SJAM Penang Webmail User Manual

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    a. Read Email
    b. Send Email
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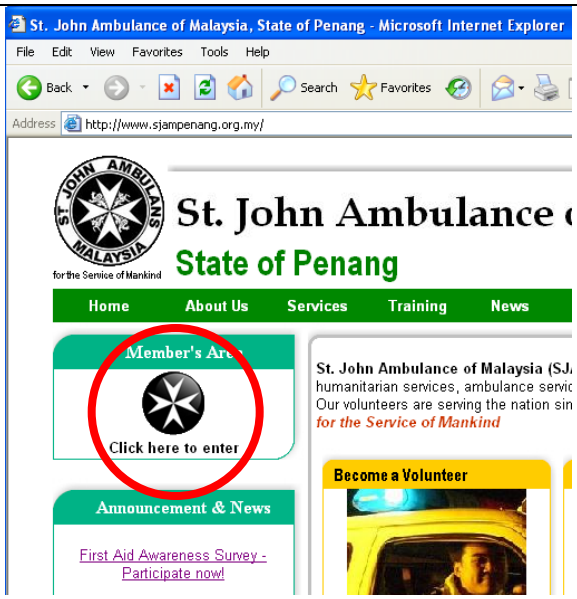
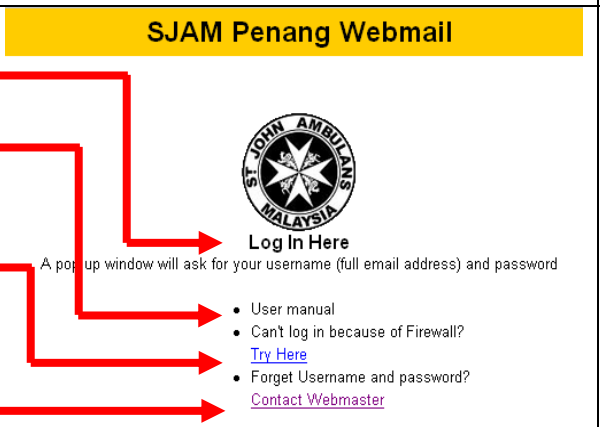
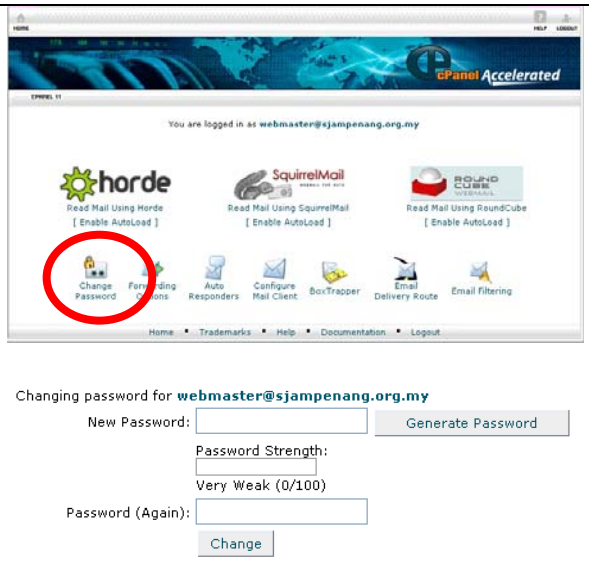
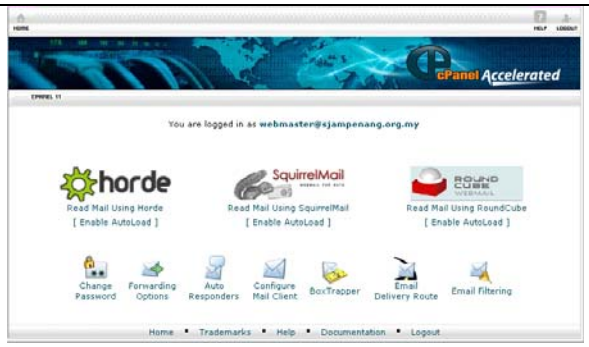
1.	Go to the website at http://www.sjampenang.org.my Click on the **Member's Area**	
2.	Click on the **Web Mail** on the left menu (Members' Menu)	
3.	Click here to log in to your webmail Click here for user manual If you can't log in because of your computer's network Firewall, you may try to log in here. Click here to contact Webmaster if you forget your username or/and password	

