

TOWN OF NEW PEKIN



Document Title: Web Based Email Instructions

Document Creation Date: 07.14.10

General Instructions

Table of contents
(Click on the appropriate section to view)

1. [Logging in and out of my e-mail](#)
2. [Adding e-mail contacts](#)
3. [Checking and Sending new messages](#)
4. [Changing my password](#)

TOWN OF NEW PEKIN



Logging in and out of my e-mail

1. Go to the website
 - a. www.townofnewpekin.com
2. Go to the following page
 - a. Town Employees
3. Click on
 - a. Email Login
4. A new window will come up titled
 - a. Workspace Email Login
5. Enter your e-mail address
 - a. _____@townofnewpekin.com
6. Enter your password
7. Click
 - a. Login
8. To logout of your email
 - a. Click on the Logout button located in the top right hand corner of your email page.

[Return to the table of contents](#)

TOWN OF NEW PEKIN



Adding e-mail contacts

1. Under the Address Book
 - a. Select:
 - i. Add Quick Contact
2. Fill in all information
3. Click
 - a. OK

[Return to the table of contents](#)

TOWN OF NEW PEKIN



Checking and sending new messages

1. To check e-mail
 - a. Click
 - i. Check E-mail
2. To send a new message
 - a. Click
 - i. Compose
 - b. Type in the To: section
 - i. Who the e-mail is to be sent to.
 - c. Type in a Subject: section
 - i. What the e-mail is about.
 - d. Type message in the message area.
 - e. Click
 - i. The black Send button after e-mail is complete.

[Return to the table of contents](#)

TOWN OF NEW PEKIN



Changing my password

1. Under Setting
 - a. Select:
 - i. Personal Settings
 - b. Type your current password
 - c. Type your new password
 - d. Retype your new password to confirm
 - e. Click
 - i. OK
2. REMEMBER YOUR PASSWORD

[Return to the table of contents](#)

Document Change Information

<i>Date</i>	<i>Description Of Change</i>	<i>Changed By</i>
07.14.10	Initial release	Jeff Clem

This document has been created and is owned by The Town of New Pekin. Pekin, Indiana. Only New Pekin Town office personnel have the authority to change this document or create new documents within this format. This document format is controlled by the Town of New Pekin Web Master.