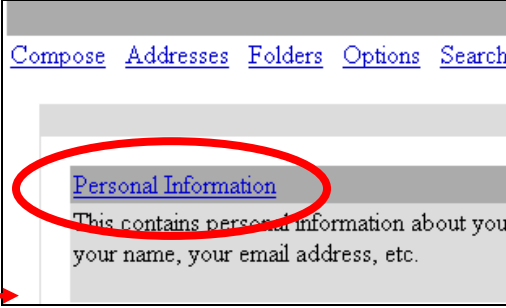
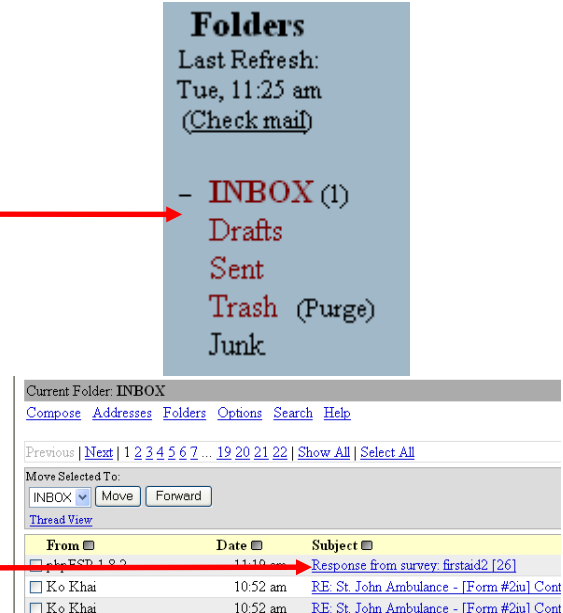

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	 <p>Personal Information</p> <p>Your default identity: Default Identity ▾</p> <p>Select the identity you want to change: Default Identity ▾</p> <p>Delete selected identity</p> <p>Identity's name: Default Identity</p> <p>Your full name: Webmaster - SJAM Penang</p> <p>Your From: address: _____</p> <p>Save Options Undo Changes</p>																				
<p>3. Read Email</p> <p>Number in bracket shows how many unread email</p> <p>Click on the subject of the email to read the email</p>	 <p>Horde</p> <p>Mail (1)</p> <p>Organizing</p> <p>Information</p> <p>Options</p> <p>Log out</p> <p>Inbox (1) Page 1 of 16</p> <p>Select Mark as: Move Copy Messages to</p> <p>Delete Undelete Blacklist Whitelist Forward View Messages</p> <table border="1"><thead><tr><th></th><th>#</th><th>Date</th><th>From</th><th>Subject [Thread]</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>303</td><td>12:35:50 PM</td><td>phpESP 1.8.2</td><td>Response from survey: firstaid2 [10]</td></tr><tr><td><input type="checkbox"/></td><td>302</td><td>09:23:10 AM</td><td>phpESP 1.8.2</td><td>Response from survey: firstaid2 [9]</td></tr><tr><td><input type="checkbox"/></td><td>301</td><td>01:39:09 AM</td><td>phpESP 1.8.2</td><td>Response from survey: firstaid2 [8]</td></tr></tbody></table>		#	Date	From	Subject [Thread]	<input type="checkbox"/>	303	12:35:50 PM	phpESP 1.8.2	Response from survey: firstaid2 [10]	<input type="checkbox"/>	302	09:23:10 AM	phpESP 1.8.2	Response from survey: firstaid2 [9]	<input type="checkbox"/>	301	01:39:09 AM	phpESP 1.8.2	Response from survey: firstaid2 [8]
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<input type="checkbox"/>	301	01:39:09 AM	phpESP 1.8.2	Response from survey: firstaid2 [8]																	