4.	Login A window will be pop up for you to log in. **User name**: Enter your full email address, eg. username@sjampenang.org.my **Password**: Enter your password	
5.	On the Webmail main page, You can **Change Password** here Type in your new password on the blank, then click **Change**	
6.	Select any one of the webmail provider to read / send email. ➢ **Horde** ➢ **SquirrelMail** ➢ **RoundCube** Click on the logo of the provider to access to your webmail. If you choose RoundCube, just click on the RoundCube logo.	

Access webmail by Horde

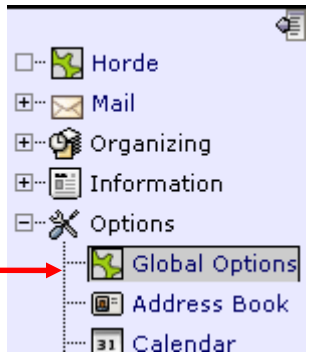
8 If you access webmail by **Horde**

1. Select **Language,** then click **Log in**

2. Set your identity

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 (+) beside the **Options** on the left menu

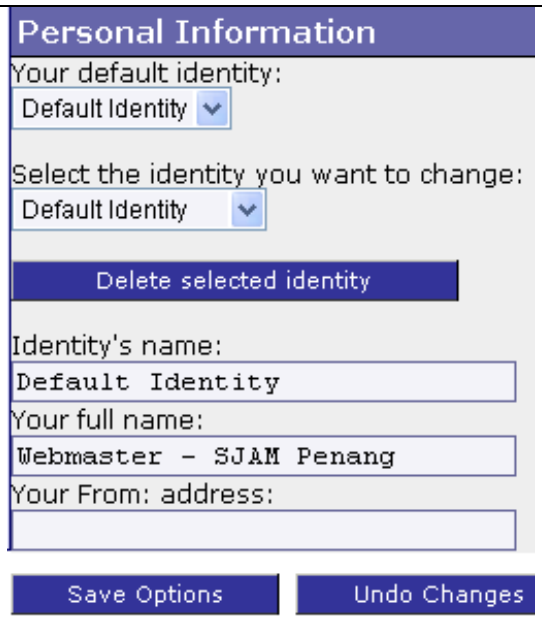


2. Click on **Global Options**

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

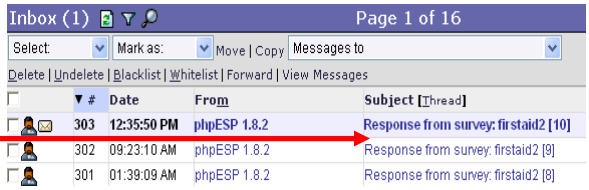
4. Type your name followed by " SJAM Penang "



3. Read Email

Number in bracket shows how many unread email

Click on the subject of the email to read the email

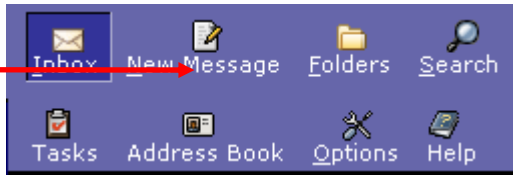


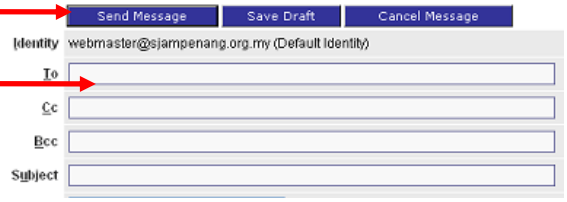
4. Send Email

Click on the **New Message** to write and send an email

Click **Send Message** to send email when you finished writing the email

Enter the recepient email address, if multiple, separate each email by coma (,)

