ECYSA
New E-Mail Service and Process
June 2014

What: ECYSA is introducing a new service and process for handling all ECYSA related email communications. The new service is provided by Inmotion Hosting. This service is similar to many other hosting services. The user simply logs in with a username and password and is able to manage emails with typical email functions.

Why: For many years ECYSA has had issues with managing our email communications. These have included getting shot with spam, service providers not accepting our group emails, outgoing emails being treat as junk, and the constant updating of email alias addresses for our member organizations who have turnover in board positions.

When: Starting in June, 2014 all communications will be managed thru our new service. An email announcing the transition will be sent to all towns via the current email process. Several tests will be conducted to make sure all towns are operational.

Key Points
- All ECYSA board, administration and town emails will be managed through this new system.
- Every town will have a new email address, town@ecysa.org, with one username and one password. There will no longer be a need for ECYSA to update the email aliases with turnover.
- You are able to have emails forwarded to your personal email account so that you are notified there is incoming email in your ecysa.org email inbox. However, you must only reply back to the email from within the ecysa email system. If you want to keep the email personal without others having access to the ecysa email content you may then reply back from your personal email account.
- Those with personal email accounts can set up their town@ecysa.org email address as an additional account. Please make sure to Cc or Bcc their town@ecysa.org address so that records of emails are kept. For those who like to keep it simple, just use the new ECYSA email system for all communications.
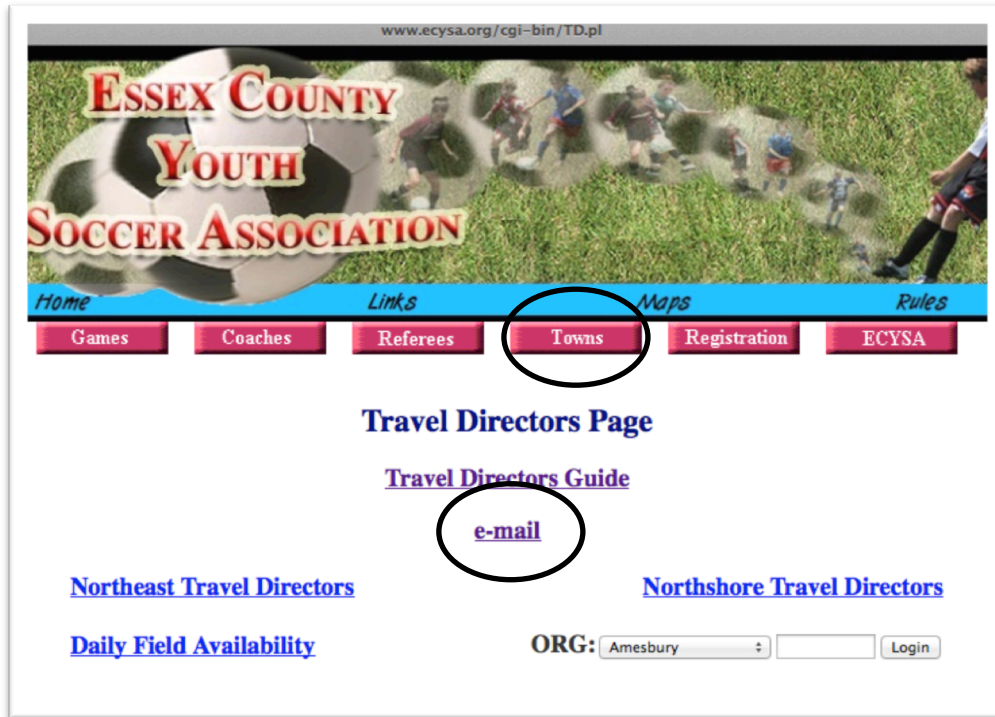
The following pages will provide you with user aids on how to initially set up your account information and use the new system.

If you have any questions please direct them to secretary@ecysa.org.

GETTING STARTED

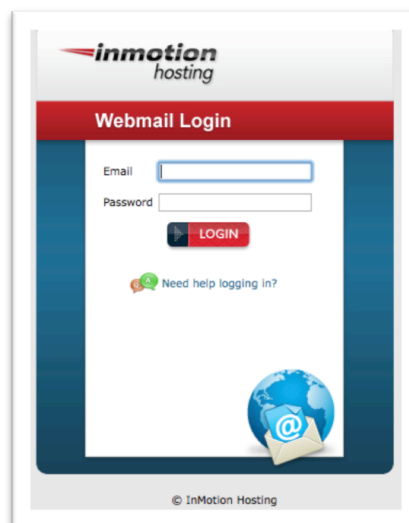From the new ECYSA web site location, www.ecysa.org, click on the Towns button and the Travel Directors Page will appear with a new button "e-mail".


