6401 Linda Vista Road, Annex A   San Diego, CA 92111-7319   (858) 268-8077   Fax (858) 268-8017   office@ninthdistrictpta.org

Email

Email for @ninthdistrictpta.org flows thru DreamHost. Accounts are in place for all VPs, the office, and the webmaster. Email can be forwarded to a personal email account from the DreamHost server, you can use a webmail interface, or you can use your own email client.

- To have @ninthdistrictpta.org email **forwarded** to a personal account, email webmaster@ninthdistrictpta.org with the details (allow 2 days for setup).

- To use the **webmail** interface to ninthdistrictpta.org email accounts, you will need to first contact webmaster@ninthdistrictpta.org, to get your webmail password.
  - Once you have that, webmail is located at: http://webmail.dreamhost.com or https://webmail.dreamhost.com- (https link provides a more secure link, less likely to allow the information to be compromised and is recommended for that reason)
  - **SquirrelMail -** The links above will take you to the new ninthdistrictpta.org webmail server, which is named SquirrelMail. There is a SquirrelMail User's Manual here. The login screen should look like this:

  - Enter your <title>@ninthdistrictpta.org address and password in the boxes and click Login to go to your webmail page. The link at the bottom of that window will allow you to change your password (recommended for security) and make other changes to your account.
  - **Checking for New Mail**
  - SquirrelMail, by default, will not automatically check for new mail if you leave it open. To check for new mail manually, click **refresh folder list** or the **INBOX** (near the top of the frame on the left side of the screen).
  - To set this up to automatically "refresh" the message list, go to **Options - Folder Preferences**, **Auto Refresh Folder List** and select the time interval to refresh the folder list. Click **Submit** to save this change.

- **Email Limits** (subject to changes)
  - Mail **sending** is limited to 100 **recipients** (To: addresses) per hour and per message to prevent us from being tagged as a SPAM originator.

- o **The limit for attached files is 10MB**. If you need to transfer larger files, contact webmaster@ninthdistrictpta.com for assistance.

- **Using Your Personal Email Client for ninthdistrictpta.org Email -** If you want to use your own computer's email client (e.g., Mail in Mac OS X or Outlook in Windows), the important information is listed at http://wiki.dreamhost.com/E-mail_Client_Configuration. There are too many unique clients to provide specific instructions here but there other help files in wiki.dreamhost.com that may address specific needs.