

Troop 219 email Users Guide

IF YOU HAVE PROBLEMS

First, try to figure out what's going on, and check any help screens that are available.

FULL TECHNICAL SUPPORT IS <u>NOT AVAILABLE</u> FOR THE USE OF THIS EMAIL SYSTEM.

If you have a problem that you're unable to resolve on your own, describe the problem as fully as possible in an email to the webmaster at rottenbelly@troop219.org, or use the "[email the webmaster](#)" hotlink on the homepage of the troop website.

Efforts will be made to resolve your problem through ensuring that you're taking correct steps and basic setup is properly accomplished on your computer. LIMITED hand holding may be offered on a time available basis, but don't depend on it; and the full range of issues that might exist on your computer and your operating system is well beyond the ability of the Troop to provide.

CONTENTS

Contents
Introduction / FAQ
Usage Rules
Accessing the Troop 219 email System
Changing Password
If you lose your password
Setting up MS Outlook® to access your email account

Using the System -- Checking / Replying to email
Composing email
Address Book

INTRODUCTION:

At the regular Troop Committee meeting held on Thursday, September 16, 2004 the Troop Committee decided to expand the internet presence of the troop and make available email services to all active Troop Scouts and Adult Leaders. Our website hosting service at the time provided this email service at no charge to us. On August 25, 2006 the troop website changed hosting services and free email was not available. The troop committee decided not to spend the additional funds considering the lack of usage that the troop email accounts had seen.

Because of very poor service, the troop site host was changed again effective April 11, 2007. The new hosting arrangement again provides email service at no additional cost. There is no charge to users or to the Troop for this system. The webmaster and email administrator is Larry Zimble.

email accounts will be automatically created for all active Scouts and Adults, and notification will be provided to everyone when their account is activated. Once your account is activated, follow the information contained in this guide to be successful in using this service.

WHY did the troop take this action?

Teenagers, Scouts included have a tendency to create and change email accounts from free sources often. As such, the email address provided by a Scout may no longer be valid the next week, the next month, or even the next day. Teenagers as a group are remarkably poor at keeping all but their closest buddies apprised of their "current" email address. By opening this system, a standard, consistent and reliable method of getting email to everybody associated with the troop is created.

In addition to the above, free email services often limit or severely restrict the size of emails, the number of emails, and the size of email attachments. Commercial email systems often are full of advertising, often advertising items inappropriate to Scouting. Our system does none of these. Full commercial quality email services are provided completely free of advertising.

Am I **required** to use this system?

No, but you're required to have an email account that you check on a regular basis and which Troop officials can use to contact you reliably. You are required to keep us informed of this email address and promptly advise us if it changes. Your Troop email address will be used as a default if you do not provide an acceptable substitute and you will be held responsible for knowing any information disseminated by email to these addresses. If you use a substitute address, you will still have a troop address assigned, and mail to that address will be forwarded (internally within the email system) to your "other" preferred address.

May I use this account as my primary and personal email account?

Yes, but your account will be deactivated at the point where you are no longer active with the troop, and all of your use will be held within our acceptable use rules.

What about security?

The web administrator and the host ISP have access to the contents of email accounts so they are not truly private to that extent. This entire system will be imperfectly monitored for inappropriate usage. Some spam and virus filters are in place that provide some protection from spam and some viruses but they are not a substitute for effective spam and virus protection on your computer. All internet access brings with it some level of risk, however **your** degree of exposure is entirely within your own control.

