

Getting Started with Chicagona.org Webmail

ChicagoNA.org webmail is a web-based email which requires an internet browser such as Internet Explorer. You will see that it is very similar to the webmail available on Yahoo, Hotmail, or Gmail. Whatever your webmail account is, say xxxxx, then your webmail address would be xxxxx@chicagona.org.

1. [How to log on](#)

You get to the logon screen by clicking on the **Webmail Login** button which is found on both the website home page and the website committee page. Here is the webmail pane from the www.chicagona.org home page.



Webmail now available for regional trusted servants

Each trusted servant position at the regional level is being assigned a webmail account on Chicagona.org. Webmail is accessible from any computer using a web browser.

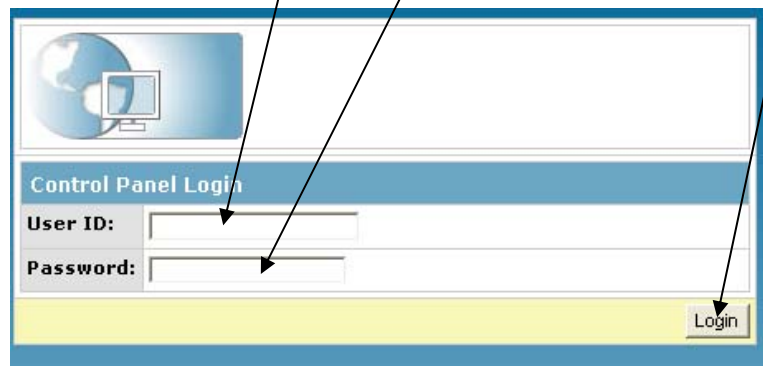
Anyone with internet email can contact regional trusted servants using these webmail addresses.

- [Click here for a directory of regional webmail accounts.](#)
- **Webmail Login**

You can also enter <http://www.chicagona.org/ControlPanel> in your browser's address bar to go directly to the login screen.

Either way you do it, the login screen will look like this:

Once you are on the login screen enter the webmail **user id** and **password** and then click on the **Login button**. If this is the first time you are logging in your password will be preset for you to a special value like webmail.100. You will be given the starter password by a member of the Web Committee



Control Panel Login

User ID:

Password:

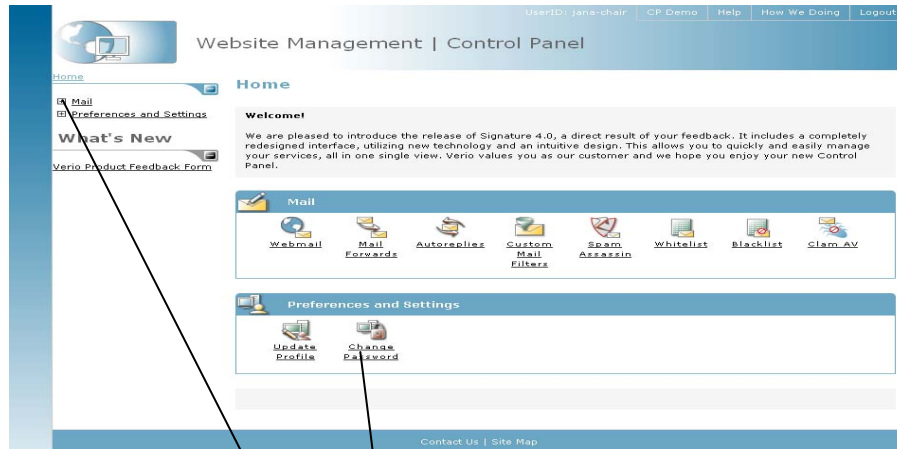
Login

When you have successfully logged in you will see a screen like the one at the top of the next page. If you are logging in for the first time then you need to perform the first-time steps outlined on the next page otherwise you may go directly to Webmail.

Getting Started with Chicagona.org Webmail

2. The first time you log in

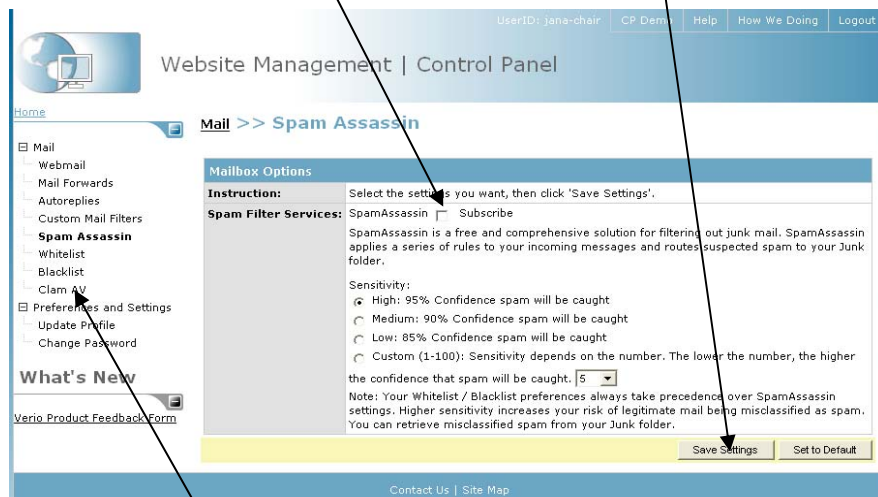
Change your password and turn on spam protection and antivirus protection the first time you log in using these five steps a) thru e):



