




Horde Webmail User Guide
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129 Bleachery Blvd, Suite 101
Asheville, NC 28805
(828)-254-9638
www.intervelocity.com

About This Document

This document is intended to be a quick reference guide to follow for checking email accounts via the new webmail system (Horde). Horde contains some very helpful tips whenever you see a  you can click it for additional help with a feature. For questions not covered in this document contact InterVelocity support (support@intervelocity.com).

Login to WebMail

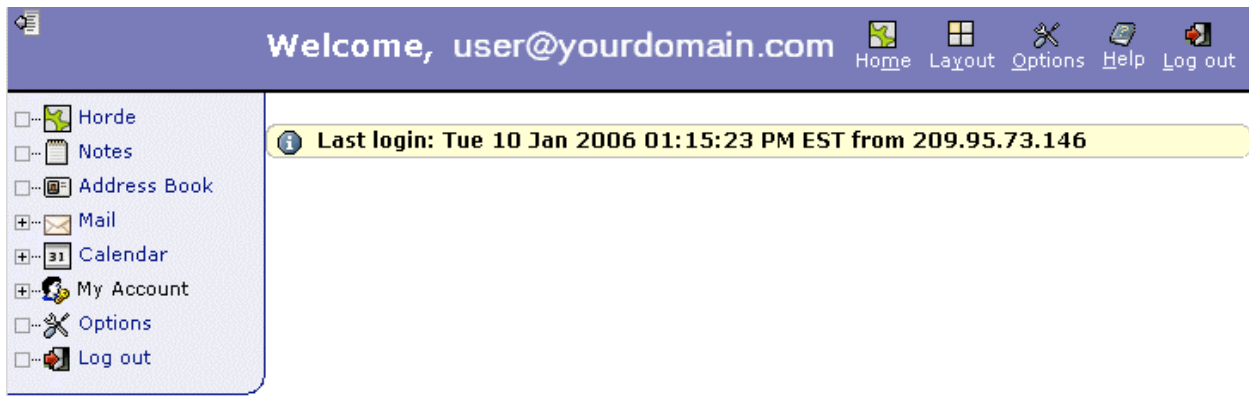
- Open a web browser and go to <http://webmail.yourdomain.com>

Username	<input type="text" value="user"/>
Password	<input type="password" value="*****"/>
Language	<input type="text" value="English (American)"/>
	<input type="button" value="Log in"/>

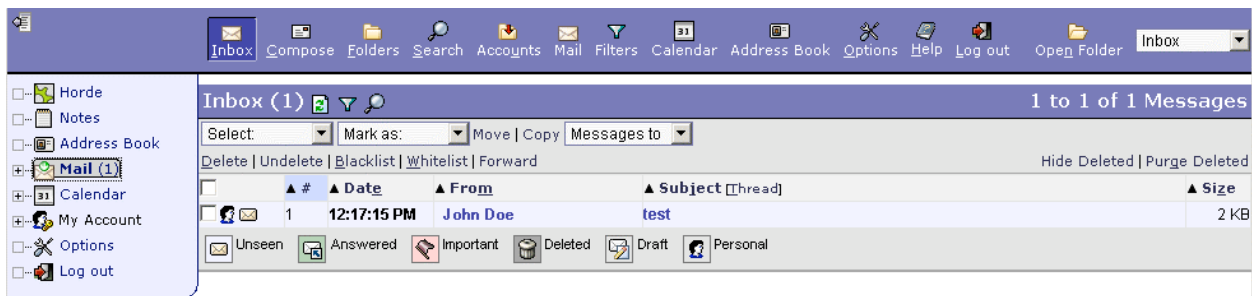
- Enter your email ID and password and click Log In

Using Webmail

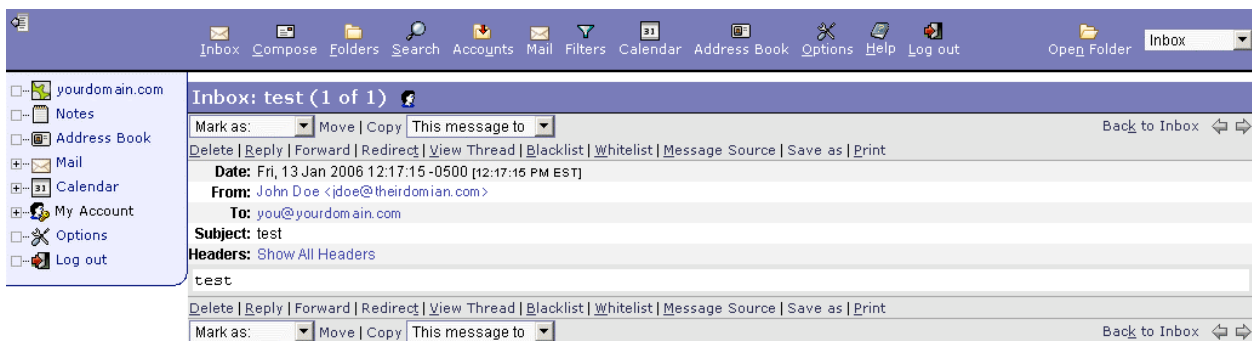
- Upon successful login you will see this screen:



- Clicking the mail icon on the left menu will bring you to the inbox, where you can perform email functions such as read/send/manage email.



