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Account names and passwords:

- admin@sporakia.eu _
- info@sporakia.eu
- plan@sporakia.eu -
- Password: "find it in etwinning, email accounts section" Password: "find it in etwinning, email accounts section"
- gi@sporakia.eu
- Password: "find it in etwinning, email accounts section" Password: "find it in etwinning, email accounts section"

Accessing email accounts through "webmail":

To access email accounts and view received messages or send an email from this same account, just open your web browser and enter one of the accounts mentioned in the section "account names".

Example:

Write the link "webmail.sporakia.eu" in the browser address box as you can see in the image below.



It will open the webpage indicated in the following image. This page is where you enter your email account and password.



The following image show the mail inbox of the account "admin@sporakia.eu":

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About										_		adn	nin@sporakia.eu	ψı	ogout
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Inbox					•	<u>Subject</u>	★ From				Date		Size		0
Drafts						•									
Sent															
Junk															
Trash															
					11										

• Sending emails through "webmail":

Once you access your email account, you only have to choose the option "Compose" to open the form, fill it out as it shows in the example below to send an email.

Example:

Once you click on "Compose" it will open the form that must be filled out to send an email. See the images below for more information.



🗲 🛈 🔏 🛛 webmail1.hostinger	es/roundcube/?_task=mail&_action=compose C 🔍 Buscar 🔂 🖻 🖡 🏦
About	2 admin@sporakia.eu
_1	Mail 🐣 Address Book 🔑 Settings
Cancel Send Save	Spell Attach Signature Responses
Contacts 《 〈 〉 》	From admin@sporakia.eu V 3 Edit identities
Q	To plan@sporakia.eu 4
Personal Addresses	Add Cc Add Bcc Add Reply-To Add Followup-To
	Subject Email sending test 5
I	Editor type Plain text V Priority Normal V Return receipt Delivery status notification
	Save sent message in Sent v 6
He	re goes the body of the email message, email sending test to the count "plan@sporakia.eu" Attach a file Attach a file

- **1** After writing the email click here to send it.
- 2 Shows account email in use.

3 If you click on "Edit identities" you can change your display name, organization, signature, etc. The box "From" is automatically filled.

- **4** Enter the destination email address in this box.
- **5** Enter a subject in this box.
- **6** Enter the email message you want to send to the destination email account in this box.

You can see sent email messages by clicking on "Sent" on the main screen. You can access the main screen by clicking on "Mail" at the top of the page.

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• Reading received emails through "webmail":

You can read a received email by going to the incoming email inbox. Just follow the same steps to access the email account. It opens the incoming email inbox by default.

Example:

In the section "**Sending emails through webmail**," an e-mail message is sent to the email account "**plan@sporakia.eu**" from "admin@sporakia.eu". To read the email message, you only have to access the "**plan@sporakia.eu**" account.

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Refresh Comp	ose Reply	Reply all	Forward	X Delete	Nark	All More	•	Q-			0
Inbox		•	Subject	*	From		Dat	e	Size	F	0
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Sent											
Junk											
Trash			Q S	elect	Three	ads 🔻	Messages 1 to	1 of 1	М	4	4
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