

To access your club e-mail account

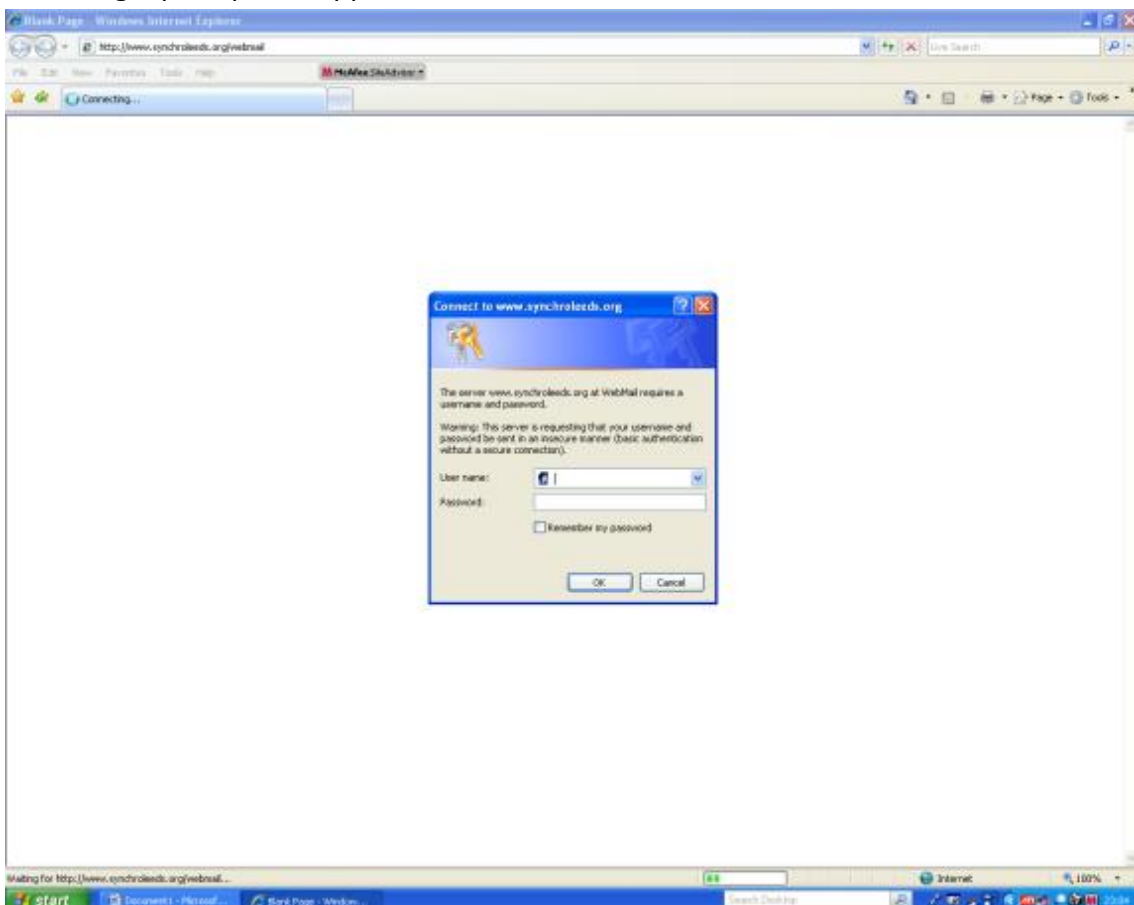
Please regularly check this account as important information will be sent via club e-mail