USAGE RULES:

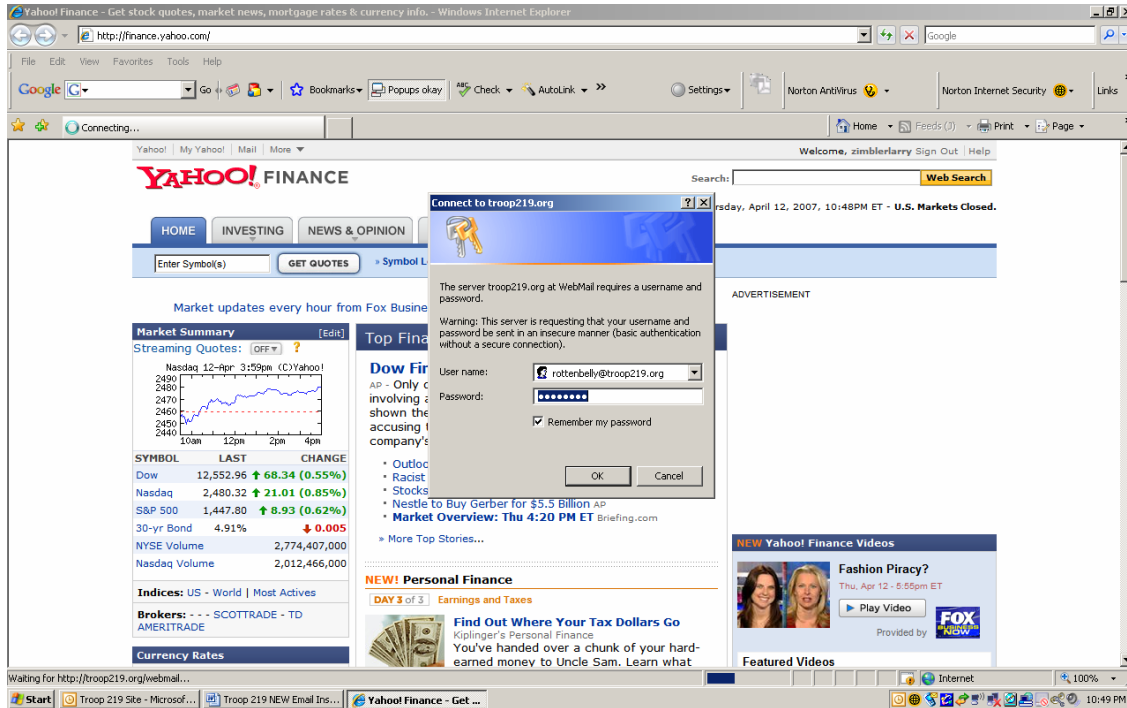
email accounts assigned by the Troop within this system may be used for any purpose consistent with the operation of the Troop, and for personal purposes so long as all usage remains within the Scout Oath and Scout Law.

Inappropriate usage may result in the suspension or revocation of email privileges.

ACCESSING THE eMAIL SYSTEM:

In your browser (IE v.7 shown) type

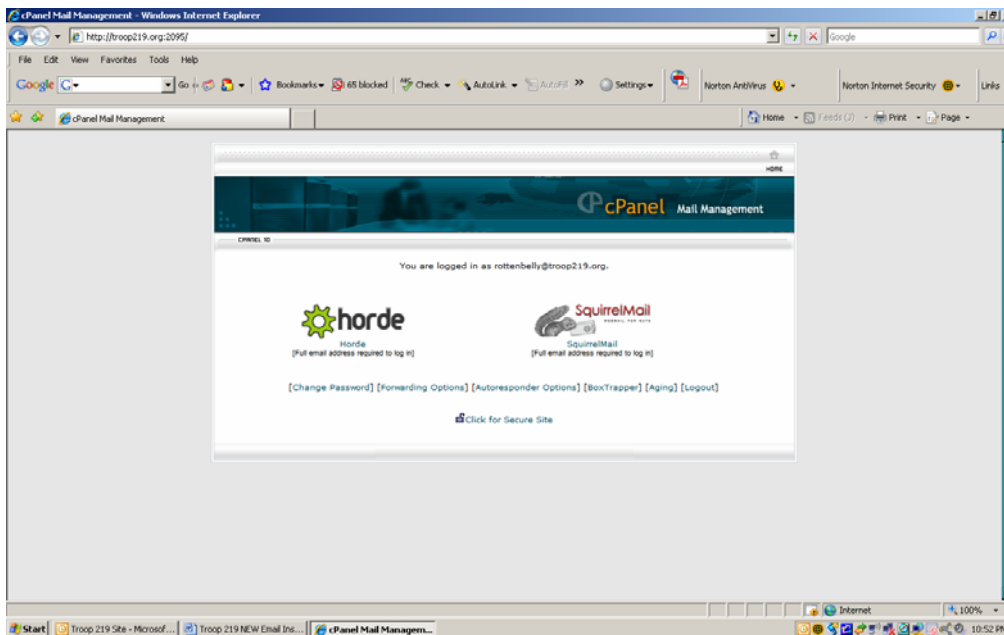
<http://troop219.org/webmail> <ENTER>



Alternatively, from the Troop 219 web site, you can select <Troop Email Server> from the left hand menu.

Enter your username and password and click <OK>

You may tell your computer to remember your login – this is NOT recommended if you share the computer with others.



You are provided the choice of two different email client programs. Each time you login you can choose a different email client, so try both and see with provides you with an

interface that's most comfortable for you. The two programs have different user interfaces, but they will display the same mailbox contents.

BUT before you go any further, look below the icons.



You can select management options for your email account separate from the email client that you use.

CHANGE YOUR PASSWORD:

On your first visit to the email system the very first action you should take is to change your password.

Click on the [Change Password] link



You'll need to enter your new password twice. Then click the <Change Password> button. A confirmation screen will display.

Passwords should be at least 4 characters in length. They should be easy for you to remember without writing down, but difficult for someone else to guess. Combinations

of letters and numbers, and especially the use of the characters associated with the number keys (!@#\$%^&*()) work to make your password more secure. Passwords with a higher number of characters (eg: an 8 character password) is more secure than password with a lesser number of characters (eg: a 4 character password).

Consider “leet speak” as a way to convert easily remembered words into relatively secure passwords. For example, “LARRY” a poor password choice would become “ 14RR’/ ”(one, four, R, R, apostrophe, slash) in “leet.” There are versions and degrees of leet – I’m not advocating the widespread use of “leet” but it serves its purpose in the world of passwords. Free leet translators are available on the web. <http://www.brenz.net/1337Maker.asp> happens to be just one example. For adults, the Wikipedia article on “leet” is a great information source containing probably more than you’d ever want to know: <http://en.wikipedia.org/wiki/Leet>

You should change your password on a regular basis, like every month or calendar quarter; and immediately if you believe that it has been compromised.

There is no record of your password kept in any identifiable form. Your password cannot be retrieved if you forget it.

After successfully changing your password, you will be required to log-in to the mail system again.

IF YOU FORGET YOUR PASSWORD...

Contact the web administrator at rottenbelly@troop219.org to have your password reset. After your password is reset, login and change your password immediately.

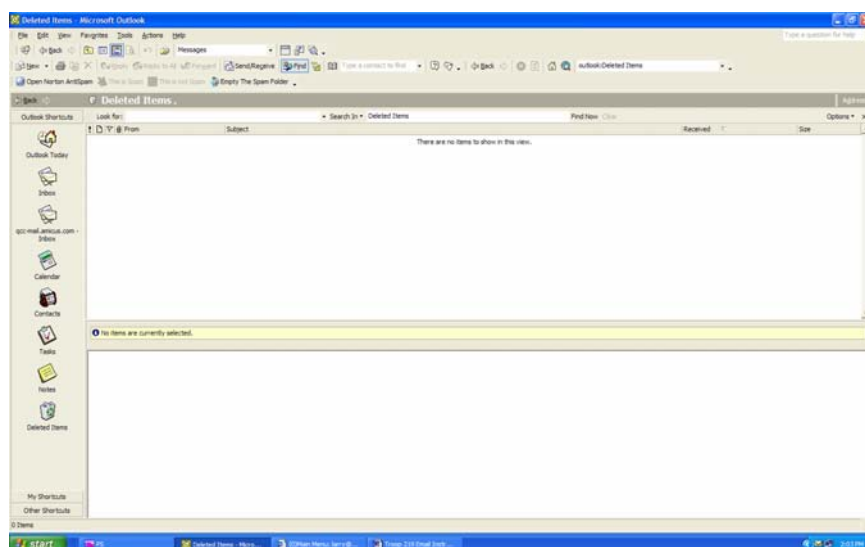
SETTING UP MS OUTLOOK® TO ACCESS YOUR EMAIL ACCOUNT