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	<p>4. Send Email</p> <div data-bbox="334 268 764 363" style="border: 1px solid black; padding: 5px;"> <p>Click on the New Message to write and send an email</p> </div> <div data-bbox="334 390 764 464" style="border: 1px solid black; padding: 5px;"> <p>Click Send Message to send email when you finished writing the email</p> </div> <div data-bbox="334 491 764 604" style="border: 1px solid black; padding: 5px;"> <p>Enter the recipient email address, if multiple, separate each email by coma (,.)</p> </div>	
	<p>5. Reply / Forward Email</p> <p>Click Reply to reply the email to sender</p> <p>Click Forward to forward the email to other people.</p>	
	<p>6. Logout</p> <p>Logout is on the left menu, remember to logout everytime after use.</p>	
<h2>Access webmail by SquirrelMail</h2>		
<p>9</p>	<p>1. Set your identity</p> <div data-bbox="313 1528 743 1675" style="border: 1px solid black; padding: 5px;"> <p>Setting Identity is a must, so that when you send email to other, your name appears on the "From" of the recipient's email inbox.</p> </div> <div data-bbox="313 1682 743 1770" style="border: 1px solid black; padding: 5px;"> <p>1. Click on the Options on the top menu</p> </div>	

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<p>2. Click on the Personal Information</p> <p>3. Type your Full Name on the space provided</p> <p>Your email may be treated as Junk / Bulk Mail by the recipient's email account if you don't set your identity</p> <p>4. Click Submit after you have done</p>	 <p>Compose Addresses Folders Options Search</p> <p>Personal Information</p> <p>This contains personal information about you: your name, your email address, etc.</p> <hr/> <p>Name and Address Options</p> <p>Full Name: <input type="text" value="Webmaster - SJAM Penang"/></p> <p>E-mail Address: <input type="text"/></p> <p>Reply To: <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Multiple Identities: Edit Advanced Identities (discards changes made on this form so far)</p> <p>Timezone Options</p> <p>current timezone: <input type="text" value="Same as server"/></p> <p>Reply Citation Options</p> <p>Reply Citation Style: <input type="text" value="No Citation"/></p> <p>Unquoted Citation Start: <input type="text"/></p> <p>Unquoted Citation End: <input type="text"/></p> <p>Signature Options</p> <p>Use Signature: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Use with '-' Line: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Submit"/></p>												
<p>2. Read Email</p> <p>Number in bracket shows how many unread email</p> <p>Click on the subject of the email to read the email</p>	 <p>Folders</p> <p>Last Refresh: Tue, 11:25 am (Check mail)</p> <ul style="list-style-type: none"> - INBOX (1) Drafts Sent Trash (Purge) Junk <p>Current Folder: INBOX</p> <p>Compose Addresses Folders Options Search Help</p> <p>Previous Next 1 2 3 4 5 6 7 ... 19 20 21 22 Show All Select All</p> <p>Move Selected To: <input type="text" value="INBOX"/> <input type="button" value="Move"/> <input type="button" value="Forward"/></p> <p>Thread View</p> <table border="1"> <thead> <tr> <th>From</th> <th>Date</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> K.o Khai</td> <td>11:10 am</td> <td>Response from survey: firstaid2 [26]</td> </tr> <tr> <td><input type="checkbox"/> K.o Khai</td> <td>10:52 am</td> <td>RE: St. John Ambulance - [Form #2u] Cont</td> </tr> <tr> <td><input type="checkbox"/> K.o Khai</td> <td>10:52 am</td> <td>RE: St. John Ambulance - [Form #2u] Cont</td> </tr> </tbody> </table>	From	Date	Subject	<input type="checkbox"/> K.o Khai	11:10 am	Response from survey: firstaid2 [26]	<input type="checkbox"/> K.o Khai	10:52 am	RE: St. John Ambulance - [Form #2u] Cont	<input type="checkbox"/> K.o Khai	10:52 am	RE: St. John Ambulance - [Form #2u] Cont
From	Date	Subject											
<input type="checkbox"/> K.o Khai	11:10 am	Response from survey: firstaid2 [26]											
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<input type="checkbox"/> K.o Khai	10:52 am	RE: St. John Ambulance - [Form #2u] Cont											
<p>3. Send Email</p> <p>Click on the Compose to write and send an email</p>	 <p>Current Folder: INBOX</p> <p>Compose Addresses Folders Options Search Help</p>												

