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● Account names and passwords:

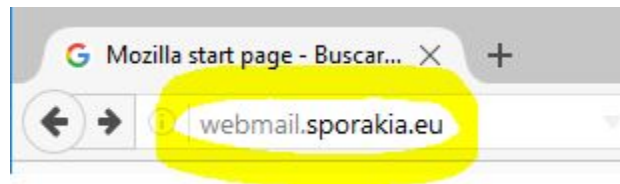
- admin@sporakia.eu Password: “find it in etwinning, **email accounts** section”
- info@sporakia.eu Password: “find it in etwinning, **email accounts** section”
- plan@sporakia.eu Password: “find it in etwinning, **email accounts** section”
- gi@sporakia.eu Password: “find it in etwinning, **email accounts** section”

● Accessing email accounts through “webmail”:

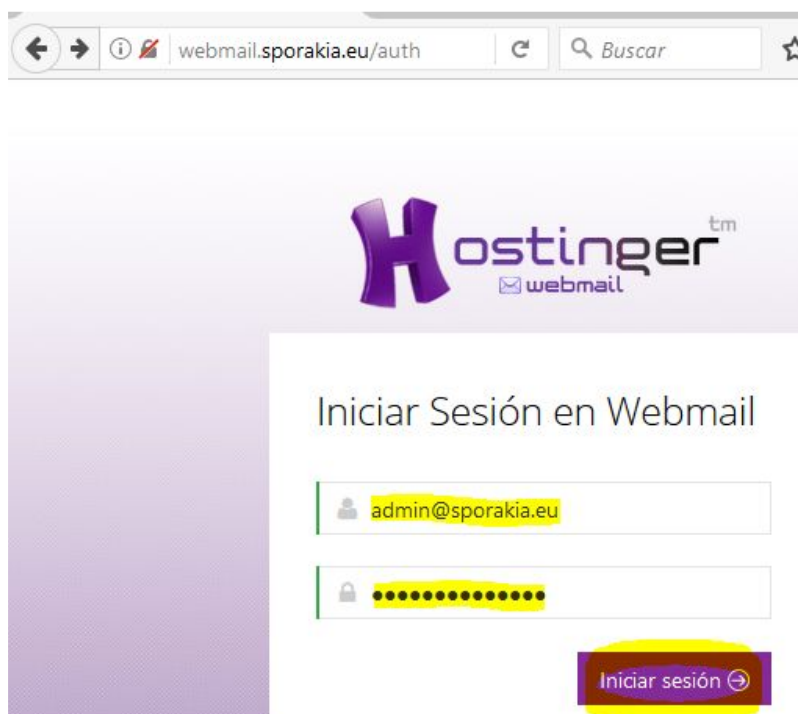
To access email accounts and view received messages or send an email from this same account, just open your web browser and enter one of the accounts mentioned in the section “account names”.

Example:

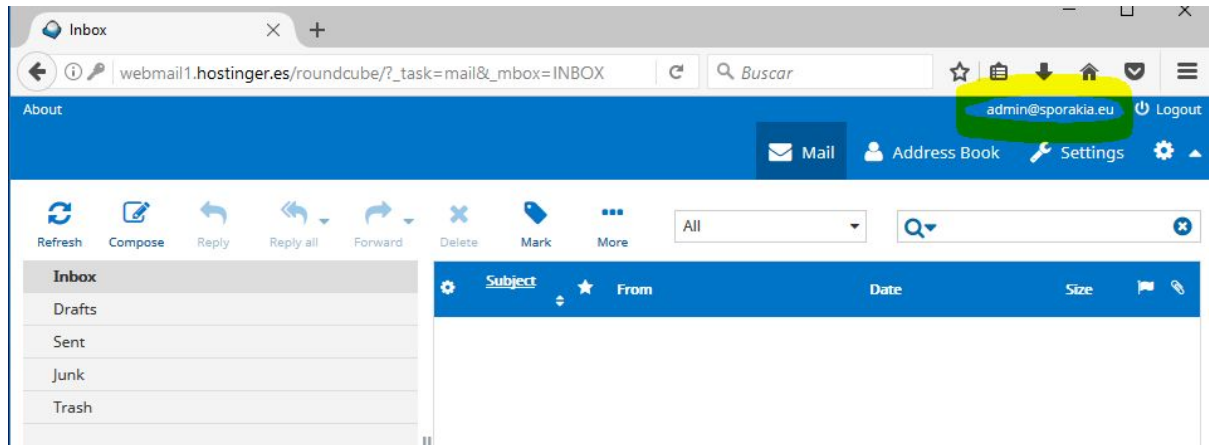
Write the link “webmail.sporakia.eu” in the browser address box as you can see in the image below.