NOTE: If you follow these instructions and set up your version of MS Outlook® (or other 3rd party email client software) to check your Troop email account, you can receive, send and otherwise manage virtually all aspects of your Troop email account from within MS Outlook® (or other 3^d party client) – you do not need to follow the instructions in later sections of this booklet for using email directly from the email server.

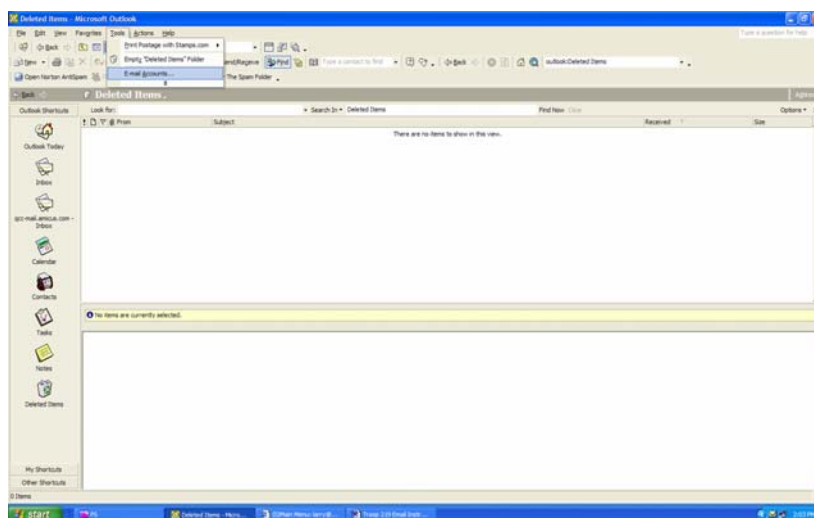
Because our Troop email system works from standard “POP3” rules, you can setup most any third party email client (MS Outlook, The Bat, Eudora, etc) to directly manage your Troop email account.

MS Outlook XP rules follow. Instructions for Outlook 98 will be published in a future version of these instructions. Outlook 98 requires the same settings, but the interface to enter them is different. If you are familiar with the Outlook 98 interface you can use the instructions below to ensure that you have the proper settings for your Outlook 98 setup.