a) Choose **Change Password**, and change your password so only you and those you give it to will be able to log on to your email. If you forget your password contact the a Web Committee member to reset your password

b) Click on the + symbol next to **Mail** and then click on **Spam Assassin**

c) Check the **Subscribe** box and then click on the **Save Settings**

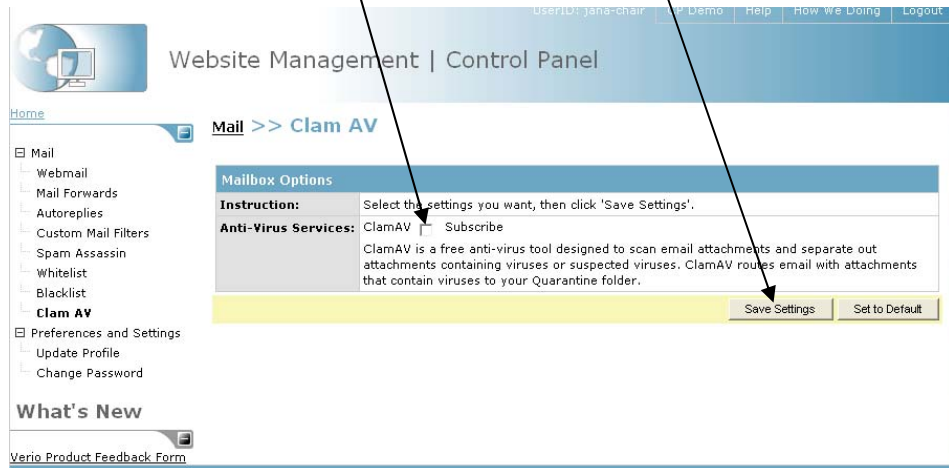


d) Click on **Clam AV** to go the the Clam Antivirus Screen

Getting Started with Chicagona.org Webmail

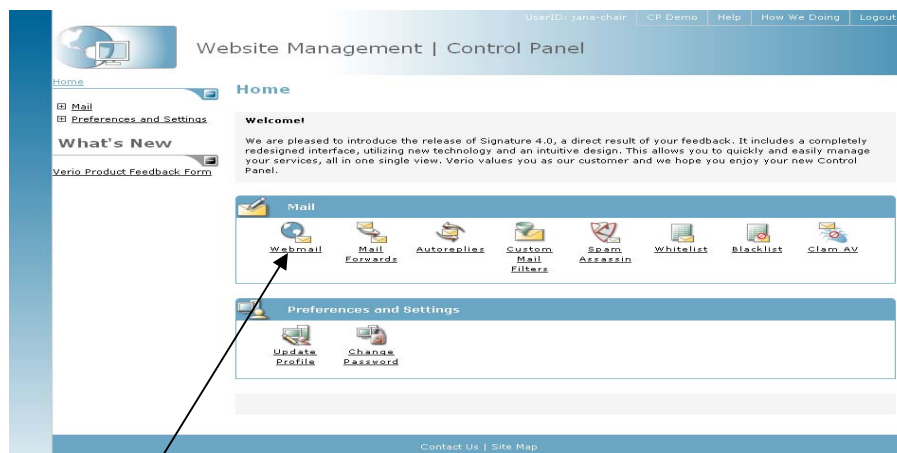
2. The first time you log in (continued)

e) Check the **Subscribe** box and then click on the **Save Settings**



3. Going to the webmail screen

After you have logged into the system your screen will look like this:

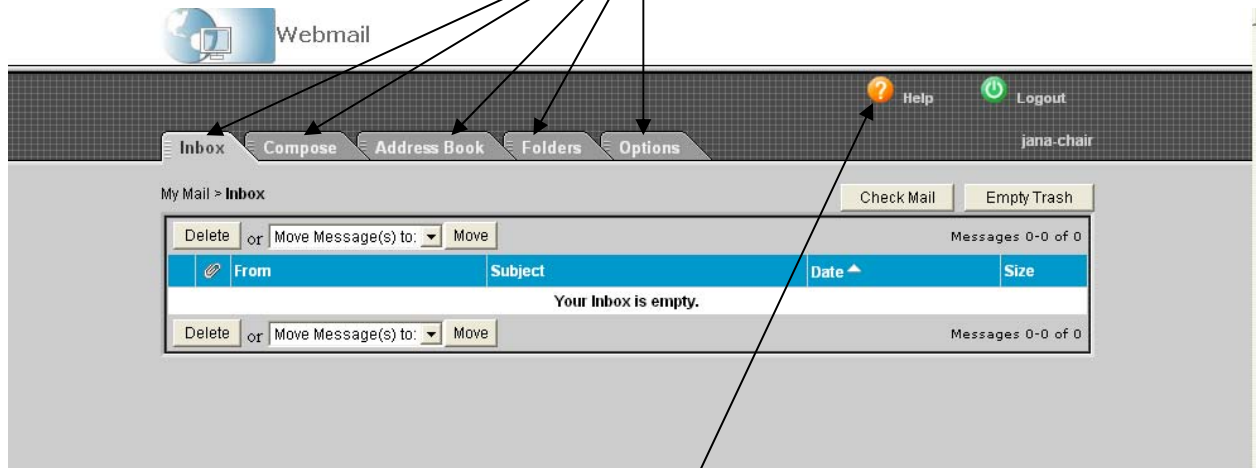


Click on the **Webmail** icon to go to Webmail

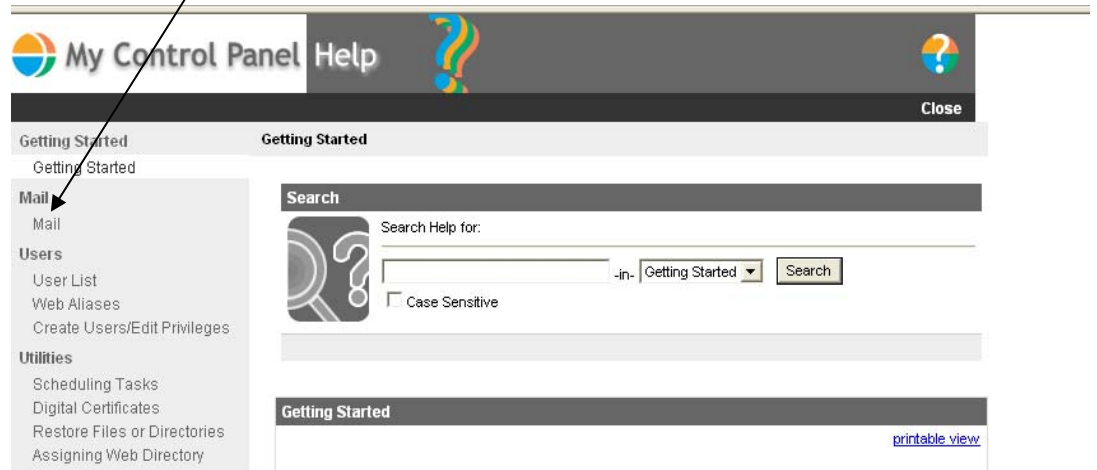
Getting Started with Chicagona.org Webmail

3. Going to the webmail screen (continued)

Here is the webmail page. You may click on each of the **tabs** at the top of the screen to use the various webmail features.



Detailed help is available for webmail by clicking on the **Help Button**, which takes you to Control Panel Help, and then clicking on **Mail** for mail help



Getting Started with Chicagona.org Webmail

3. Going to the webmail screen (continued)

Here is the webmail help screen. The various mail help topics are listed. Click on a **topic** to get help for that item.

The screenshot shows the 'My Control Panel Help' interface. The top navigation bar includes the 'My Control Panel Help' logo, a colorful question mark icon, and a 'Close' button. A left sidebar lists various help categories: Getting Started, Mail, Users, Utilities, Statistics, and Settings. The main content area is titled 'Mail > Mail' and features a search box with a magnifying glass icon, a search input field, a '-in-' dropdown menu set to 'All Categories', and a 'Search' button. Below the search box is a list of 25 mail-related help topics, each with a blue underlined link. A large black arrow points from the text above to the list of topics, and a bracket on the right side of the list indicates that these links are clickable.

Getting Started
Getting Started

Mail
Mail

Users
User List
Web Aliases
Create Users/Edit Privileges

Utilities
Scheduling Tasks
Digital Certificates
Restore Files or Directories
Assigning Web Directory Access
Managing Your Podcasts
Podcast FAQ
iTunes Episode Fields
iTunes Channel Fields
Front Page Extensions
PHP Update

Statistics
Urchin Preferences
Bandwidth History

Settings
Changing Your Password
Your User Profile

Search
Search Help for:
[Search Input] -in- All Categories [Search]
 Case Sensitive

Mail
[Mail FAQ](#)
[What Not To Do When Using Email](#)
[Reading Your Mail Using Webmail](#)
[Setting Up a Third Party Email Client](#)
[Understanding and Using Your Spam Filters](#)
[Using Your Whitelist](#)
[Importing an Address Book](#)
[Email Attachments](#)
[Japanese Encoding](#)
[Your Name on Outgoing Email Messages](#)
[Mail Display Options](#)
[Sorting Email Addresses](#)
[Managing Your Spam Filtering and Email Anti-Virus Tools](#)
[Changing Your Address Book Display](#)
[Managing Your Blacklist](#)
[Checking Your Email Trash Folder](#)
[Managing Email URLs](#)
[Clearing Mail Folders](#)
[Moving Email Messages](#)
[Composing a Message](#)
[Preview and Print Messages](#)
[Using Address Book Entries](#)
[Printing Your Address Book](#)
[Distribution Lists](#)
[About Your Quarantine Folder](#)
[Creating Mail Folders](#)