Click on "e-mail" and the screen below will be shown.

On this screen enter your email address, town@ecysa.org. Town is the name of your town. No abbreviations. If your town name is two words, type both out without a space (e.g. northreading, hamiltonwenham, manchesteressex, etc.).

For use in this training aid we have used the secretary's email.

Enter your email. Then enter your Password. Initially all passwords are set to **ecysatd123** Instructions on how to change this password are included in this document.
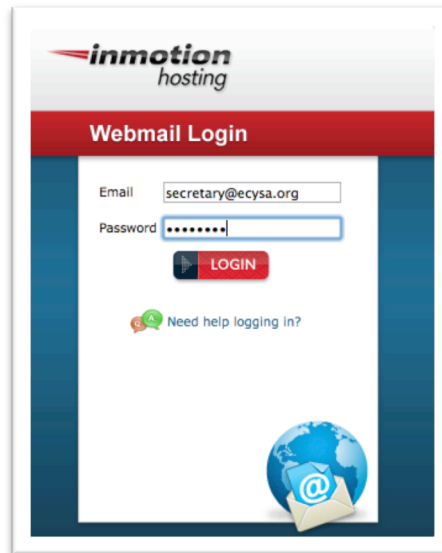

Click on LOGIN

Wow, it looks like just about any other email system. That's right. All of the email functions are simple to understand and use. If you want to make things more complicated just click on buttons and options that will help you get to there. Truly, there is no need for this unless you are an experienced email power user and this kind of wandering off into the woods is something you enjoy.
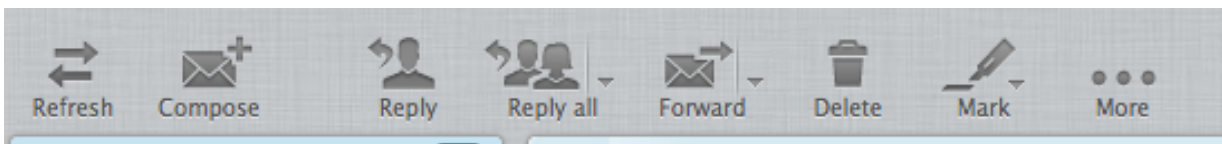
Look, we have new email. Double click on the email that you want to read.
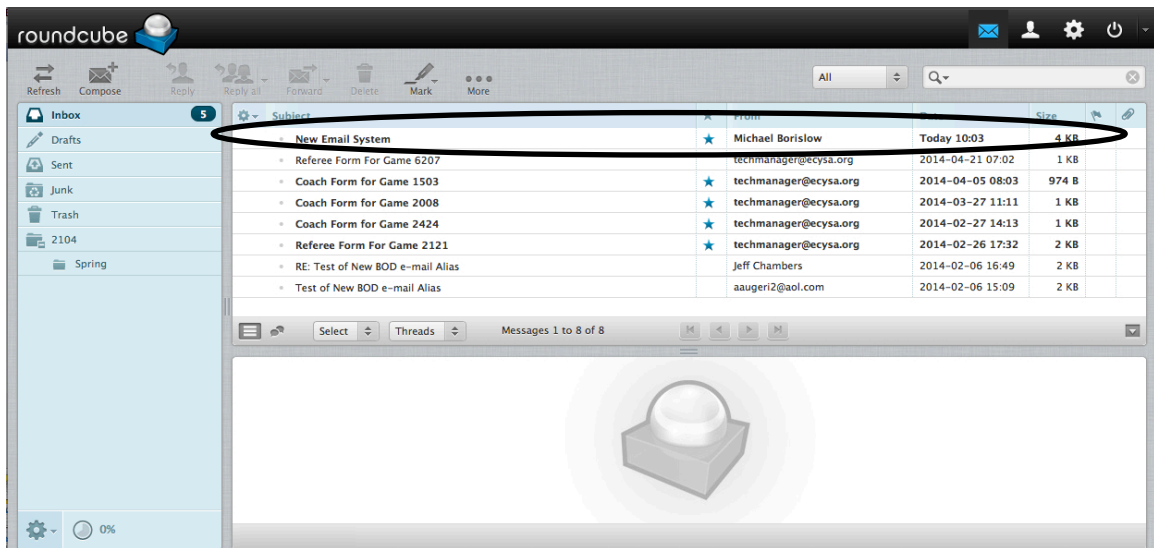
Below is the email we want to read and work from.
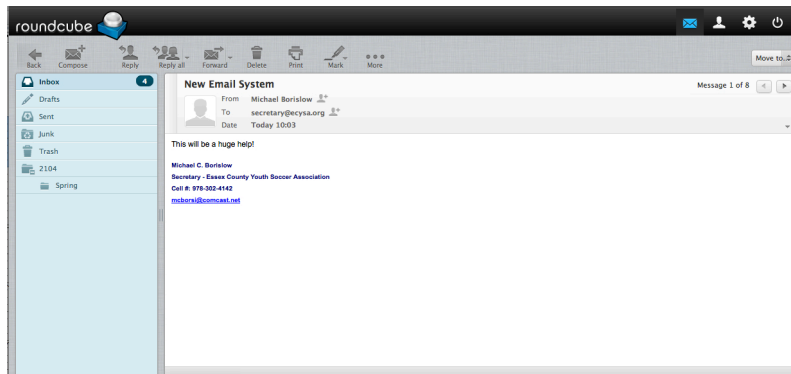
You have all of the normal email functions.