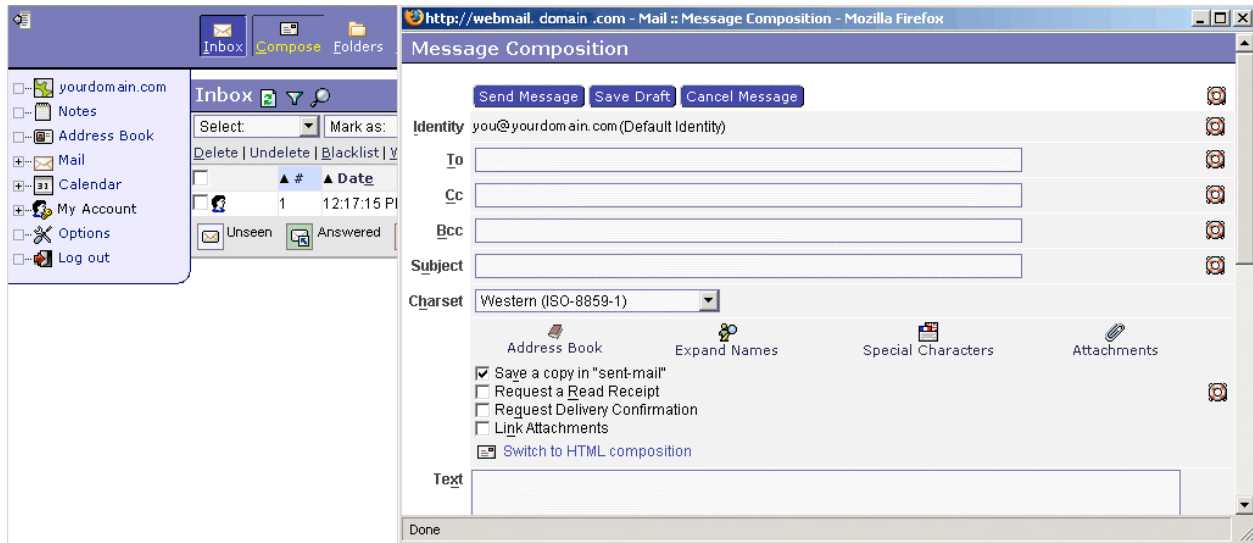
- To read a message, simply click on the sender or subject.



- From this screen, you can delete, reply and forward your message.

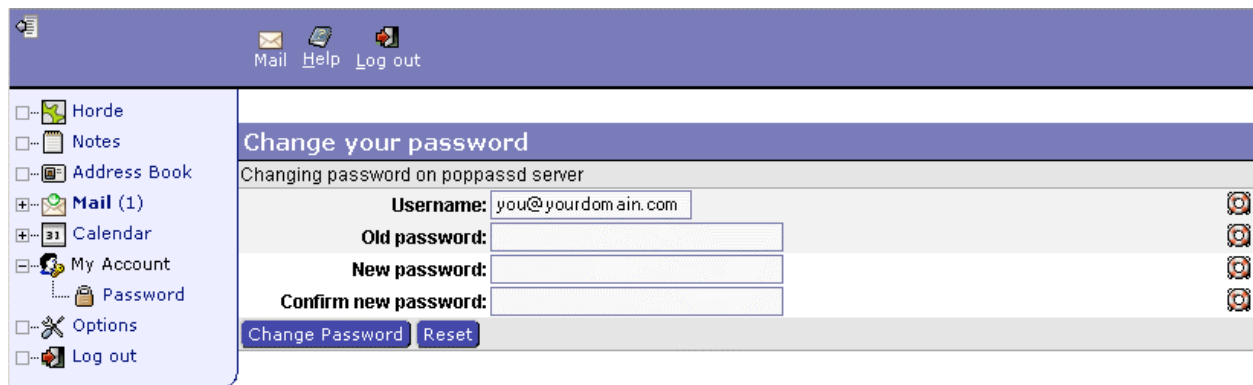
Composing a message

- To compose a message click on **Compose** from the top menu in the mail screen. This will bring up a message composition window.



Changing Password

- To change a password, open the **My Account** folder and select **Password**.



- Type in the old password, new password and confirm then click **Change Password**.
- Remember, the password is there to protect you and the rest of the internet from malicious attacks. It cannot be stressed enough that the password should be difficult to compromise. 6-8 characters, a mix of numbers, capital, and lower case letters is highly recommended. Never use the User ID as the password!

Logout

- To logout click on the Log out button either on the left menu or on the top bar.