

Email Accounts for Coordinators and WCCM-UK Leaders

Email accounts can be set up for all who need them.

There are two possibilities:

1. A forwarding account
2. A standard email account

Forwarding Accounts

All you need to do is email the webmaster and ask for a forwarding account and state the *name* that you want to use, as in:

name@christian-meditation.org.uk (with the hyphen)

You also need to let the webmaster know which email address you want your mail forwarding to, i.e. your main email address.

You will not have to make any changes to your email account on Outlook, Thunderbird, etc.

The disadvantage of a forwarding account is that when you reply to a mail, it will be sent from your main email account and the recipient will know your real email address. Also, you cannot selectively download mail from a forwarding account; it will just arrive in your inbox with all the mail sent to your normal email address.

Standard Email Accounts

These are *full* email accounts and enable you to send mail from the new account and selectively download mail from it.

Setting these up, however, is a little more complex and you will have to add the new account to your email program, i.e. Outlook, Thunderbird, etc.

You will need to email the webmaster and ask for a full email account and state the *name* that you want to use, as in:

name@christian-meditation.org.uk

You will also need to provide a **password**, which must include 8 or more alphanumeric characters

You will need to remember your password – once it has been set the webmaster will have no further access to it. He will however, be able to reset accounts with a new password, should the need arise.

Once your new account is created you will need to create a new email account on your email program (i.e. Outlook, Thunderbird, etc.), using the following settings:

POP3/imap server: mail.christian-meditation.org.uk

SMTP server: you should use your own Internet Service Provider as your SMTP server, e.g. smtp.btinternet.com, smtp.virginmedia.com, smtp.ntlworld.com, etc.

Username: name@christian-meditation.org.uk (this might not be needed – depends on your email software)

You should be able to find your ISP SMTP settings from existing email accounts

Whichever method you choose, the webmaster will send you a test email to ensure the new system is working.

Good Luck!

Paul Swinhoe

Webmaster

webmaster@christian-meditation.org.uk