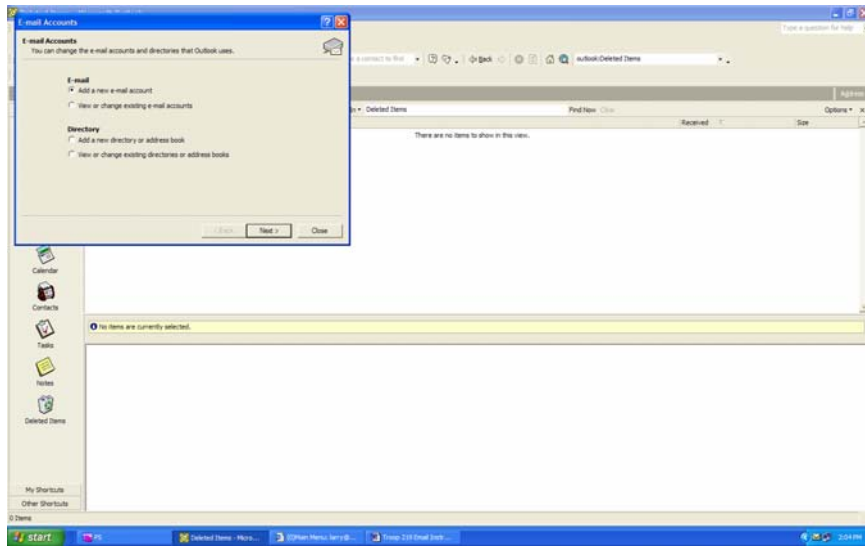
FIRST, open MS Outlook®



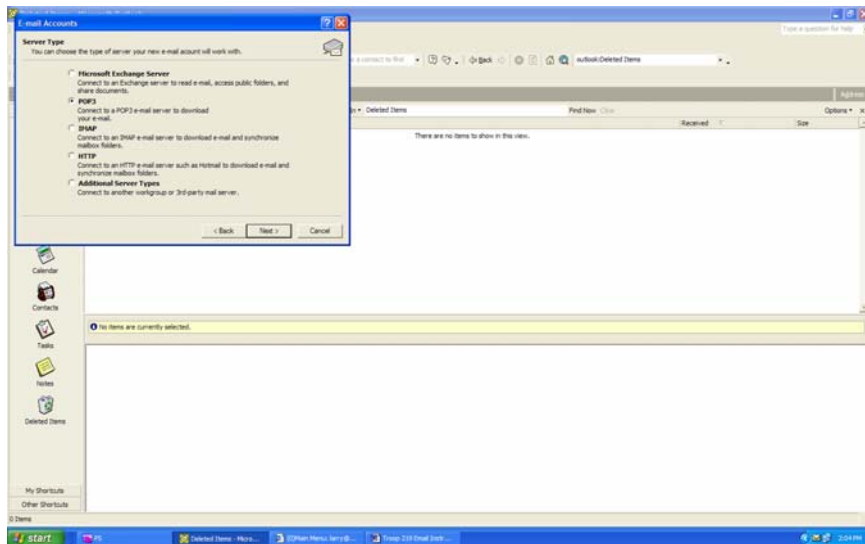
Click **<TOOLS>**, then select **<Email accounts>**



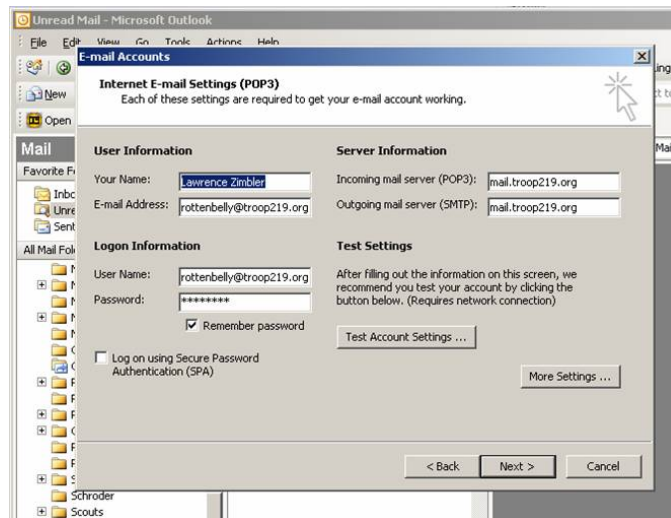
Select **<Add new email account>** click **<NEXT>**



Select <POP3> click <NEXT>



Enter appropriate information about your Troop email account in the dialog box. See definitions below for assistance. When done, click <MORE SETTINGS>



Definitions:

Your Name: Enter your name as you want it to appear on emails and in other people's address books. This will show up in the "from" header of emails you send.

Email Address: Enter your email address. This will show up in the "from" header of emails you send.

User Name: This will be your email address e.g.: rottenbelly@troop219.org.