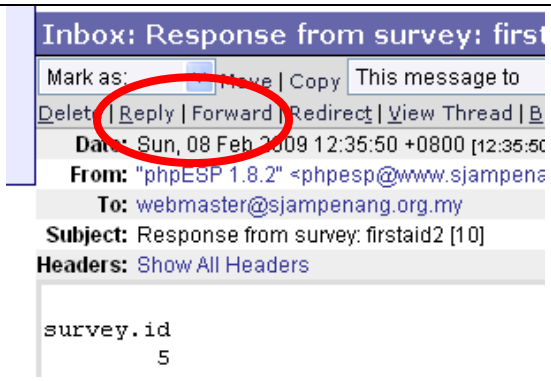




5. Reply / Forward Email

Click **Reply** to reply the email to sender

Click **Forward** to forward the email to other people.



6. Logout

Logout is on the left menu, remember to logout everytime after use.

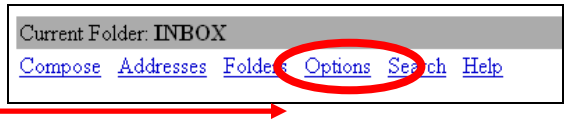
Access webmail by SquirrelMail

9

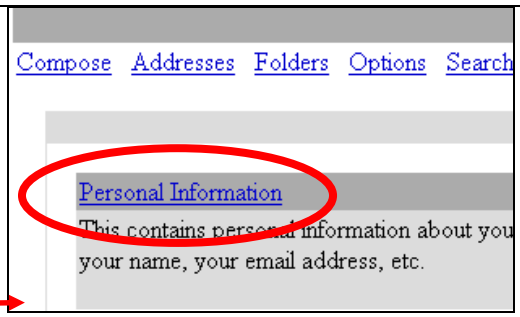
1. Set your identity

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.

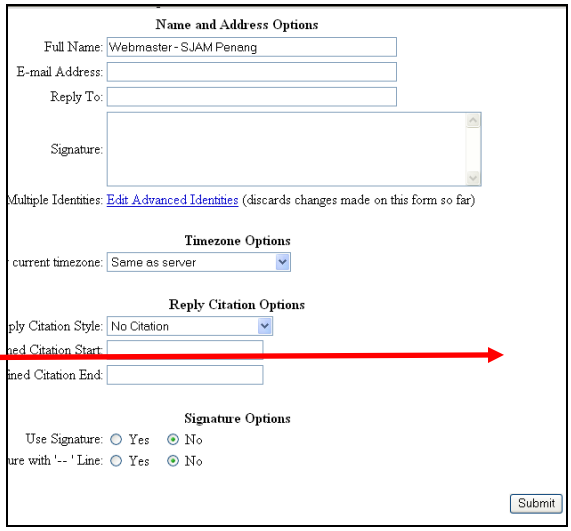
1. Click on the **Options** on the top menu



2. Click on the **Personal Information**



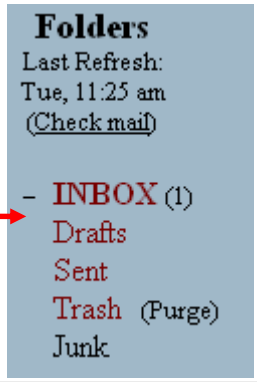
3. Type your **Full Name** on the space provided



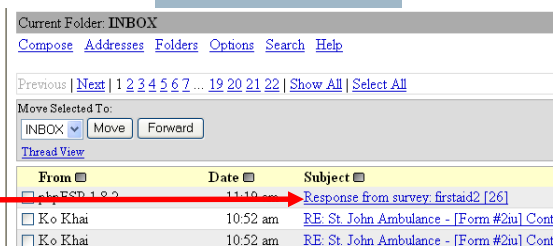
Your email may be treated as Junk / Bulk Mail by the recipient's email account if you don't set your identity

4. Click **Submit** after you have done

2. Read Email



Number in bracket shows how many unread email



Click on the subject of the email to read the email

3. Send Email

Click on the **Compose** to write and send an email

4. Reply / Forward

Click **Reply** to reply the email to sender

Click **Forward** to forward the email to other people.

