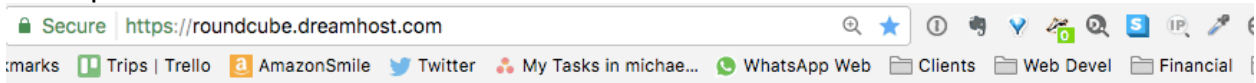# Ninth District
PTA®
every child. *one* voice.

Email

Email for @ninthdistrictpta.org flows thru DreamHost. 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 a couple of 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 portal is located at: https://roundcube.dreamhost.com/

- Enter your <title>@ninthdistrictpta.org, e.g., president@ninthdistrictpta.org, address and password in the boxes and click Login to go to your webmail page.
- At this point you should see an Inbox window with icons for all of the common functions like SEND, FORWARD, REPLY, and DELETE.
- There is a SETTINGS link at the top of the page that will take you to another page to personalize the account behavior, or change the password

- **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.
    - **The limit for attached files is a total of 10MB**. If you need to transfer larger files, contact webmaster@ninthdistrictpta.com for assistance. Be advised that

some receiving addresses will not accept a 10MB attachment.

- **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 https://help.dreamhost.com/hc/en-us/articles/214918038-Email-client-configuration-overview.
    - o We use the homiemail-sub4 server, when you get to that question in the instructions
    - o Toward the end of that article, there are links to more specific instructions for popular email clients, such as Apple Mail, Thunderbird, iPhone, Outlook, and Android