To manage your emails preferences click on the Settings button (Cog symbol in upper right corner).


The settings menu will appear. Like all other email systems you can make a few changes or thoroughly muck things up. A few important items will be covered to help you manage your ECYSA emails.
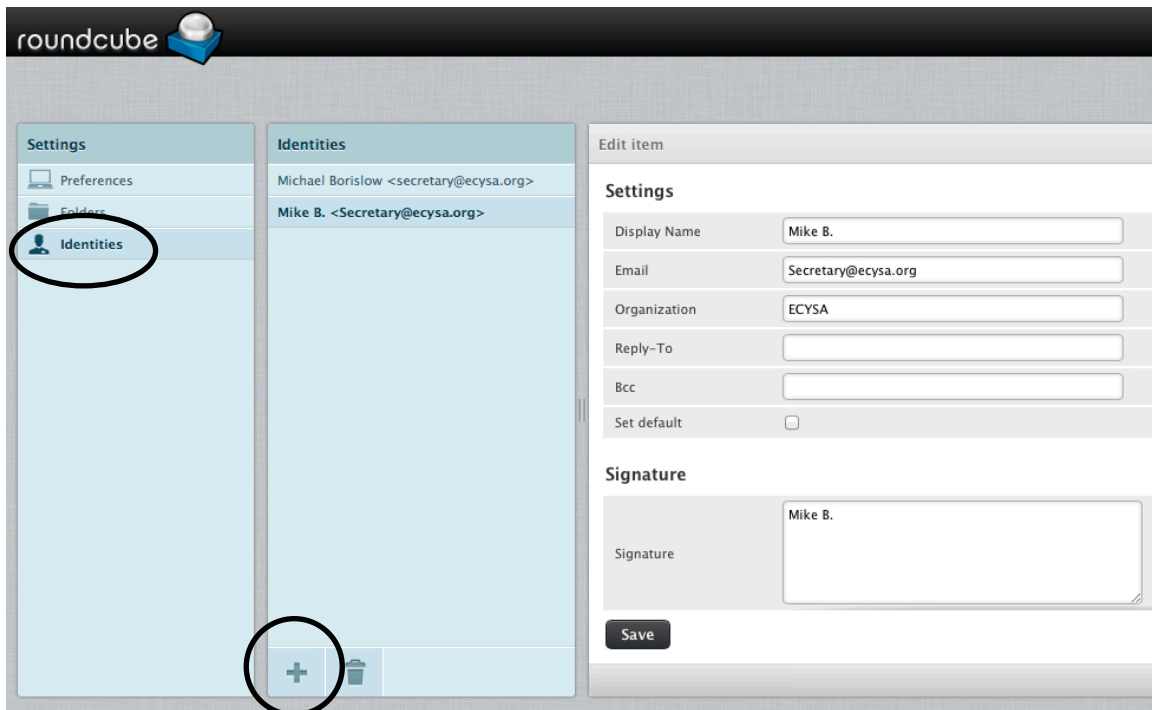
The first is under Preferences – User Interface.
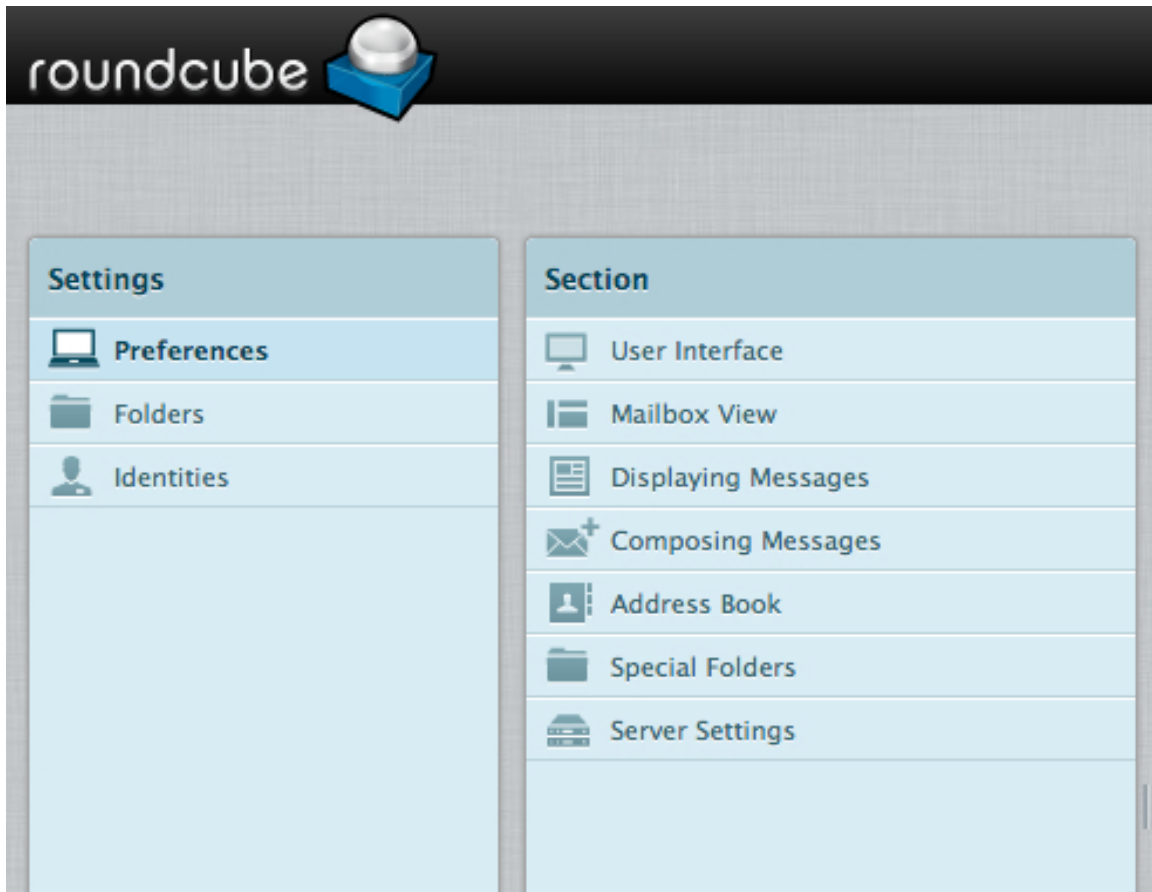
Make sure to change the time Zone under Main Options to America/New York so that you will properly record email activities with the correct time.
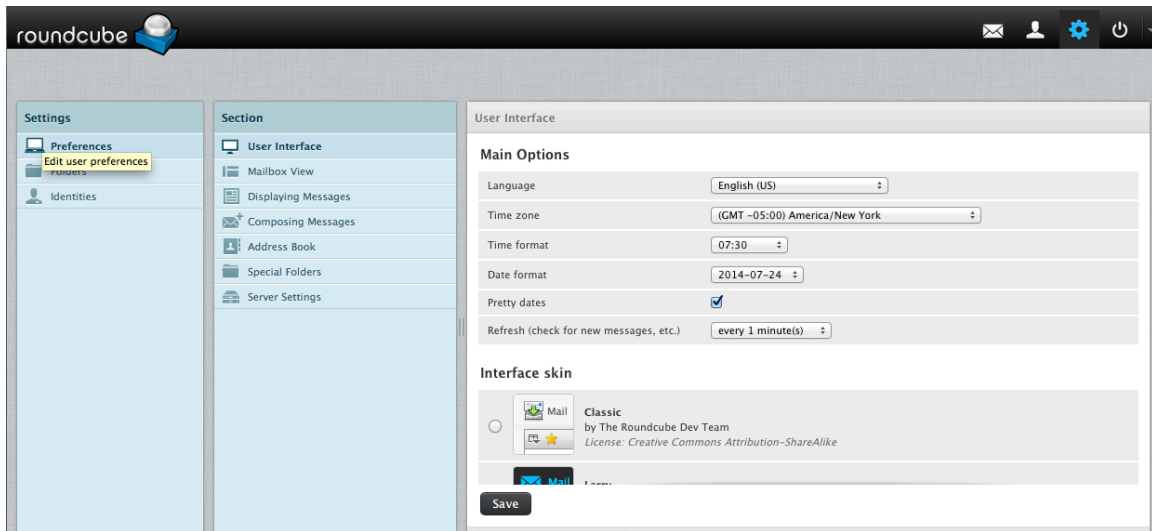