The account is set to a 100MB limit

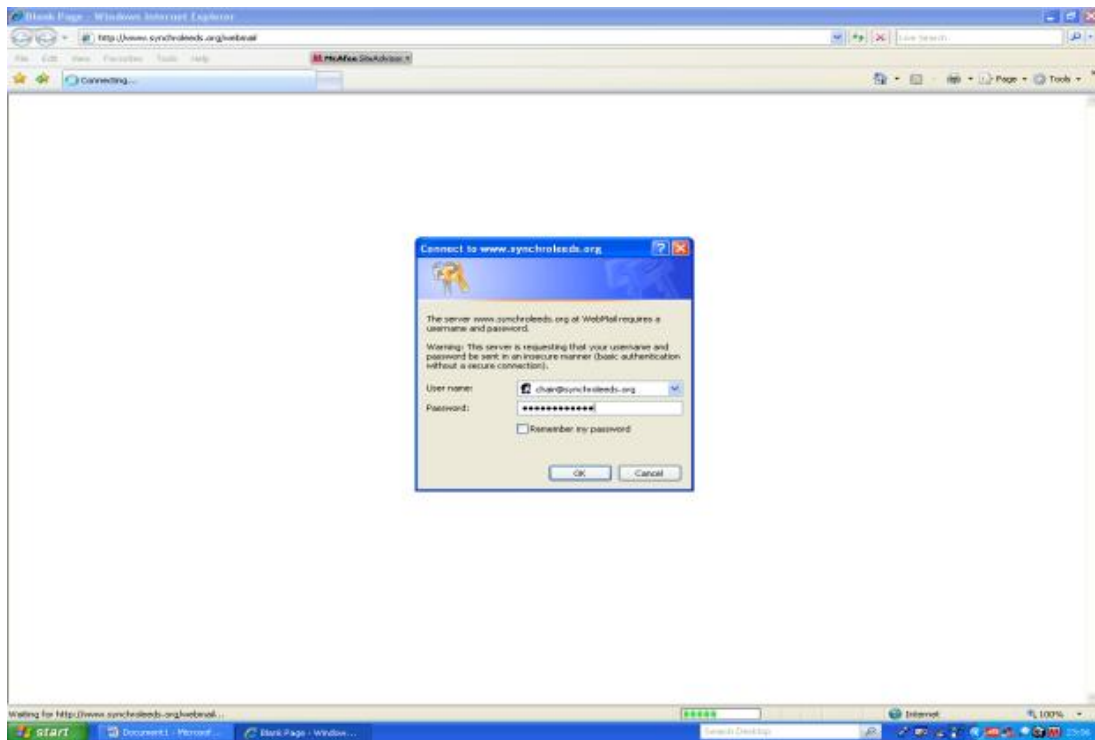
The account is only available whilst in membership of the City of Leeds Synchronised Swimming Club

This is your account no officer, or other member of the club, can access the account once you have changed the password

