

Coelus.org Email Accounts

1. Who can have a coelus.org email account?

Any member of the Coelus family, including spouses and lineal descendants who do not use the surname Coelus.

2. How do I get an account?

Send me your contact information (full name, postal address, phone number, and alternate email address) and your preferred user name. See Notes 1 and 2 below for privacy information and the naming convention. My email address is paul@coelus.org.

After verifying your identity, I'll create your account and send a temporary password to your alternate email address, or to your mailing address or phone number if you have no alternate email address.

I regret to say I don't speak Dutch, so it's best if you write to me in English. Or, if necessary, French.

3. Is this email browser based, or do I use it with a desktop application like Outlook or Mac Mail?

Both. Like other browser-based email (Hotmail, Gmail, etc.), you can access it from any computer with an internet connection. Or you can configure your desktop email application to use it. Or both (but read paragraph 8, below, about the settings).

4. Is there a charge for this service?

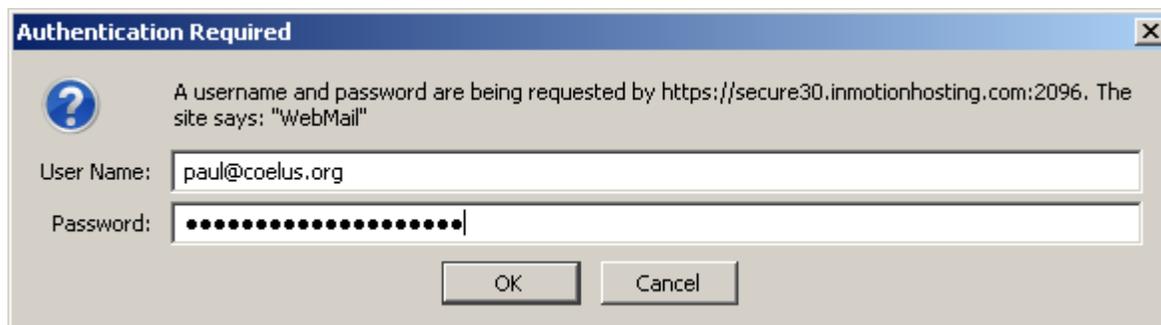
No. I pay the annual fee to register and host the domain. The hosting contract gives me an unlimited number of email accounts, so it costs me nothing to add one for you. If I ever give up the domain name, I intend to transfer it to another family member who will continue this service.