Another option you may want to consider when you have multiple users is to create several Identities. Click on Identities and then on the + button.

If you have a few users you can have each one create an identity under the same email address. This way others will know who is sending the emails. In the example above there are two identities under the same email address.

Below is the compose email screen that shows you where you would select the specific identity when composing email

In the From section, using the pull down menu select the email identity you want to use.
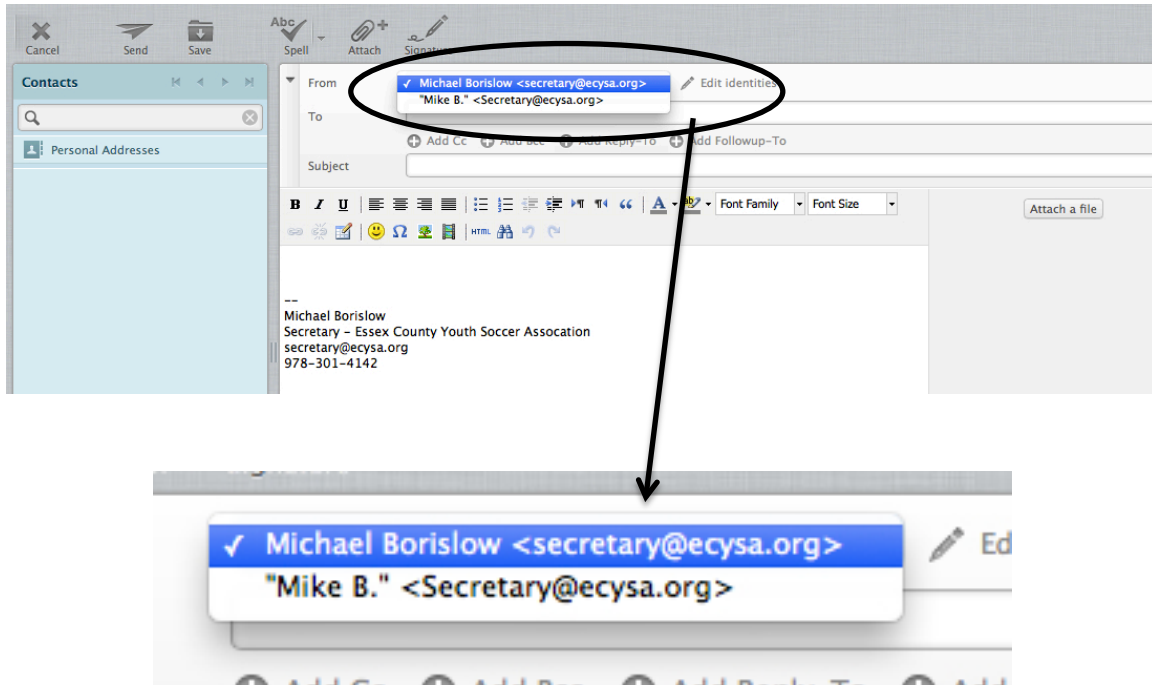
That pretty much covers basic email. The best way to learn the new system is to experiment loggin in, sending and receiving emails, editing, etc.