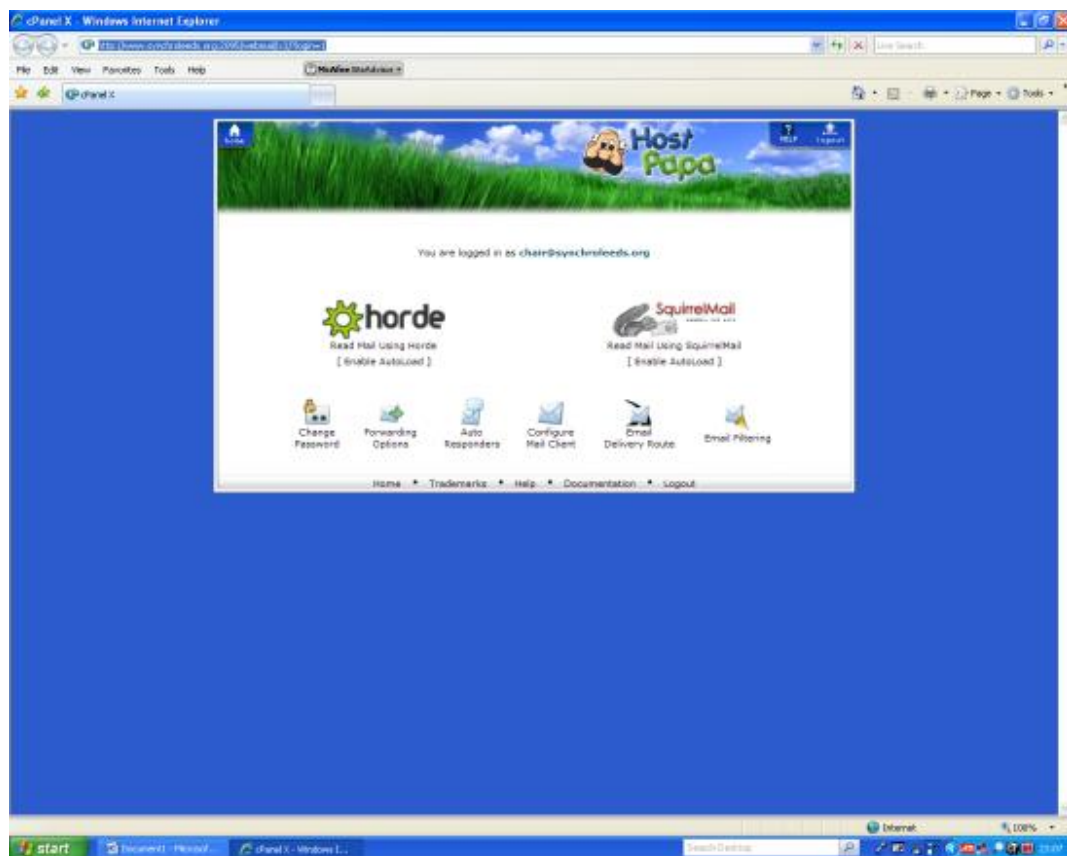
1. To access your e-mail
 - a. In your web browser enter www.synchroleeds.org/webmail
 - or
 - b. Click on the e-mail icon on the club website
2. A login prompt will appear



3. Enter your username = firstname.surname@synchroleeds.org
4. Enter the password = defaultpw



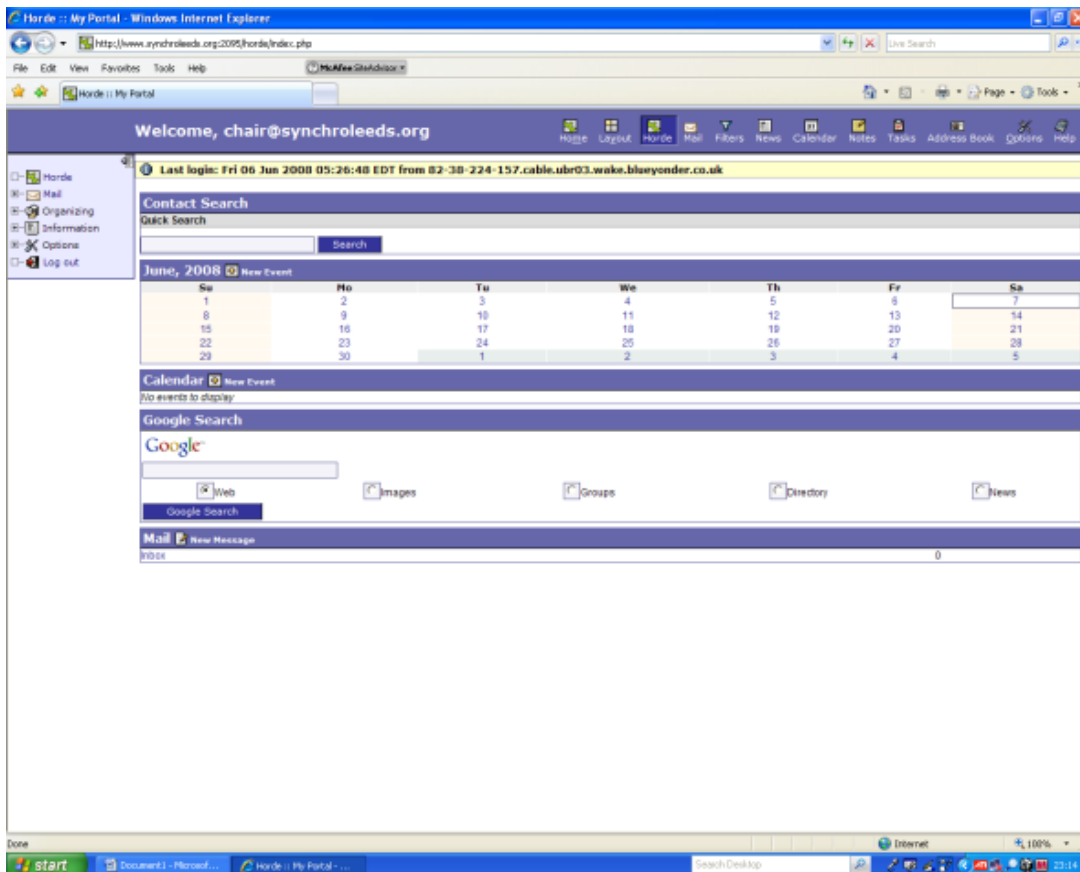
5. Click OK or press enter the following screen appears



