

# Using the CDFHS Webmail Facility

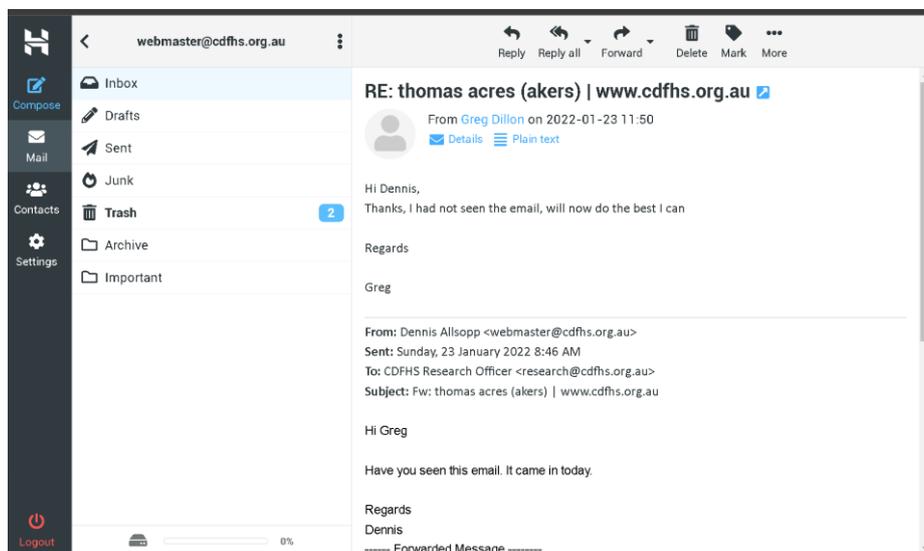
CDFHS has available to all office holders a webmail facility allowing for the sending and receipt of Society emails rather than the necessity of having to use personal email accounts.

To access the facility, visit <https://mail.hostinger.com> and you will be presented with a screen similar to that below.



Enter your User Name and Password, then click on the **Login** button to access the mail facility. If you have lost your login details email [webmaster@cdfhs.org.au](mailto:webmaster@cdfhs.org.au) for assistance.

As the illustration below demonstrates the webmail facility which looks like most other email programs. By default webmail opens displaying the Inbox.

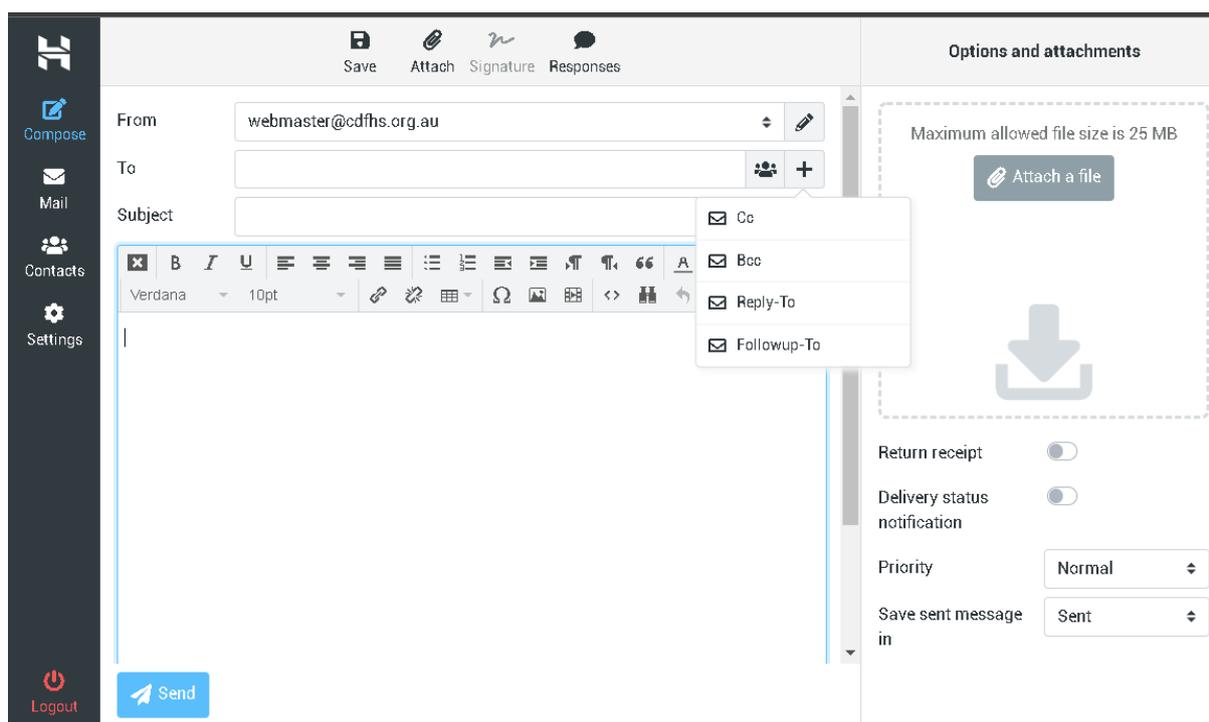


At the left of the screen are four (5) buttons labelled:

- Compose – For the creation of new emails
- Mail – To display the contents of the Inbox and access other folders
- Contacts – The address book
- Settings – Enables the configuration of preferences, folder visibility, automated response text, changing password and filtering of emails.
- Logout – Exits the webmail application.