5. Is there a limit to the size of my mailbox or to individual messages?

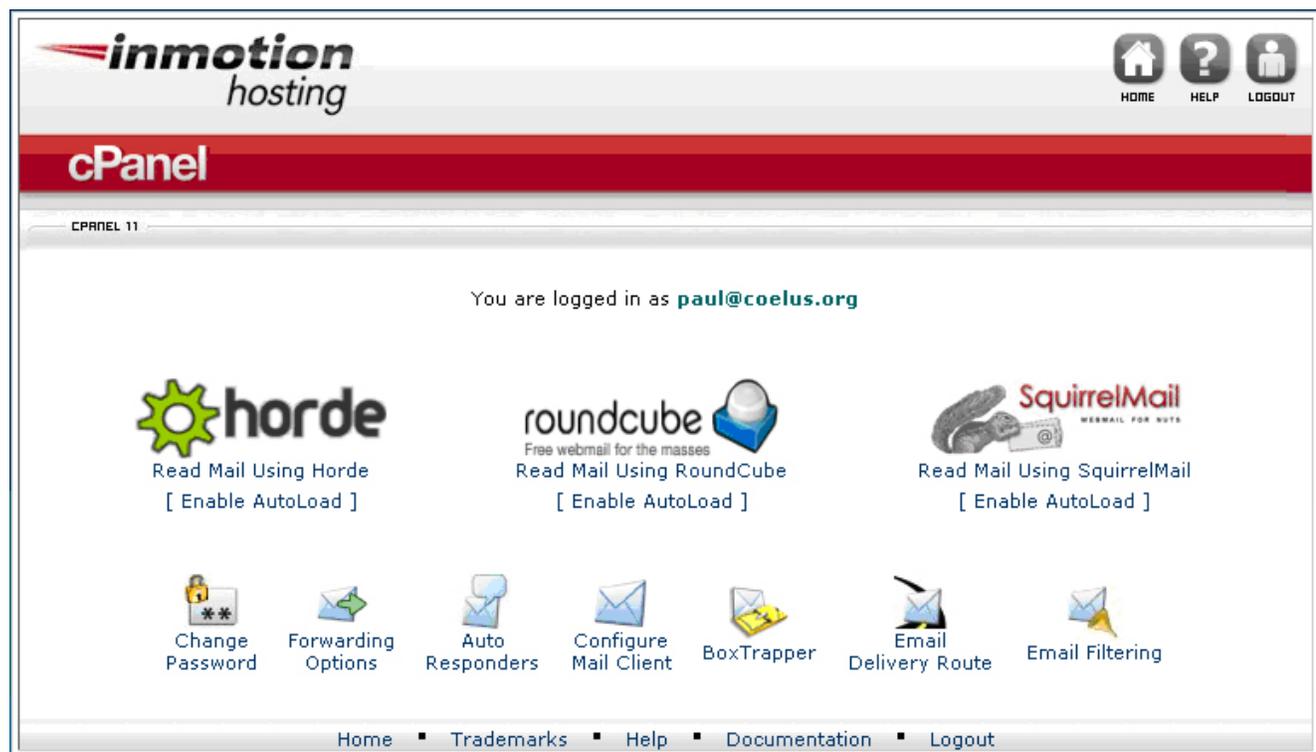
In principle, no. But based on my experience, you should not send or receive individual emails larger than 10 megabytes, including attachments. Also, it is good practice to download large attachments to your local hard drive rather than rely on the email server for storage. Finally, if the hosting company changes my contract and imposes new limits on mailbox size, I may have to limit yours.

6. How do I begin using the email account?

When you receive the temporary password, go to www.coelus.org/webmail. In the "Authentication Required" dialog box, enter your user name as *username@coelus.org* and your temporary password.



The next screen will show you logged in as *username@coelus.org*. You can read your mail by clicking horde, roundcube, or SquirrelMail. As far as I know, there's not much difference between them.



Please take this opportunity to change your password. Select a password that's easy to remember but provides good security for your account. I will not have access to this new password. If you forget it, I cannot tell you what it is or even give you a hint. All I can do is reset the account with a new temporary password.

The cPanel menu provides several other options (forwarding, auto responders, etc.) which you can explore at your convenience. Most users will not need these tools.

7. How do I use browser-based email (webmail)?

Go to www.coelus.org/webmail and log in with your user name (*username@coelus.org*) and password, then select a program to read your mail.

Security caution: Webmail is accessible from any internet-connected computer. If you log in from a public computer, you should clear the browser's cache and close the browser window after logging out. If you don't, it may be possible for another person to access your account from that computer after you leave.

8. How do I configure my desktop/laptop email client to use coelus.org email?

The following instructions pertain to Microsoft Outlook 2003. Mac Mail, Mozilla Thunderbird, and other versions of Outlook are probably similar, but I can't guarantee it, and I can't provide technical support. You'll perform these steps only once.

In the Outlook top line menu, click Tools, Email Accounts, and Add a new email account. In the Server Type dialog box, select POP3.

In the next dialog box, complete the fields as follows:

- User Information/Your Name: This is the name that will appear in the recipient's mailbox in the "from" field. You should probably use your real name.
- User Information/E-mail Address: Enter your user name as *username@coelus.org*.
- Server Information/Incoming (POP3): Enter *secure30.inmotionhosting.com*.
- Server Information/Outgoing (SMTP): Enter *secure30.inmotionhosting.com*.
- Logon Information/User Name: Enter your user name as *username@coelus.org*.
- Logon Information/Password: Enter your individual password.
- Log on using Secure Password Authentication (SPA): Leave unchecked.

