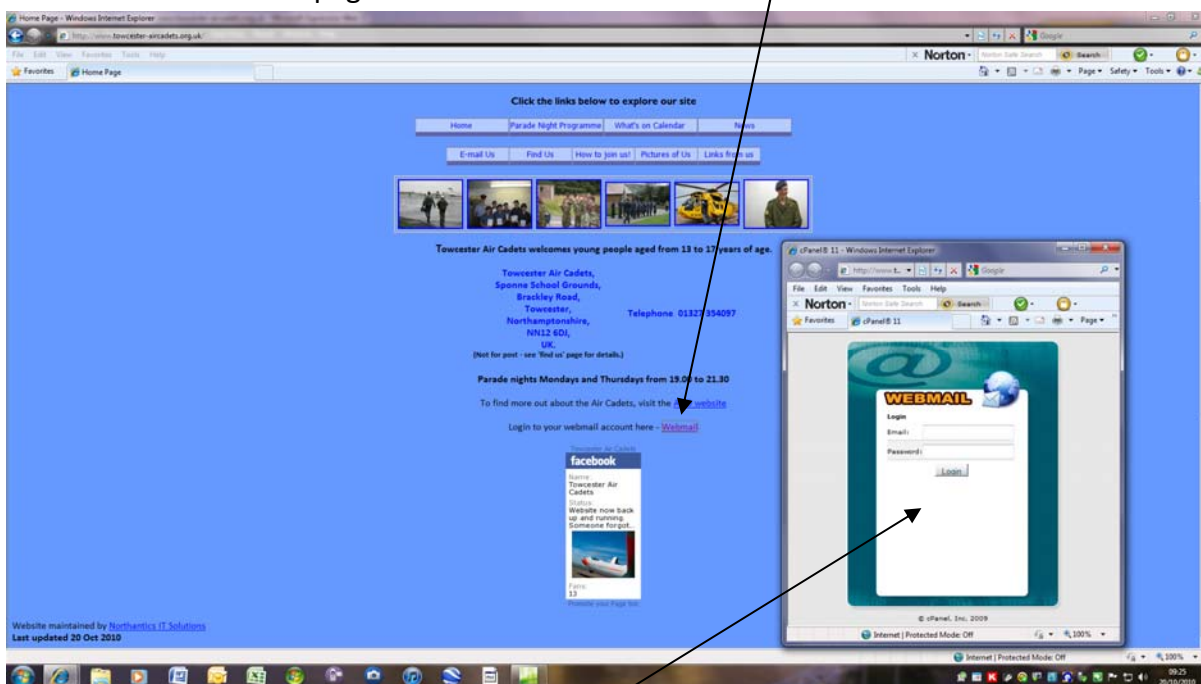


1875 (Towcester) Sqn ATC

Webmail

BASICS

We have an e-mail account set up for you. It is your firstname.lastname@towcester-aircadets.org.uk. Please substitute your first name and last name to activate the e-mail account. You can logon via the Squadron website at www.towcester-aircadets.org.uk. Follow the webmail link found on the home page and also in the links section.



When you click on the webmail link, it will open a box in a new window asking for your e-mail address and password. The box may look different from the one shown above; this depends on the computer and the operating system you are using. Enter your username or e-mail address which is [_firstname.lastname@towcester-aircadets.org.uk](mailto:firstname.lastname@towcester-aircadets.org.uk) followed by your password. The password for all new accounts is the word "squadron" – all lower case. Click the login button.

It is recommended that you change your password on the first login to protect your account. To do this, use the change password icon you will see when you first login. Please let us know if you forget your password. It very easy to reset and can be changed on any computer with internet access.

You may prefer login directly rather than going via the Squadron website. The web address for our webmail login is - <http://www.towcester-aircadets.org.uk/webmail/>

Finally, to view your mail you can either click on the link to Horde or Squirrel depending on your preference.

ADVANCED

Some users may prefer to forward their mail to another e-mail account or set up POP3 accounts. This can be done by using the forwarding or configure e-mail options on the first screen after logon.

HELP

Contact Flt Lt Mike Stock any parade night or by e-mail at mike.stock@towcester-aircadets.org.uk .