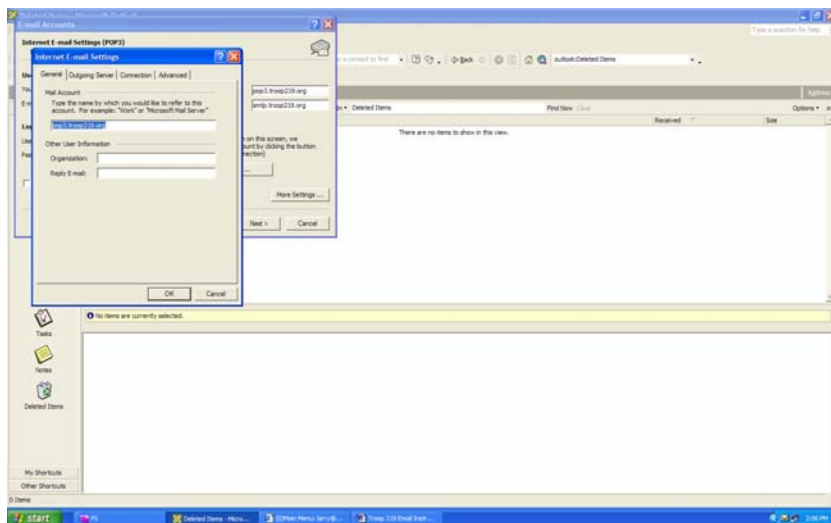
Password: This is your current password to the Troop email server. It's the current password needed to log on.

Incoming mail server: enter: mail.troop219.org

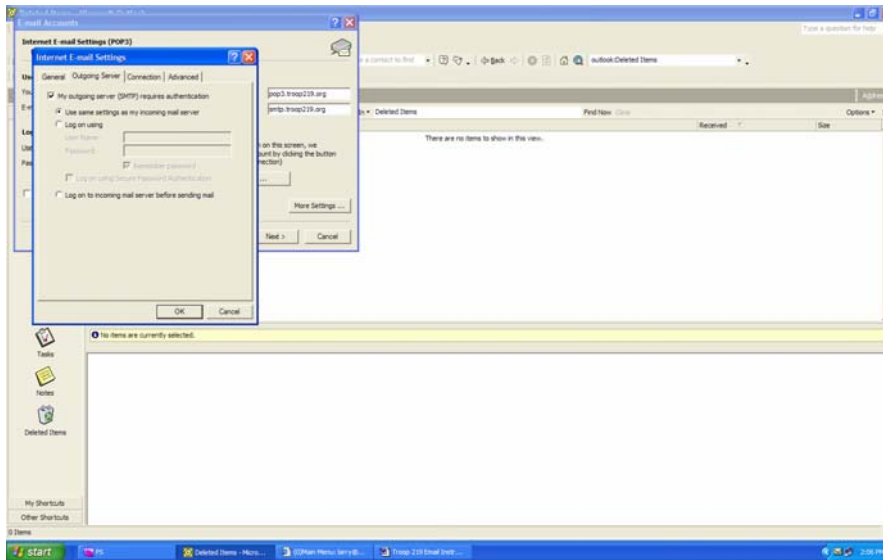
Outgoing mail server: enter: mail.troop219.org HOWEVER SEE NOTE BELOW.

NOTE: In an effort to cut down on Trojan horse viruses that use individual computers as client spam email senders (without the user's knowledge) some ISP's carefully control email sent from all users regardless of the email server they are sending through. This is known as "PORT 25 BLOCKING". In our area, if you have cable internet from Charter Communications you are subject to this rule. Many other ISP's also employ this technique. You will be unable to send email through this system unless you send it through your ISP's mail server. For Charter Communications, change the outgoing mail server to: smtp.chartermi.net for other ISP's first try the default shown above. If your outgoing emails fail, contact tech support at your ISP for instructions on this setting.

