

Memo

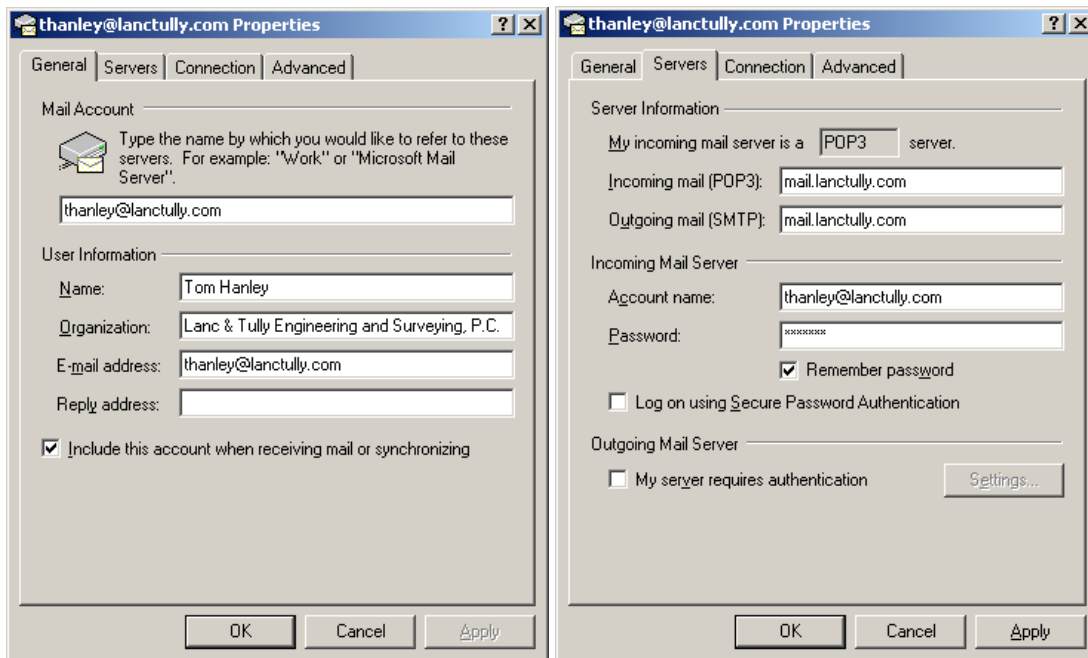
To: All Lanc & Tully employees
From: Tom Hanley
Date: 6/13/2003
Re: Lanctully E-mail setup

How do I check my email?

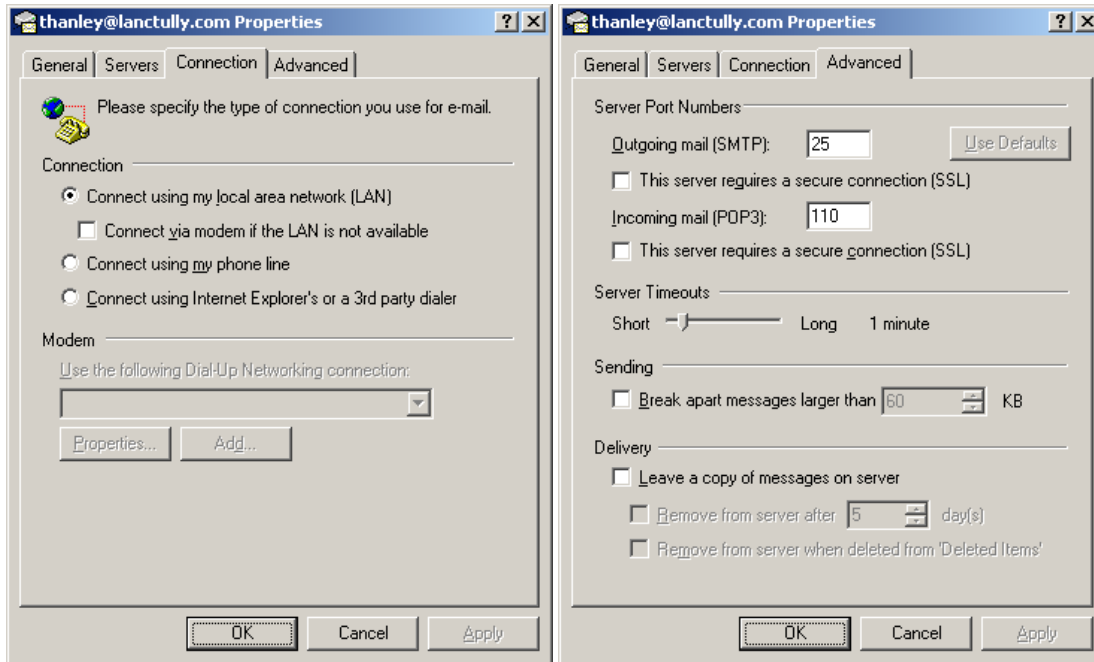
You can check your email either by setting up your email client (Microsoft Outlook, Outlook Express, Netscape, Aol...etc.) using the settings below or you can use web-based email to check online when you are away from your email program.

Outlook 2000 account setup

These screen shots show the four panels within the account properties in Microsoft Outlook 2000. Other email programs have similar setups. These settings are to be used only for your personal Lanc & Tully Email accounts. The 5 shared email accounts that were previously setup (eng, svy, lanc, tully, & admin) are handled differently and using this setup will cause email to be lost. Please contact me if you need to setup up one of the 5 special shared accounts or if you need help with your personal account.



If you are unable to send email with the above settings, your ISP may not send mail with a domain name other than its own. You may have to set the SMTP or outgoing mail server to the SMTP server of your Internet Service Provider. For example, smtp-server.hvc.rr.com is the default SMTP for our roadrunner connection at Lanc & Tully. Each ISP SMTP is a little different. I can help you find what it is if you are having difficulty. Try mail.lanctully.com first and see if it works. Your account name must include the domain name (that's the "@lanctully.com" part).



How do I use web-based email?

You will need Internet access to check your email on the web. There are several webmail sites you can use. You navigate to www.lanctully.com/webmail and log in using your username (email address) and password. You can choose between two web-based email services. Pick one, either NeoMail or Horde. Try both to see which one you like better. Once you are verified you will be able to perform all your standard email tasks. If you have multiple email account that you wish to check, you must logout and then log back in under the next username (email address) and password to gain access to that account. You must type the whole address shown to get to the web-based email. Once there, you can save that page as a favorite for future use. I will be putting a link on the website so you won't have to remember that address.

Please contact me if you have any questions concerning this procedure or need further clarification.

Thank You,

Tom Hanley