

Overview

As part of the web hosting service with Free Parking, we have set up a UserName of **secretary** which is associated with the email address of **secretary@gtc.org.nz**

There are also a few mailing lists set up to make communicating with club members simple, and to enable a central point of management.

Sending Emails

Emails can be sent via Outlook or any other email program by addressing them to **secretary@gtc.org.nz** or to any of the lists by addressing them to **listname@gtc.org.nz** (i.e. where *listname* = **committee, seniors, snrcaps** or **juniors**)

NOTE: Whilst anyone can send emails to **committee**, we have restricted the other lists so that emails can only be sent from an address on those lists.

Updating Email lists

1. In your browser, go to www.gtc.org.nz/siteadmin
(if your computer has a firewall installed, you may need to switch off security settings temporarily)
2. Log in using the UserName **gtc** and password as instructed.
3. Click on List Management.
4. Choose which list to update and click on the pencil icon (Modify)
5. Position the cursor in the list of addresses and either :
 - a) type new addresses or overtype an existing address with changes
(Separators and punctuation don't seem to matter. Duplicates are removed and list is sorted alphabetically when you save the changes.)
 - OR
 - b) copy and paste the entire list from the members database over the top of the existing list.
(If you replace the whole list, make sure you re-add **secretary@gtc.org.nz** so that address can send emails to the list).
6. Click on Confirm Modify and verify that the changes are displayed correctly.
7. If you switched your firewall security off in step 1, switch it back on again.

Checking Incoming Email

Emails sent to the **secretary@gtc.org.nz** address can be checked in two ways, either automatically via Outlook or other email programs, or via Webmail. Instructions for both follow :

a) Via Outlook

1. Set up a new Email account under Tools; Email Accounts; New
2. Enter the name as GTC secretary and click on Next
3. Enter all the other options as per left screen below, including the password as instructed. If your ISP is not Xtra, change the Outgoing mail server to **gtc.org.nz**
4. Click More Settings to get right-hand screen up, enter options as shown, then click OK

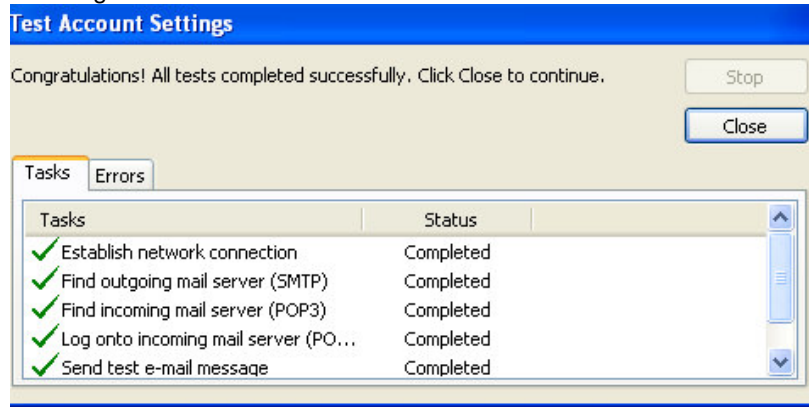
The image shows two overlapping windows from an Outlook application. The background window is titled "Internet E-mail Settings (POP3)" and contains the following information:

- User Information:** Your Name: Glenfield Tennis Club; E-mail Address: secretary@gtc.org.nz
- Server Information:** Incoming mail server (POP3): gtc.org.nz; Outgoing mail server (SMTP): smtp.xtra.co.nz
- Logon Information:** User Name: secretary; Password: *****; Remember password
- Test Settings:** Test Account Settings ...
- Log on using Secure Password Authentication (SPA)
- Buttons: < Back, Next >, Cancel, More Settings ...

The foreground window is titled "Internet E-mail Settings" and shows the "General" tab with the following information:


- Mail Account:** Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server". Value: GTC secretary
- Other User Information:** Organization: Glenfield Tennis Club; Reply E-mail: secretary@gtc.org.nz
- Buttons: OK, Cancel

- Click on Test Account Settings to make sure it connects OK. You should see a screen like the following:



- Click on Send/Receive and you should receive a test email in your Inbox similar to this:

Microsoft Office Outlook Test Message

 GTC Secretary [secretary@gtc.org.nz]

To: secretary@gtc.org.nz

This is an e-mail message sent automatically by Microsoft Office Outlook's Account Manager while testing the settings for your POP3 account.

NOTE: To send email from this account in Outlook, select the account name after creating a new email. The recipient will see the email as coming from that address, with Glenfield Tennis Club in the From field. You can also add an email signature to this account if you wish.

b) Via Webmail

Webmail enables you to check emails from any computer connected to the Internet. If you are using this method all the time, you must remember to delete emails from all folders, otherwise you could run out of space and cause problems with the website.

(Using Outlook actually downloads the emails to your own computer and deletes from the server)

- In your browser, go to www.gtc.org.nz/webmail
- Log in using the UserName **secretary** and password as instructed.
- Check and reply to email in the Inbox
- To see what emails have been sent, change the folder to Sent-Mail
- To delete emails, tick the box next to the email and click on Move (to Neo-Trash)
- To change any options, such as automatic signature or reply email address, click on the Spanner icon (Preferences)
- To logout, click on the X