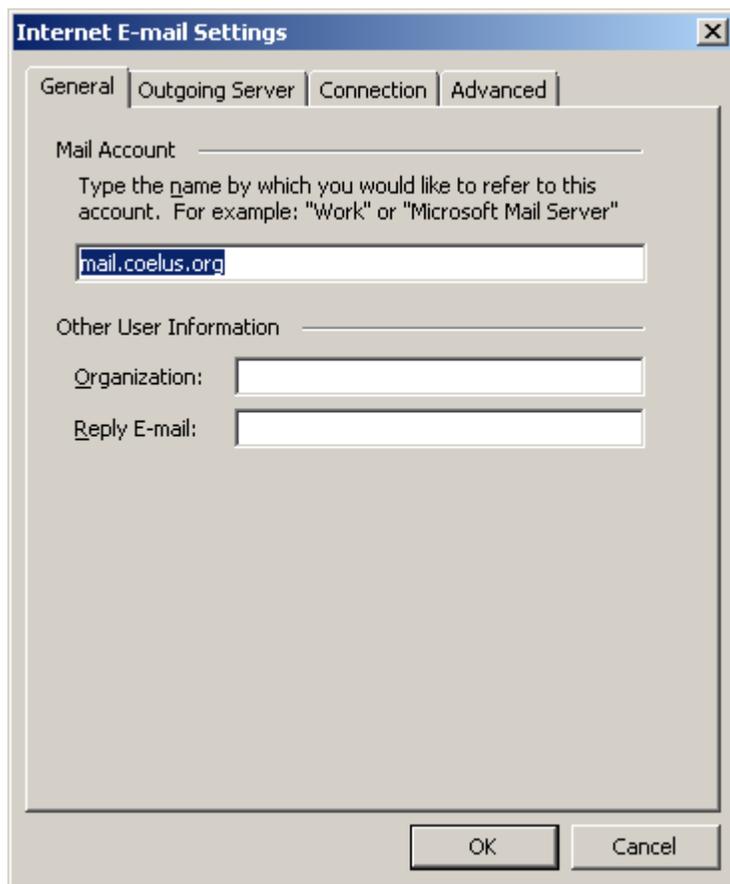
The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right area of the dialog.

The dialog is divided into several sections:

- User Information:** "Your Name:" is filled with "Paul Coelus". "E-mail Address:" is filled with "paul@coelus.org".
- Server Information:** "Incoming mail server (POP3):" is filled with "secure30.inmotionhosting.". "Outgoing mail server (SMTP):" is filled with "secure30.inmotionhosting.".
- Logon Information:** "User Name:" is filled with "paul@coelus.org". "Password:" is filled with a series of asterisks. A checkbox labeled "Remember password" is checked.
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text is a button labeled "Test Account Settings ...".
- At the bottom right, there is a button labeled "More Settings ...".
- At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