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”:

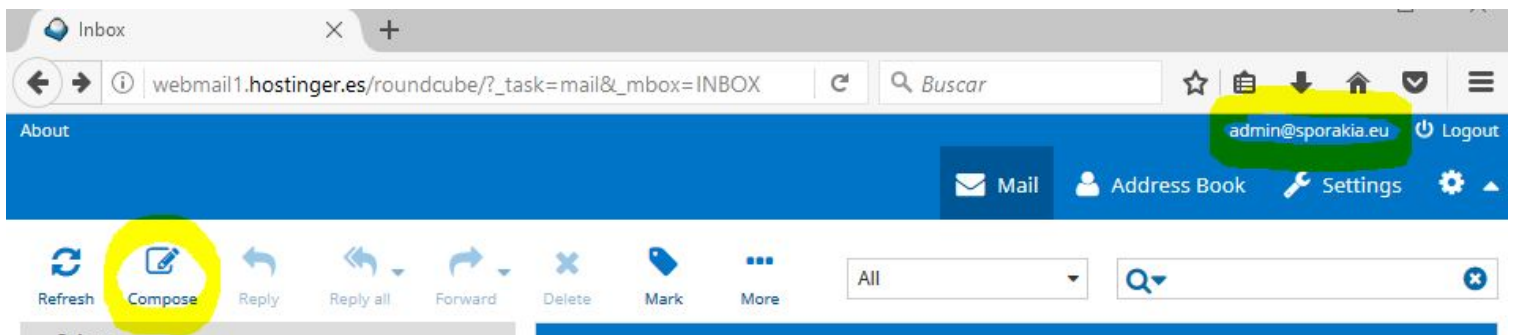


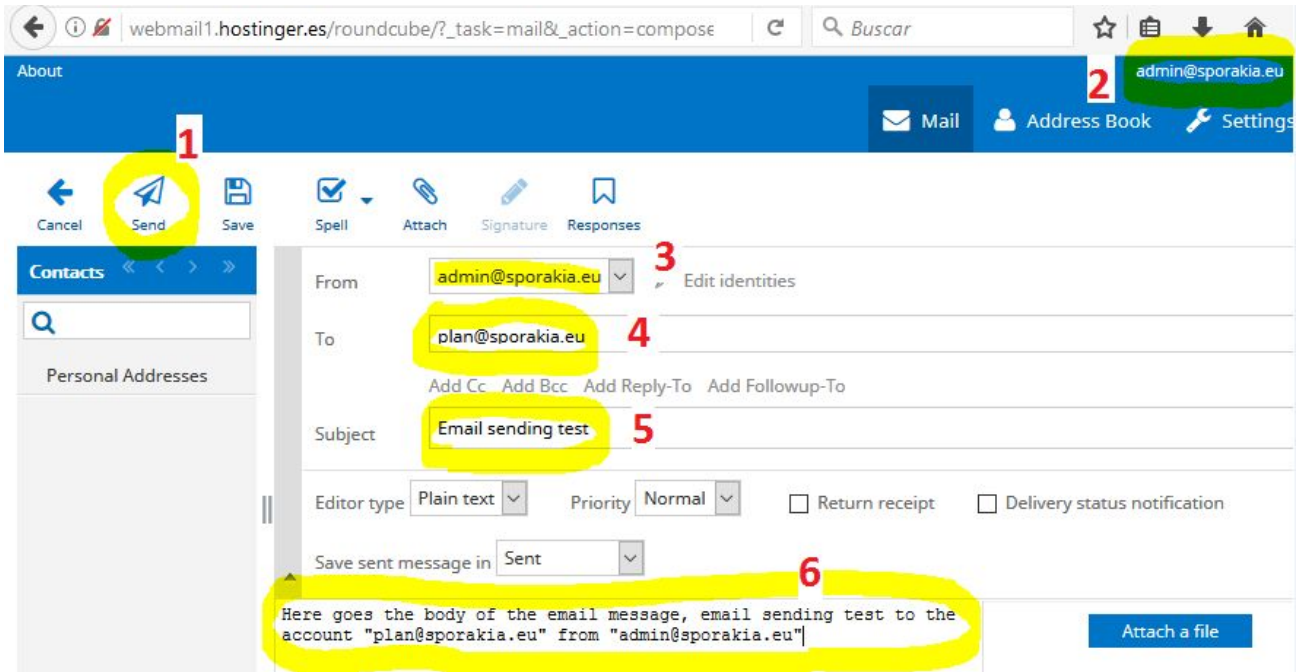
- **Sending emails through “webmail”:**

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:

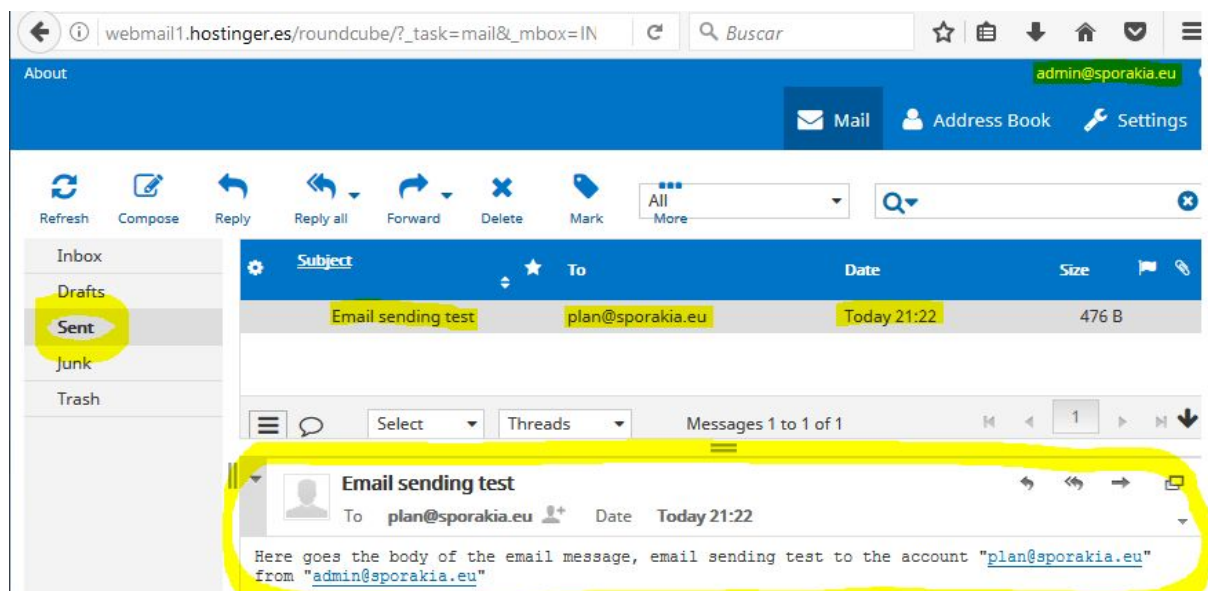
Once you click on “Compose” it will open the form that must be filled out to send an email. See the images below for more information.





- 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.



- **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.

