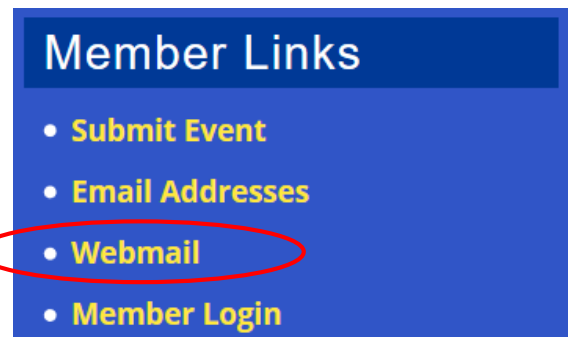


# Accessing Webmail



- 1 Visit <https://nm-aa.org/>
- 2 Scroll down the home page and locate the box titled "Member Links"
- 3 Click the link titled "Webmail"



- 4 You will be directed to the Webmail login in page

## Webmail

- 5 Enter your Area 46 email address

Email Address

- 5 Enter your Area 46 password (it was sent to you via email)

Password

[Reset Password](#)

# Accessing Webmail



6 Webmail can be accessed through one of three different interfaces.

If a default is already selected you will be taken straight to your inbox.

If a default has not been selected you will be taken to the screen shown below to select your default. (Examples of each inbox are on next page).

The screenshot shows a webmail interface with a dark header bar containing the text "Webmail" on the left and "18.37 MB / 500 MB", "web3@nm-aa.org", and "LOGOUT" on the right. Below the header, the main content area is titled "Choose a Default Webmail Application". There are three selectable options, each in a white box with a light blue "Set as Default" button at the bottom:

- horde**: Represented by a green gear icon.
- roundcube**: Represented by a blue cube icon with a white sphere on top. Below the name is the text "open source webmail software".
- SquirrelMail**: Represented by a squirrel icon holding a nut. Below the name is the text "WEBMAIL FOR NUTS".

Below these options is a light blue horizontal bar with the text: "For more email configuration options, click the *User Preferences* menu in the top navigation bar."

At the bottom of the screenshot, there is a small disclaimer: "When you access an email account through a desktop email application such as 'Microsoft Outlook 2000® for Windows®', the email application will require specific information about your email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the **Manual Settings** information."

7 Make your default selection (if not taken directly to your inbox).

# Accessing Webmail



## 8 Examples of each inbox.

### A. Horde

The screenshot shows the Horde webmail interface. The top navigation bar includes 'horde Groupware 5.2.14', 'Mail', 'Calendar', 'Address Book', 'Tasks', 'Notes', 'Others', and a search bar. The left sidebar shows folders: 'Inbox (3)', 'Drafts', 'Sent', 'Folder Actions', '2017', 'Area 46 Logos', 'Junk', 'Mailchimp', 'Storage', and 'Trash'. The main inbox area displays a list of messages with columns for 'From', 'Subject', 'Date', and 'Size'. The selected message is from Theresa Drew with the subject '56th International Women's Conference: February 20-23, 2020'.

From	Subject	Date	Size
WordPress	[New Mexico AA Area 46] Meeting Change Notification: Portraits of Progress	12/29/2019	5 KB
Area 46 Registrar	Return Receipt (read): Email Box Cleanup	12/29/2019	4 KB
WordPress	[New Mexico AA Area 46] Meeting Feedback Form: Thursday Mora Meeting	12/28/2019	4 KB
WordPress	[New Mexico AA Area 46] Meeting Feedback Form: Portraits of Progress	12/28/2019	3 KB
Eloy Mendoza	Fwd: 56th International Women's Conference: February 20-23, 2020.	12/27/2019	1.2 MB
Theresa Drew	56th International Women's Conference: February 20-23, 2020.	12/25/2019	1.2 MB
meredith britt	Re: District 6: still not right	12/23/2019	39 KB
	Re: added on a name	12/22/2019	44 KB
	District 6: still not right	12/22/2019	168 KB

### B. Roundcube

The screenshot shows the Roundcube webmail interface. The top navigation bar includes 'Webmail', '4 MB / 500 MB', 'info@nm-aa.org', and 'LOGOUT'. The left sidebar shows folders: 'Inbox', 'Drafts', 'Sent', 'Junk', and 'Trash'. The main inbox area displays a list of messages with columns for 'Subject', 'From', 'Date', and 'Size'. The selected message is from Rick Delano with the subject 'Fri meeting'.