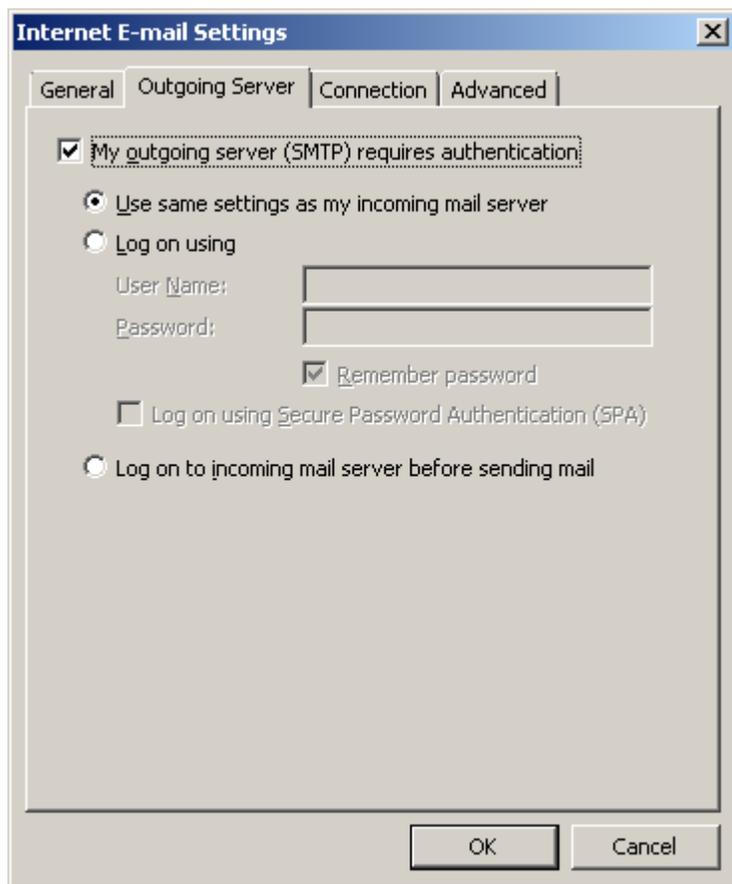
Before clicking Test Account Settings, click More Settings.

- The entries under the General tab are unique to your computer. The entries under Other User Information may be visible to recipients of your email.

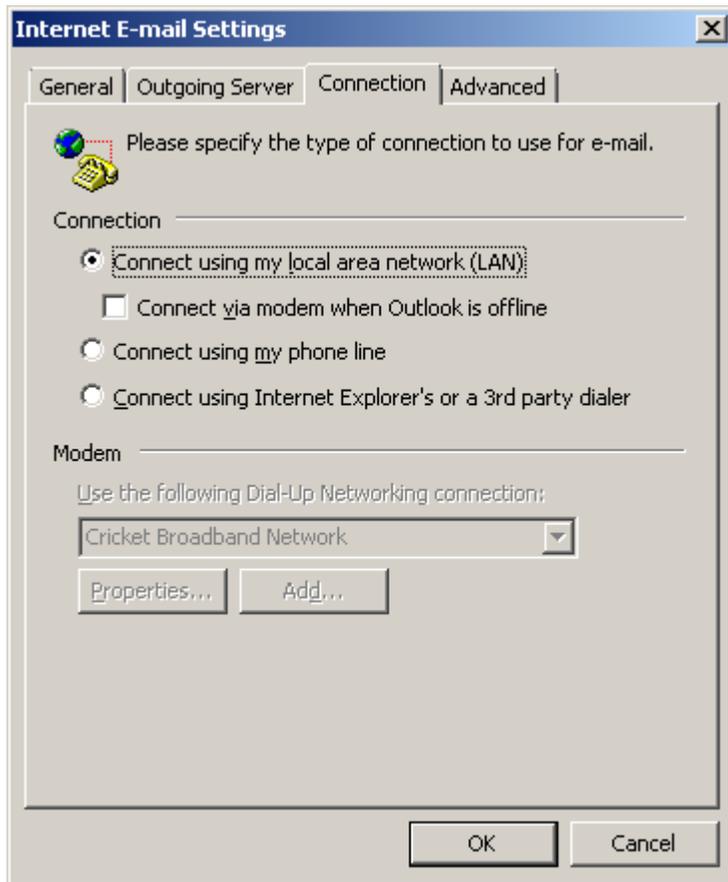


The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "General" tab. The dialog box has a title bar with the text "Internet E-mail Settings" and a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected and active. Inside the dialog box, there are two main sections. The first section is labeled "Mail Account" and contains a text input field with the text "mail.coelus.org" entered. Below this field is a small instruction: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". The second section is labeled "Other User Information" and contains two text input fields. The first field is labeled "Organization:" and the second field is labeled "Reply E-mail:". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- Under the Outgoing Server tab, check the box, "My outgoing server (SMTP) requires authentication" and the button, "Use same settings as my incoming mail server."