5. Logout

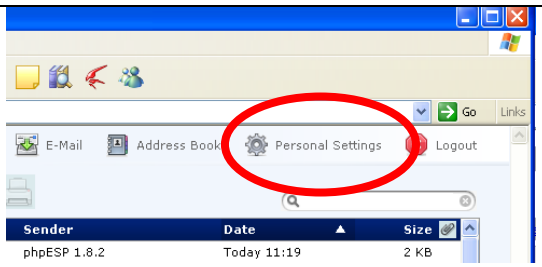
Sign Out is on the top right corner, remember to logout everytime after use.

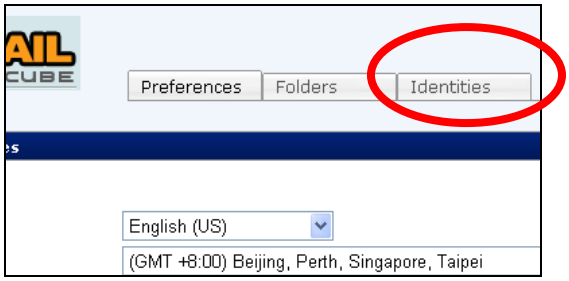
Access webmail by RoundCube

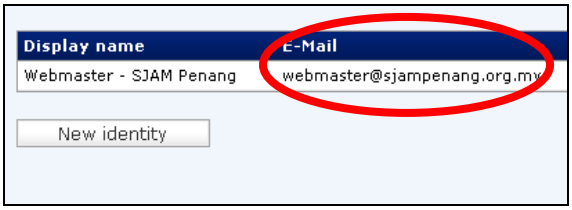
10 1. Set your identity

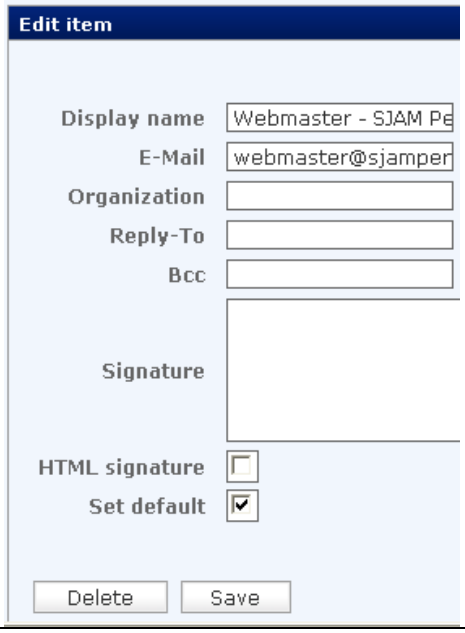
Setting Identity is a must, so that when you send email to other, your name appears on the "From" of the recipient's email inbox.

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

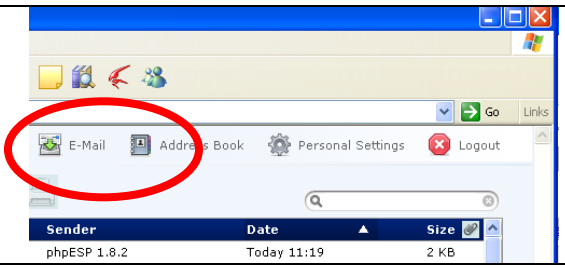

Go
Links
E-Mail
Address Book
Personal Settings
Logout
Sender
Date
Size
phpESP 1.8.2
Today 11:19
2 KB


Preferences
Folders
Identities
English (US)
(GMT +8:00) Beijing, Perth, Singapore, Taipei


Display name
E-Mail
Webmaster - SJAM Penang
webmaster@sjampenang.org.my
New identity

