

How to Setup a Centralised Webmail Solution

**Add the Functionality of Advanced Webmail
To Your Communications Capability**



Logo

**A Free Report,
Compliments of**

<http://www.Domain-name.com.au>

CONTACTING

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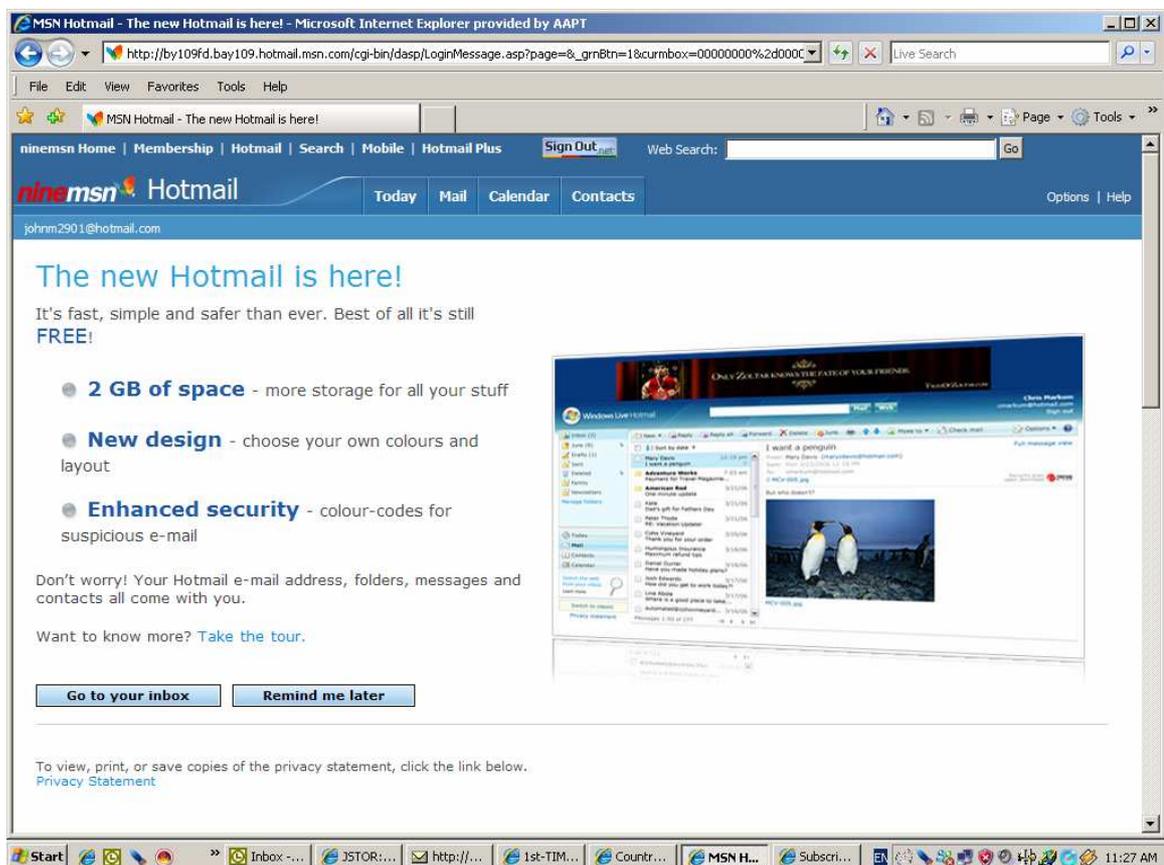
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Summary

Learn how to easily and quickly add total portability to all your E-Mail addresses. Once Webmail is setup you can send and receive E-Mail from any PC that has an Internet connection, and make it appear that all messages originate and are directed back to your preferred email address. That is, instead of gertrude@gmail.com or gertrude@hotmail.com, your address will be gertrude@YourDomainName.com.



Add the Functionality of Advanced Webmail To Your Communications Capability

The days of judging Webmail to be a toy application only fit for emergency use, or to give away to people you don't want to know your real email address, have come to a close with the rapid improvement of these services. These days Google Mail, Yahoo Mail, and Microsoft's *Windows Live Hotmail* can match your desktop email client software feature for feature, and then some!