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	<p>4. Reply / Forward</p> <p>Click Reply to reply the email to sender</p> <p>Click Forward to forward the email to other people.</p>	
	<p>5. Logout</p> <p>Sign Out is on the top right corner, remember to logout everytime after use.</p>	

Access webmail by RoundCube

10	1. Set your identity	
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Setting Identity is a must, so that when you send email to other, your name appears on the "From" of the recipient's email inbox.

1. Click on the **Personal Settings** on the top right corner



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The image shows a sequence of four screenshots from a webmail interface, illustrating the steps to configure an identity. Red circles highlight the 'Personal Settings' link, the 'Identities' tab, the 'E-Mail' field, and the 'E-Mail' header in the identity list.

Screenshot 1: The top navigation bar includes 'Personal Settings' (circled in red), 'Logout', 'E-Mail', and 'Address Book'. Below it is an email list with columns for 'Sender', 'Date', and 'Size'. The first entry is 'phpESP 1.8.2' sent 'Today 11:19' with a size of '2 KB'.

Screenshot 2: The 'Identities' tab (circled in red) is selected. It shows a language dropdown set to 'English (US)' and a time zone dropdown set to '(GMT +8:00) Beijing, Perth, Singapore, Taipei'.

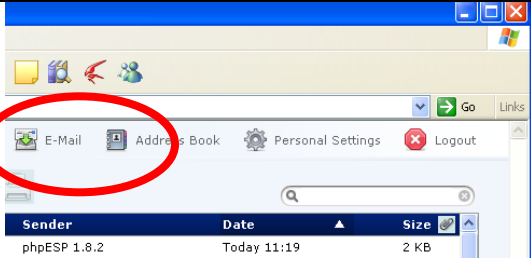
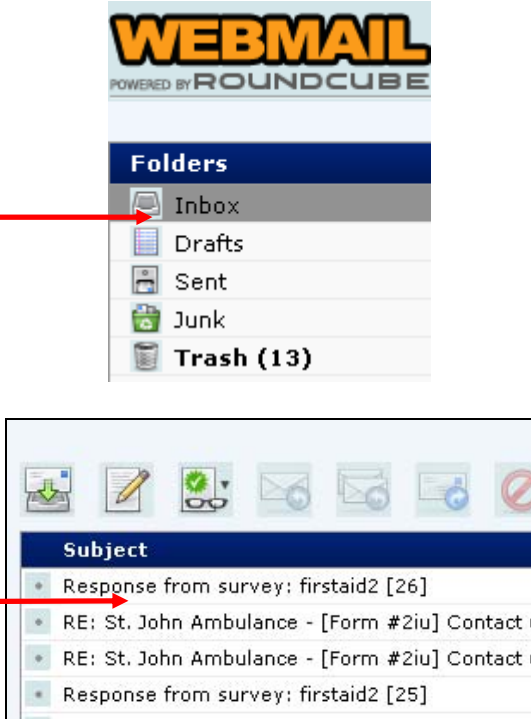
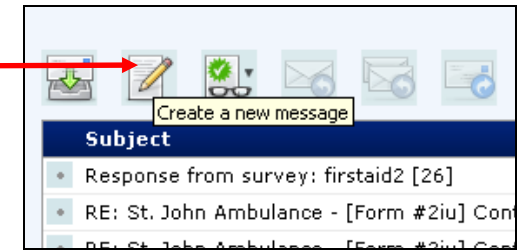
Screenshot 3: A list of identities is shown. The 'E-Mail' column (circled in red) contains the address 'webmaster@sjampenang.org.my'. The 'Display name' column shows 'Webmaster - SJAM Penang'. A 'New identity' button is located below the list.