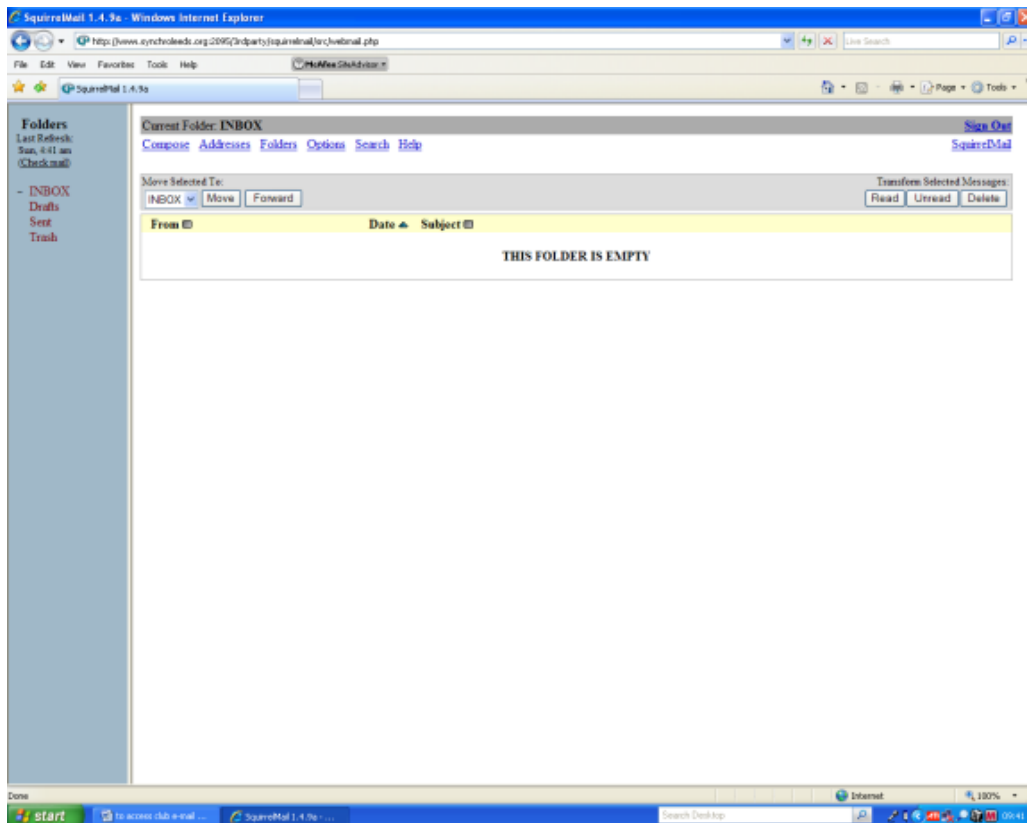
6. On this screen you can to change your password, it is advisable that you do

