

NEW EMAIL SET UP

Your User Name and Password

*User Name is first initial(s) + last name

example: Robert Brown is RBrown@Domainname.com

example Mary Ann Brown is MABrown@Domainname.com

About Your Email Account

*Your account is 6MG or about 150 messages

*Remember to use it in a professional manner it is not a private or personal account

Accessing using Outlook or Other Desktop Email Program

Outlook/Other needs to be configured using the following settings:

smtp server: smtp.your internetprovider (contact your internet provider for smtp info)

pop server: mail.domainname.com

user name and password as explained above

Accessing Your Email Over the Internet

To access your mail online or change your password go to

<http://www.versasite.com/mewebmail>

to login

username is: name@domainname.com

password is: xxxxxxxx

Email Admin to change passwords (only one person should have access to this account)

<http://www.versasite.com/meadmin>

username is: postmaster@****.**

password is: xxxxxxx =

Forwarding your email from other accounts

Most email accounts such as Yahoo, AOL, Hotmail, etc have an options or email properties section that allows you to forward your email from that account to another account, in this case your Pequot Properties email.

After locating where to do this follow the instructions provided.

If there is an option to forward without saving a copy, select that option that will prevent you from having to go back to your Yahoo, AOL, Hotmail, etc and deleting out copies of the emails you had forwarded.