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 <u>https://mail.hostinger.com</u> and you will be presented with a screen similar to that below.

. 100 0	Hi, 🤞 Welcome to Hostinger Webmail			
	Usemame			
	Login			
	Forgot password			

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 <u>webmaster@cdfhs.org.au</u> for assistance.

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

H	webmaster@cdfhs.org.au	Reply Reply all Forward Delete Mark More					
Ľ	🖴 Inbox	RE: thomas acres (akers) www.cdfhs.org.au From Greg Dillon on 2022-01-23 11:50 ■ Details ■ Plain text					
Compose	🖋 Drafts						
∑ Mail	🖪 Sent						
:2:	🕲 Junk	Hi Dennis, Thanks, I had not seen the email, will now do the best I can Regards Greg					
Contacts	Trash 2						
¢.	C Archive						
Settings	🗅 Important						
45		From: Dennis Allsopp <webmaster@cdfhs.org.au> Sent: Sunday, 23 January 2022 8:46 AM To: CDFHS Research Officer <research@cdfhs.org.au> Subject: Fw: thomas acres (akers) www.cdfhs.org.au Hi Greg Have you seen this email. It came in today. Regards</research@cdfhs.org.au></webmaster@cdfhs.org.au>					
Logout	0%	Dennis					

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.

H	B 🖉 2~ 🗩 Save Attach Signature Responses			Options and attachments	
Compose	From	webmaster@cdfhs.org.au \$	ø	Maximum allowe	d file size is 25 MB
	То		+	🖉 Atta	ach a file
Mail	Subject	Ce			
Contacts	B I				
۵	Verdana -	10pt - ∂ ⅔ ⊞ - Ω ⊠ ፼ ↔ ₩ ↔ ⊠ Reply-	-То	_	
Settings	I	☑ Follow	vup-To		
				Return receipt	
				Delivery status	
				notification	
				Priority	Normal 🗢
			-	Save sent message in	Sent 🗢
U Logout	🖌 Send		·		

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 \square . Click on this icon to view other mail folders, e.g., Drafts, Sent, etc. To return to the Inbox select the \leq icon which appears replacing the folder icon.

Selection of the \overleftarrow{c} 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.