You will most likely want to set up your folders so that you are able to store emails in a logical place. Then again there are many email users that would just rather have the hundreds of emails reside in the single inbox and use search tools when they need to find something. Either way is fine as long as you find what you need.
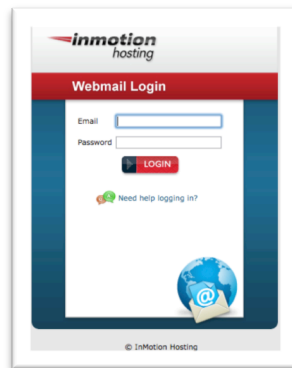
cPanel

This control panel provides you several functions to manage. To gain access to the cPanel you must first be in the roundcube email system. Logout by clicking on either other two buttons in the upper right of the screen.

 or

The screen below will appear.
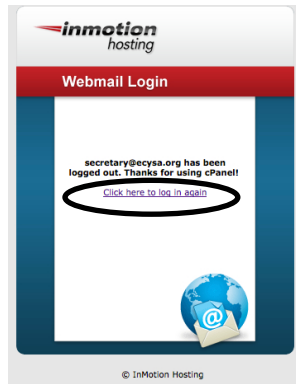
Click on the hotlink "Click here to log in again". You will see a screen to enter your email and password again.

This time when you click on Login a new screen will appear:

PAY ATTENTION – YOU ONLY HAVE 5 SECONDS

After clicking LOGIN the screen below will appear. If you do nothing your email system will AutoLoad. This is what you will want 99% of the time. The only time you need to stop AutoLoad is to Change Password and work with Forwarding Options. There are other options that may apply to your use.   CLICK THE STOP BUTTON.
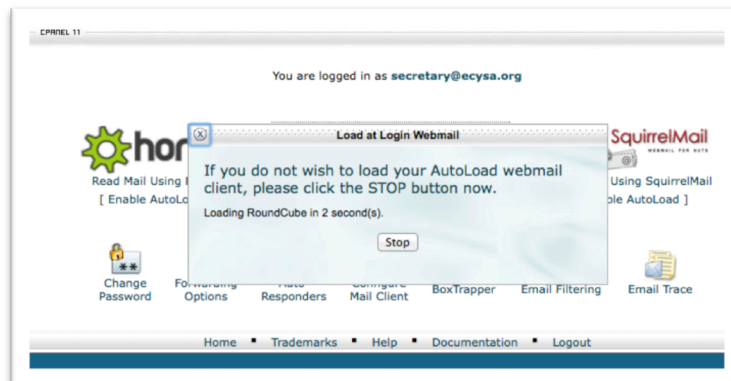
You are now at the **cPanel.** For the purposes of your initial training we will concentrate on two main functions and give mention to another.