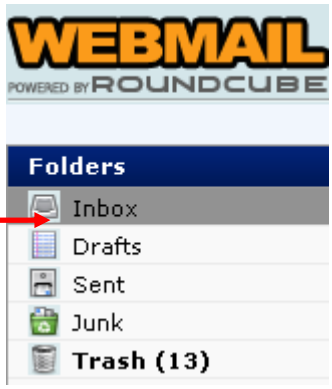

Edit item
Display name
Webmaster - SJAM Pe
E-Mail
webmaster@sjamper
Organization
Reply-To
Bcc
Signature
HTML signature
Set default
Delete
Save

6. Click **E-Mail** to back to mainpage.

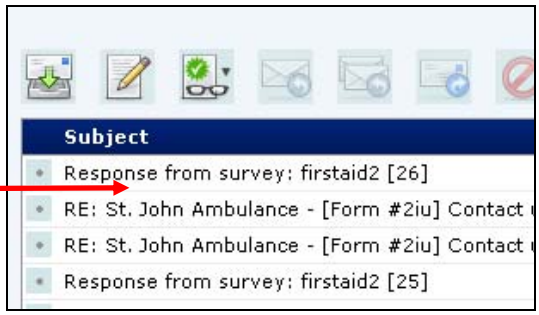


2. Read Email

Number in bracket shows how many unread email

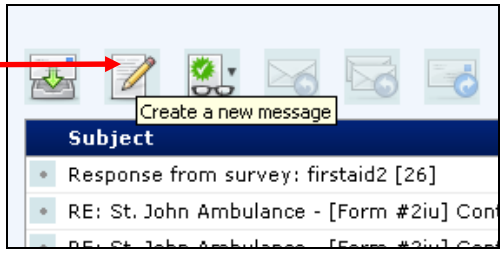


Click on the subject of the email to read the email



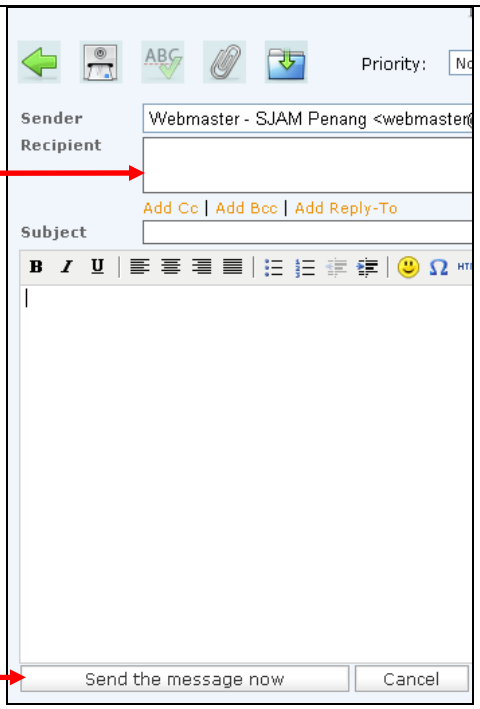
3. Send Email

Click on this icon to write and send an email



Enter the recepient email address, if multiple, separate each email by coma (,)

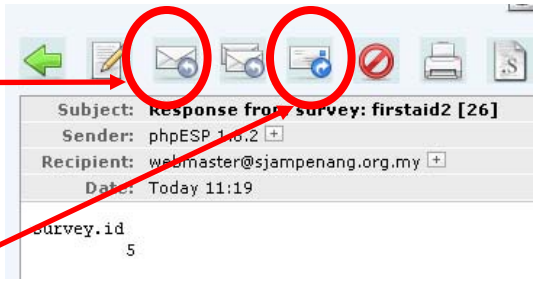
Click **Send the message now** to send email when you finished writing the email

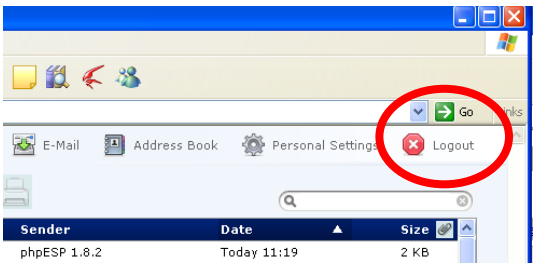


4. Reply / Forward Email

Click this icon to reply the email

Click this icon to forward the email to other people



5. Logout

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