

## ***Accessing Your NATWC.ORG Webmail Accounts***

The following is a step by step how-to for accessing your email accounts @ NATWC.ORG. If you would rather see a how-to video on this same subject please feel free to click on how-to's on the support menu and watch the video on accessing your NATWC webmail.

Thank You [Webmaster@natwc.org](mailto:Webmaster@natwc.org)

Step 1. Open up your favorite web browser e.g. (IE, Firefox, Opera, Chrome, Safari, etc...).

Step 2. In the browser URL or Address bar type the following URL: (<http://natwc.org/webmail>)

Step 3. Once you arrive on the page have your NATWC email login credentials handy...

Now your account credentials should look like the following:

Username: [samplea@natwc.org](mailto:samplea@natwc.org)

Password: 87defg

Now in the username enter your email address and in the password enter the password sent to you by your administrator in the password field and login. This will log you onto the email secure server but you are not done yet we still have to set up and login to the email client that you will use to view your mail.

Step 4. So we are now logged into the secure email servers, so we need to setup your mail reader or mail client. Don't worry this is very simple to do and will not take that long at all.

You should now see a screen that says:

“You are logged in as [youremail@natwc.org](mailto:youremail@natwc.org)”

Followed by 3 different email client application options and underneath them advanced option selections. \*We will not be worrying about the advanced options as if you for some reason need any of these please contact us and we will set them up for you.\*

So you can now choose to use Horde (WRS choice), Round Cube, or Squirrel Mail. Under each of these options you will notice the following choices: Read mail using “ ” and Enable Autoload. We are going to go ahead and setup the autoload feature for your email accounts.

So first decide what mail client you are going to use: Horde, Round Cube, or Squirrel Mail. Now underneath your choice we are going to click “Enable Autoload”. In the pop up window that appears please change the number in the box to 0 and then click “Ok”. Now the window closes and you are back to the screen you were on. Now click on the “Read Mail using “ ” option under the choice of email client you chose to use.

If you are using horde it will take you to another screen asking you to log in simply click log in and you will then be logged into the mail client. (You should only have to do this one time.) I am unsure but on Round Cube or Squirrel Mail you may also have to do this since they have been updated but I know before it just logged you into the software automatically.

Now feel free to use the wonderful help support provided by your mail client application to learn how to utilize you contact / address books, calendars, notes, and more...

Thank You

[Webmaster@NATWC.ORG](mailto:Webmaster@NATWC.ORG)