7. You can now chose how to open you mail
8. Horde and Squirrel are web based which means that you can access you mail from any PC with an internet conection

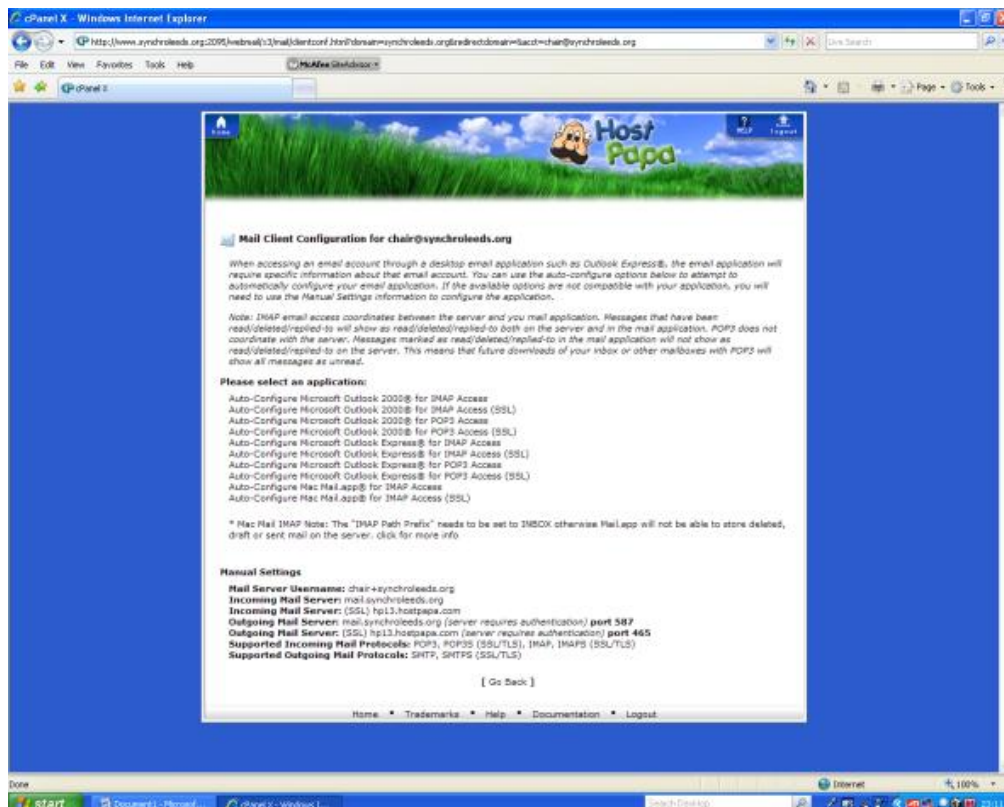
Horde will present you with another login screen just click on login and the following screen will appear



- a. Squirrel does not ask for you to log in. the following screen will be displayed



9. Mail sent from web mail will show your synchroleeds address
10. You can configure Outlook Express (or Outlook) by clicking on the Configure Mail client icon



11. Click on the option that you want (POP3 is the usual one)
12. You will now be able to open your club mail every time you go into Outlook Express (or Outlook).
13. Windows Vista and Windows 7 will need to be manually configured especially if you are using Outlook
14. All other mail clients will need to be manually configured
15. The configuration information is in displayed on the above screen

Points to remember when using either Outlook Express or Outlook

Any mail read in Outlook Express or Outlook will be deleted from the web mail hosts

When you send mail from Outlook express (or Outlook if you have it) you will have to chose to send it via your synchroleeds address otherwise it will be sent from your personal (default) address.