

# ***TOWN OF NEW PEKIN***



**Document Title:** Web Based Email Instructions

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## **General Instructions**

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# ***TOWN OF NEW PEKIN***



## Logging in and out of my e-mail

1. Go to the website
  - a. [www.townofnewpekin.com](http://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.

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# ***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

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# ***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.

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# ***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

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### ***Document Change Information***

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