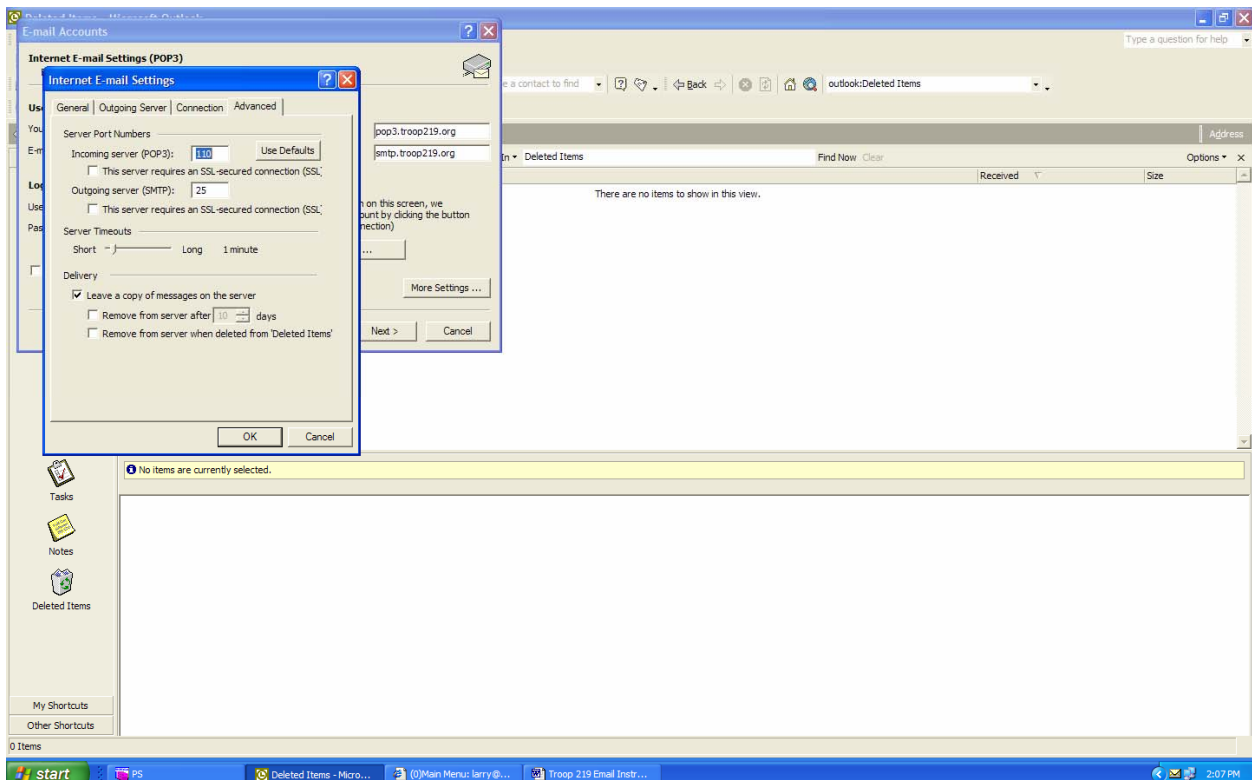
Clicking on <MORE SETTINGS> brings up a new dialog box with four overhead tabs. Starting with the <General> tab, you may enter a descriptive name for this particular email account. Or you may accept the default and click on the <Outgoing Server> tab.



In the <Outgoing Server> dialog box, check the box that says that your mail server requires authentication. It is likely that you will be unable to send outgoing emails without this box checked. Then click on the <Advanced> tab.



On the **<Advanced>** page, click the box that says “Leave a copy of messages on the server”
Clicking this box is a requirement of having this email account. Your account may be deactivated if you fail to keep this setting correctly.



Click **<OK>**. The additional settings dialog box will close.

You are done entering setup data. You can click on **<TEST ACCOUNT SETTINGS>** and a dialog box will open as your system attempts to contact the mail server, and communicate with it. You must have an active connection to the internet at the time you test these settings or your test results will be invalid. When you're done testing the settings, Click **<NEXT>**, then click **<FINISHED>**
Outlook is now configured to handle your Troop 219 email account.