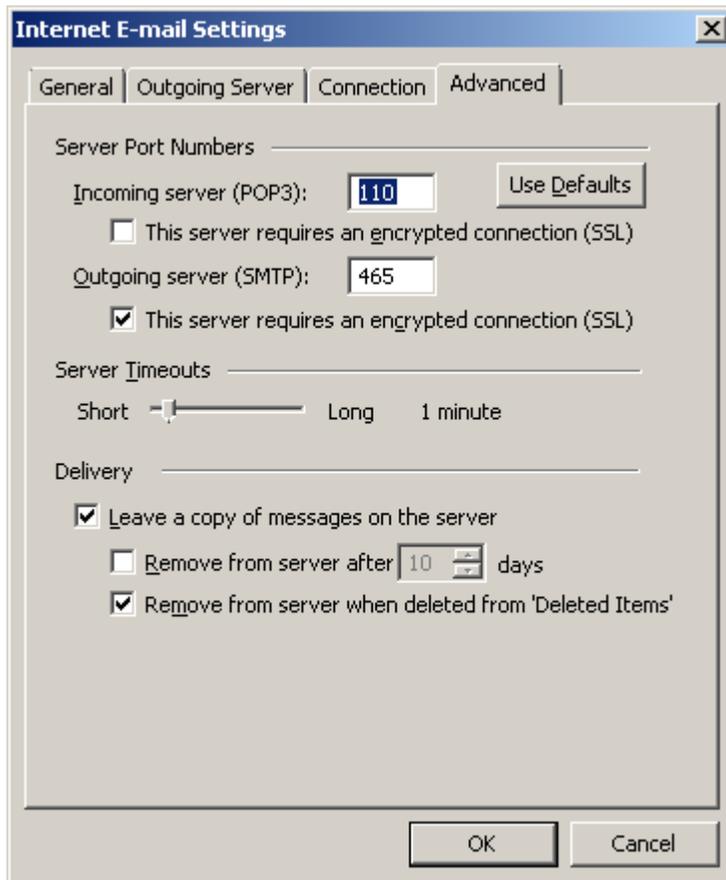


- The settings under the Connection tab are unique to your computer. If you have a broadband connection (cable, DSL, ISDN, satellite, or wireless), you'll probably select, "Connect using my local area network (LAN)."



- Under the Advanced tab, enter 110 in the field for Incoming server (POP3). In the field for Outgoing server (SMTP), enter 465 and check the box, "This server requires an encrypted connection (SSL)."

Under Delivery, check the box, "Leave a copy of messages on the server" if you intend to use webmail as well as a desktop email application. If you leave it unchecked, new messages will be deleted from the email server (secure30.inmotionhosting.com) when you click Send/Receive in Outlook. Once deleted from the server, they will exist only on your local hard drive.



After completing the above steps, click OK to exit Internet E-mail Settings. Then click Test Account Settings to verify that everything works.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

9. The fine print.

You may not use this email account to do anything harmful, offensive, illegal, or that would cause me to violate my domain registration contract or web hosting contract. This includes, but is not limited to, sending spam or any email containing, soliciting, or offering to sell contraband, pornography, counterfeit products, or materials that infringe on anyone's intellectual property rights. I reserve the right to restrict, limit, or terminate any email account that does not comply.

10. Other notes.

Note 1 (privacy): I will use your contact information for only two purposes: (i) to verify that you are a member of the Coelus family, and (ii) to contact you for maintenance of your email account. I will not give, trade, rent, or sell your personal information to anyone else without your permission, except as required by law.

Note 2 (naming convention): The convention is to use your first name as your user name (*firstname@coelus.org*), but you may request any user name you wish as long as it's not offensive. Where two or more family members have the same first name, I will honor requests in the order received.

Paul Coelus
22 July 2012