



NeoMail Usage Instructions

Neomail is a handy web based email system, similar to Hotmail or Yahoo's mail system. It does have one caveat, however, in that it does not process HTML email. That is email that has all the pictures, formatting, etc. It will strip out the text and present it as well as possible, but its not perfect. It does offer a quick and easy way to check your email while on the road, however.

When you log into Neomail for the first time, it will ask you to set your preferences. You will probably want to change your signature block (or remove what is already there) as its a promo for Neomail and the creator's website. Also, you may need to change the email address at the top if the username you use to log in is not the same as the email address you use. You can change these preferences later, if necessary.

Note than when accessing Neomail, you are directly accessing the mail that is stored on the server - it is unrelated to your personal computer at home or work. If you leave a message in your inbox, it will be downloaded to your machine if you use a POP mail client to check your mail later (i.e. Outlook Express). Deleting a message here will cause it to NOT be downloaded when you check mail with a POP client later. Also, if your email is forwarded to your ISP's email (i.e. your AOL account), there will never be any messages available through Neomail - they are immediately sent on to the forwarding address.

Your address book is not synchronized with your desktop either. But you can import your desktop's address book from within the Address Book section. Separate directions appear there to import your address book.

To get to Neomail, go to www.yourdomain.com/neomail. To log in, you will need the actual username and password that we provided you when we setup your account. Note that this may be different than your email username. If you are the primary contact for the domain, its likely the same username/password you were given to access your web stats. If in doubt, please contact us.

Once logged in, you will see a screen similar to the following:



From here you will see a list of messages if there are any (our example shows none). To read a message, click on the subject. If the message has an attachment, it will appear at the bottom, and it can be downloaded to your machine by clicking on the underlined link and chosing "save as" when prompted.

Also, you can chose from the following options:



Compose a new message.




Refresh your inbox (the list of messages is from the last time you loaded the page).



Change/view your preferences. This includes return address, signature line, etc.

 View/Modify/Use your Address Book. Clicking on a name will start an email to that person.

 Add/Remove folders for message storage.

 Empty the neomail-trash folder. Note: This is irreversible - don't bother asking.

 Logout of the Neomail System.

Neomail provides a quick and easy way to manage emails and classify them into different folders and/or delete them. It is important to note, however, that messages stored in Neomail count towards your individual user disk space quota. If that quota gets completely filled up, incoming email will be rejected. For that reason, we don't recommend permanently keeping messages on the system. They should be downloaded to your PC via a POP mail client when convenient.

To select a message to be moved and/or deleted, check the box to the right of the message. If you want to select all messages on the page, choose the **All:** box. Once this has been selected, you can tell Neomail where to move them. To do this, chose a folder from the drop down box and then click on Move.

That should get your started. While not a replacement for a POP email client, Neomail works well to allow a user to check mail while on the road. Good luck and enjoy.