## Composing Emails

The compose screen is typical of most email programs with input boxes for the recipient's email address and a subject. Your email address will appear in the **From** box at the top position. For cc and bcc facilities click on the + symbol to the right of the **To** input box.

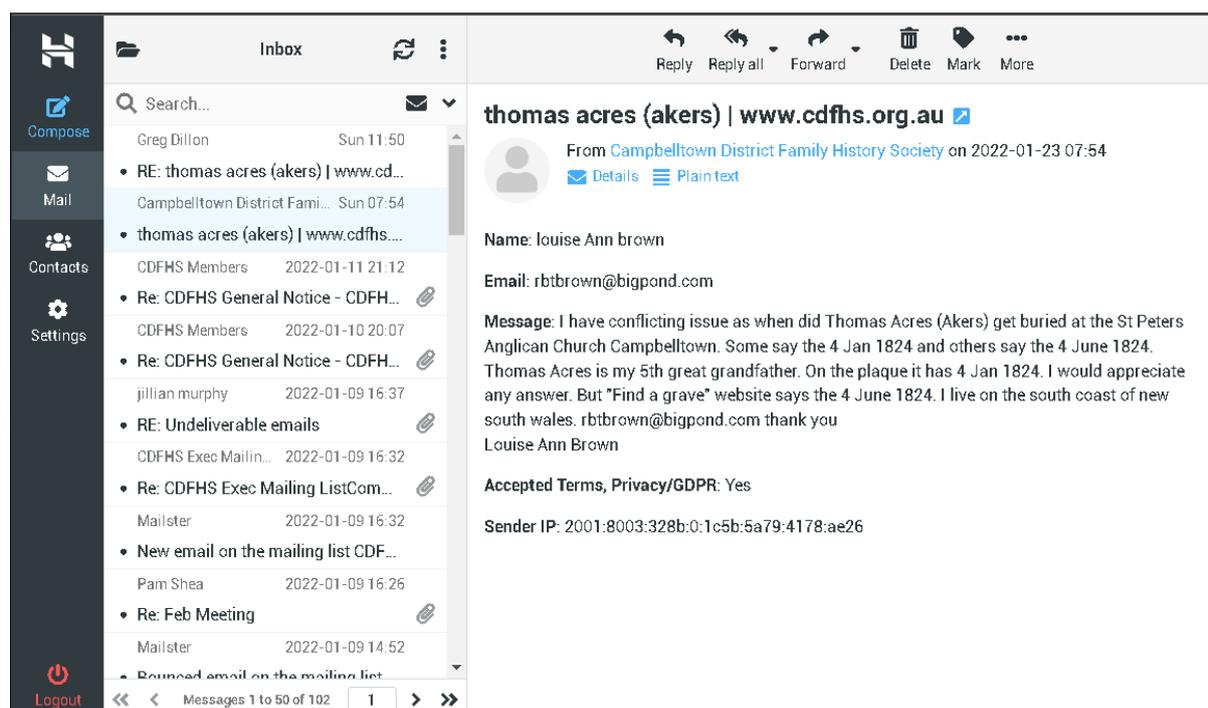


In the centre of the screen is an area for constructing the contents of the email , and to the right a facility for attaching documents and/or images to the email. Attachments can be added using drag and drop by dragging the file onto the large box.

Click on the **Send** button to deliver the email when complete.

## Reading Email

Select the **Mail** button to display the **Inbox**. The Inbox screen is divided into two (2) parts. At the left is the list of all emails received, whilst on then right is displayed the contents of the selected email.



At the top left of the view is a folder icon . Click on this icon to view other mail folders, e.g., Drafts, Sent, etc. To return to the Inbox select the  icon which appears replacing the folder icon.

Selection of the  icon will refresh the mail, i.e., retrieve any new emails on the email server.

Under the **More** menu item can be found options to print the email and download attachments amongst other things.

## Keeping Emails

**DO NOT** delete emails other than those containing spam, etc. Emails specific to CDFHS business **must** be retained as they form part of the Society's archive and may be required in the event of any unforeseen circumstance.