



## Instructions for Web-based email

(keep these instructions in a safe place)

Write down your email address: \_\_\_\_\_ @ eCarmel.org

Write down your password: \_\_\_\_\_

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There are two ways to get your email using your web browser (Internet Explorer, Firefox, Safari, etc.)

1. “Regular” email gateway
2. “Secure” email gateway

The only difference is that the “secure” gateway automatically encrypts the connection between your computer and the email server. If you are on a public machine (at an airport or internet cafe) you should use the secure gateway. You should definitely use the secure gateway if you are on a laptop or other computer which is connected to the Internet through a Wi-Fi (wireless) connection. Note: the secure gateway does NOT encrypt your actual email messages themselves, only the connection between you and eCarmel. If you require the security of encrypted emails, you’ll need to get PGP or GPG (or some other) email encryption program.

Once you are logged in, all the screens and information look the same whether you are using the regular or secure gateway.

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### Logging in

1. Open up your web browser and go to: <http://www.eCarmel.org>
2. Click on either the “Regular email gateway” tab, or the “Secure email gateway” tab.
3. You will see the login area, which looks like this:

**WebMail Login**

Please sign in to read or send mail. To change your WebMail client, [click here](#).

**E-mail Address**

**Password**

4. Enter your full email address (tbrandsma@eCarmel.org or whatever), and your password, then click the “Login” button.
5. Your inbox will appear, along with a collection of menu items, such as “Read Mail”, “Compose”, etc. across the top of the screen. **When you are done using your webmail account, don’t forget to log off by clicking the “Logoff” link at the top.**

[Read Mail](#) [Compose](#) [Search Email](#) [Calendar](#) [Addresses](#) [Folders](#) [Settings](#) [Help](#) [Logoff](#)

Tag	Subject	From
Inbox has no messages		
<input type="button" value="Move"/>	<input type="text" value="Trash"/>	

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## Changing the display language

1. Click on the “Settings” link at the top of the window
2. Find the entry marked “Service Language” and change the box on the right to whatever language you prefer. Note: this does not translate your emails, it only changes the language that eCarmel uses for the display, menus, etc.

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## Changing your email password

1. From the main eCarmel home page, click the “Email password” link
2. The login window will appear. Enter your entire email address and password, and click the “Manage Mail” button.



**Mail Login**  
In order to access your e-mail, please log in below.

E-mail Address:

Password:

3. Click on the “Change Password” button and enter your new password. Passwords must be at least 6 characters long, and may include letters, numbers, and punctuation. Passwords are case sensitive, so “zelatus34” is NOT the same as “Zelatus34”.



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4. When you have changed your password (and any other settings you want to change) click the “Log Out” button on the left side of the screen to make sure your changes are secure.



Logged in as:  
**ecarmel**