The first is **Change Password**.
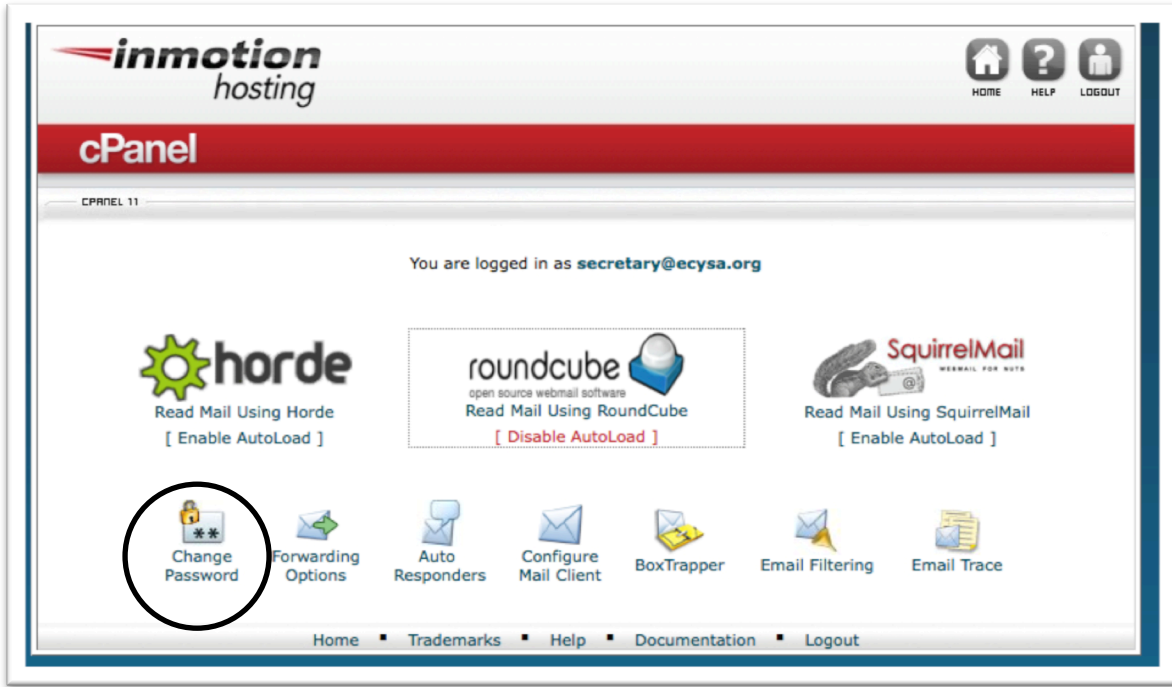
Click on Change Password. The screen below will appear. You have the option of providing your own new password or using the Password Generator. We suggest you create your own with one that you will easily remember and share with the others in your organization. Enter, reenter then press the Change Password Option.
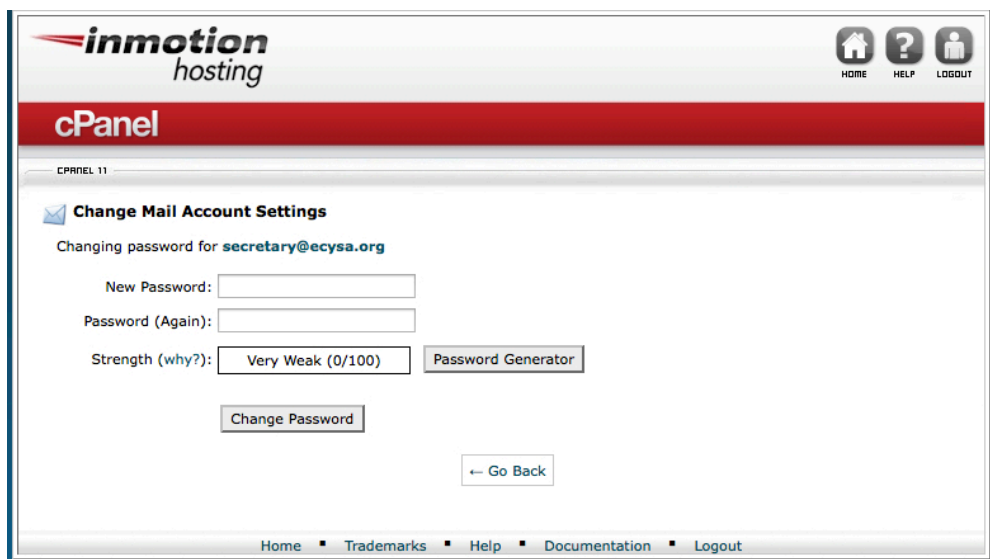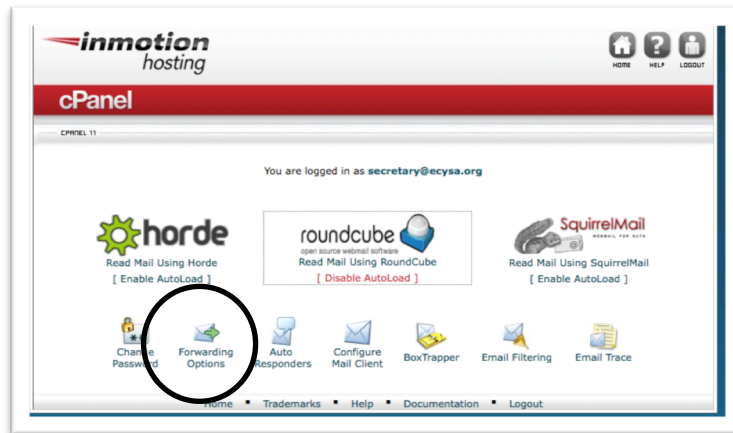
After clicking Change Password, the screen below will appear. Click on the Go Back button or the Home button in the upper right corner.
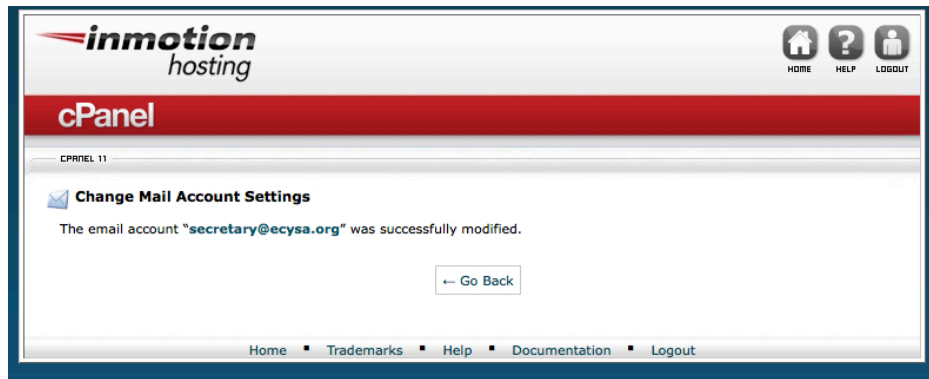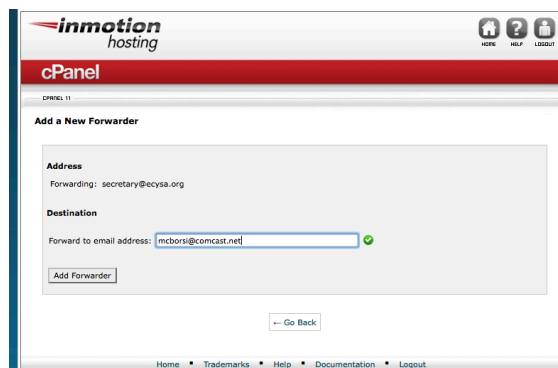