Screenshot 4: The 'Edit item' form for an identity. It contains the following fields:

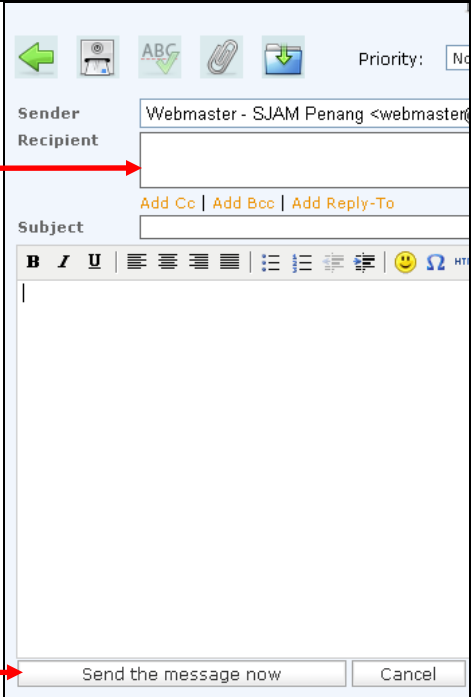
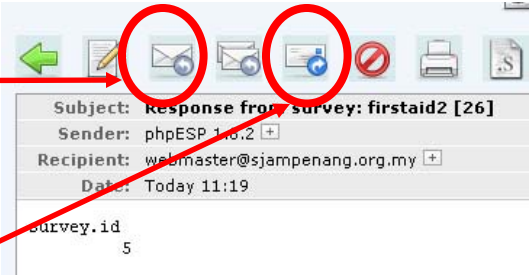
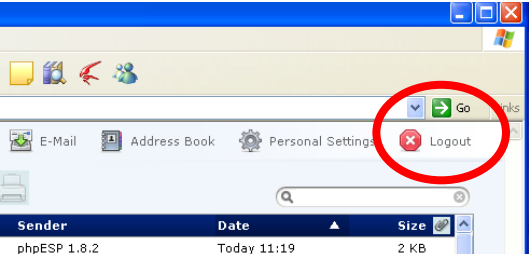
- Display name: Webmaster - SJAM Pe
- E-Mail: webmaster@sjamper
- Organization: [Empty field]
- Reply-To: [Empty field]
- Bcc: [Empty field]
- Signature: [Empty text area]
- HTML signature:
- Set default:

Buttons for 'Delete' and 'Save' are at the bottom.

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	<p>6. Click E-Mail to back to mainpage.</p>	
	<p>2. Read Email</p> <p>Number in bracket shows how many unread email</p> <p>Click on the subject of the email to read the email</p>	
	<p>3. Send Email</p> <p>Click on this icon to write and send an email</p>	

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	<p>Enter the recipient email address, if multiple, separate each email by comma (,)</p> <p>Click Send the message now to send email when you finished writing the email</p>	 <p>Priority: No</p> <p>Sender: Webmaster - SJAM Penang <webmaster@sjampenang.org.my></p> <p>Recipient: [Empty field]</p> <p>Add Cc Add Bcc Add Reply-To</p> <p>Subject: [Empty field]</p> <p>Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Undo, Redo, Spell Check, Help.</p> <p>Buttons: Send the message now, Cancel</p>
	<p>4. Reply / Forward Email</p> <p>Click this icon to reply the email</p> <p>Click this icon to forward the email to other people</p>	 <p>Subject: Response from survey: firstaid2 [26]</p> <p>Sender: phpESP 1.8.2</p> <p>Recipient: webmaster@sjampenang.org.my</p> <p>Date: Today 11:19</p> <p>Survey.id: 5</p>
	<p>5. Logout</p> <p>Logout is on the top right corner, remember to logout everytime after use.</p>	 <p>Sender: phpESP 1.8.2</p> <p>Date: Today 11:19</p> <p>Size: 2 KB</p>