Subject	From	Date	Size
Fri meeting	Rick Delano	Fri 14:31	3 KB
Re: Looking for a meeting	David Erdman	2019-12-13 14:18	5 KB
Into Action meeting location, Taos, NM	Kelsey Kennedy	2019-12-08 16:28	6 KB
Monday meeting in Deming.	Sara Kibler	2019-12-01 19:04	2 KB
December 2019 assembly		2019-11-30 14:49	4 KB
Meeting in grants nm		2019-11-19 08:17	4 KB

### C. SquirrelMail

The screenshot shows the SquirrelMail webmail interface. The top navigation bar includes 'Webmail', '18.37 MB / 500 MB', 'web3@nm-aa.org', and 'LOGOUT'. The left sidebar shows folders: 'INBOX (27)', 'Drafts', 'Sent', 'Trash', 'instructions', and 'Junk'. The main inbox area displays a list of messages with columns for 'From', 'Date', and 'Subject'. The selected message is from Basecamp with the subject 'Your email address was just updated'.

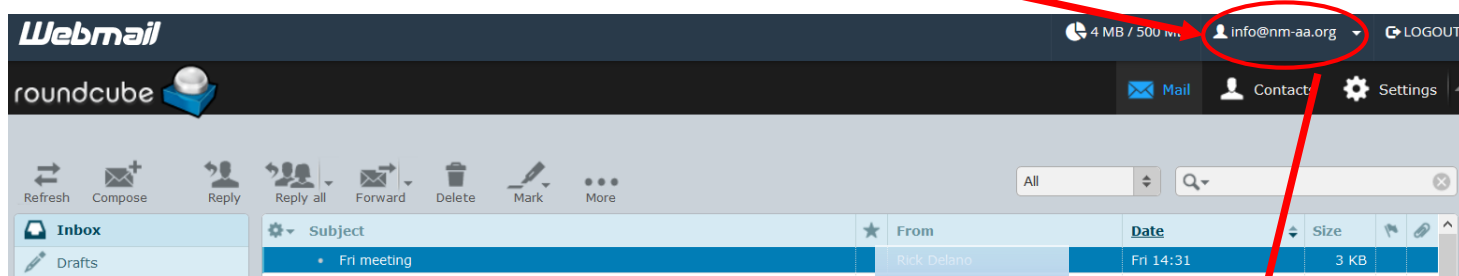
From	Date	Subject
Basecamp	Sep 9, 2019	Your Basecamp Classic account (Area 46 AA Website) ...
Basecamp Classic Support	Sep 9, 2019	Your email address was just updated
Basecamp	Sep 9, 2019	Reset your password

# Accessing Webmail

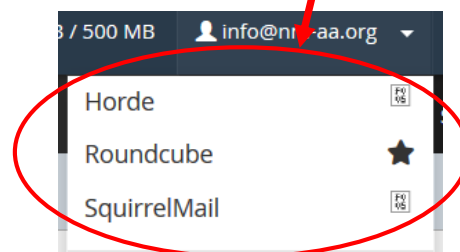


9 It is easy to change your default email interface.

A. Click on your email address in the upper right corner .



B. Select the interface you wish to use.



**Questions about this tutorial?**

Contact the Area 46 Webchair at  
[Webchair@nm-aa.org](mailto:Webchair@nm-aa.org)