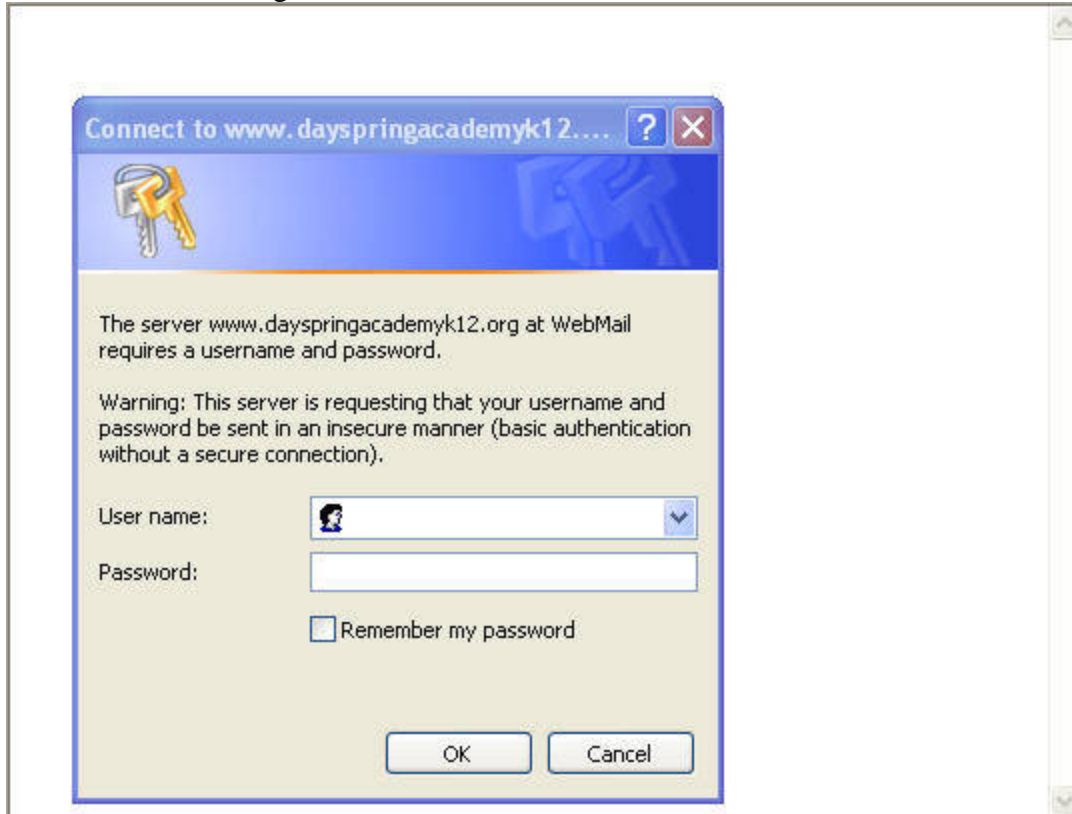


Accessing email via the internet

(you can use this method from any PC with internet access)

1. From you Internet Browser, go to <http://www.dayspringacademyk12.org/webmail>

You see the following



2. Log in Id is your full email account address.
Example: rstarr@dayspringacademyk12.org
3. Then type your password. It will be what was assigned at setup.

4. Once signed in you will see this screen.



The top three items, Horde, SquirrelMail and Round Cube are three different program interfaces that you can use to read your email, similar to Outlook. I suggest viewing all 3 to decide which you prefer.

The bottom row is options you can use to manage your email. Change Password is listed first. If you decide to change your password, make a note of it.

Once you have decided which of the 3 interfaces you prefer, you can click on the Enable Autoload. The next time you log in it will show you a popup that last about 5 seconds, giving you this time to stop the autoload in case you wish to use the bottom row of options or change your mail box interface.

Be sure to log out, especially if you are not on your own PC.

My email is webmaster@dayspringacademyk12.org