Forwarding Options.

To set up your email forwarding click on the Forwarding Options button.

The screen below will appear. In this example the email is being forwarded to the Secretary's personal email account. Enter the new Destination email and click on Add Forwarder. You can have an unlimited number of forwards.

It is best to set up your forwards and run some tests with others so that you can get to see these emails come through.

VERY IMPORTANT ECYSA EMAIL PROTOCOL WHEN USING FORWARDS

As noted on the first page of this document, when you have email forwarded to your personal email account they are now "outside" of the ECYSA roundcube email system. If you want your email interchange with ECYSA or other towns to be saved in the ECYSA email system, do not reply back from your personal account. Go into the ECYSA email system and handle from there. If you want to keep the conversation out of the system so that it is clearly personal then feel free to reply back from your personal email account.

Setting up Mail Client Configurations
There is another more technical approach to setting up outside email accounts while keeping all emails captured within the ECYSA roundcube email system. Many of us use this approach with smart phones, pda's, iPads, tablets, etc..

To set up this approach click the **Configure Mail** button.
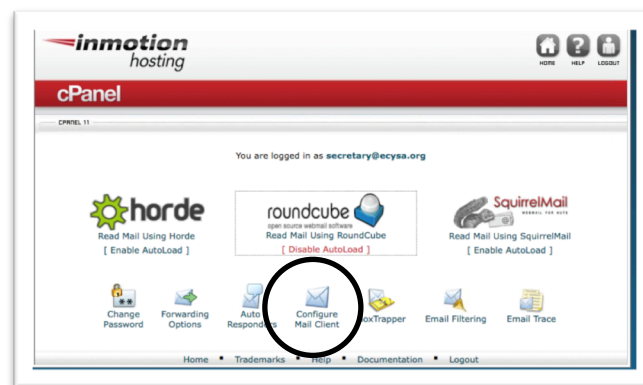
The screen below will appear providing you will all the information you will need to configure a new mail account on your other emails applications. This method will allow you to communicate outside of the roundcube system, yet maintain all emails exchanged on the roundcube server for others to have access to. The choice is yours.
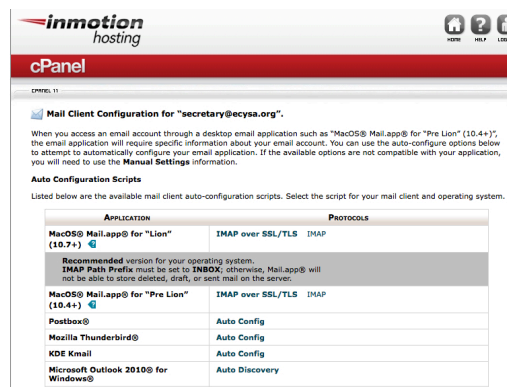
Return to roundcube e-mail
Inside the roundcube box is the link **Read Mail Using RoundCube**. Click on this link.