We consider that it is definitely time to take advantage of these features

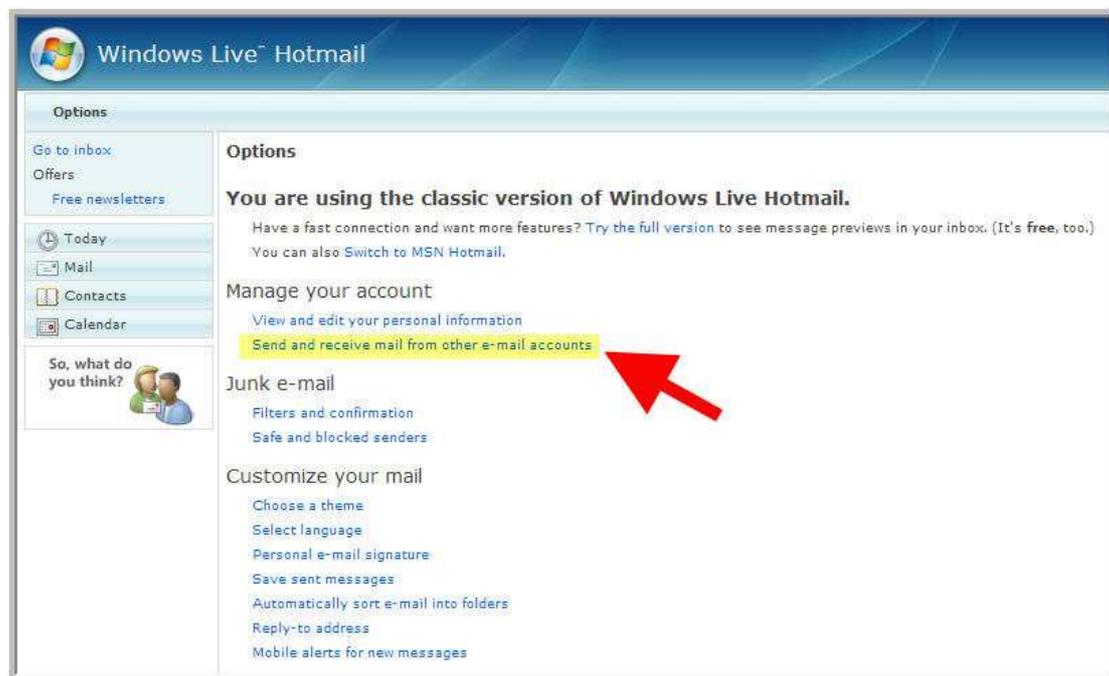
If you don't already have a Web mail address, these three are the best on offer:

1. Google's *Gmail* (the best as far as we can determine) at ...

<http://Gmail.com>

2. *Windows Live Hotmail* (formerly Hotmail) at ...

<http://hotmail.com>



Windows Live Hotmail is a new service. If you have a Hotmail account, sign in there and click on the green "Windows Live Mail" button, on the top left, to switch your account. If you don't have a Hotmail Account you can sign up for one at www.Hotmail.com and then switch your account after logging in. Benefits of *Windows Live Hotmail*: 2GB of storage, drag and drop interface, context-sensitive menus to delete, reply and forward mail when you right-click, greater choice of the interface look and feel. On the downside, *Windows Live Hotmail* lacks some of the great features that Google *Gmail* users take for

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granted, such as the lack of POP mail access and no tagging allowed (*Gmail* uses a great star tag system to mark important email that you can easily find later with a single mouse click). But admittedly, *Windows Live Hotmail's* folder-based file system is better than Google's message board styling.

3. Yahoo! Mail at ...

<http://yahoo.com>

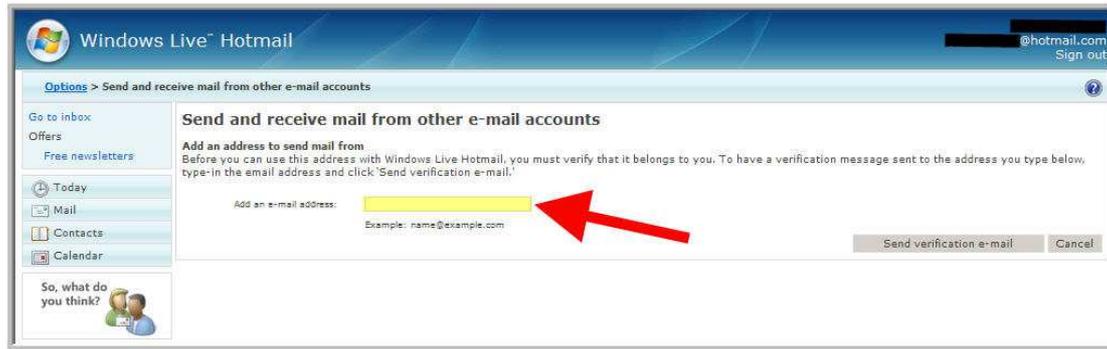
The biggest benefit of Webmail is mobility and portability, because you can access all of your email accounts from any computer that has an Internet connection. This means that you're no longer tied exclusively to your ISP (Internet Service Provider, such as Bigpond.com). Webmail gives generous storage capacity, and a whole range of very useful features that you don't find on free desktop clients (such as *Outlook Express*). Webmail accounts, such as Google Mail, give faster access to your archived email because you're actually using the capabilities of the Google Search Engine to access your email.

There are ***a few things to be wary about*** when using Webmail, though:

- Use strong passwords that contain letters and numbers. IF you don't understand what a strong password is, do a Goggle search on that term, and study the resulting information.
- Change your login details frequently (i.e. password).
- Avoid easy to guess security questions and passwords.
- If you're using a public machine, e.g. in a Library or Internet Café, make sure you log out at the end of the session, and clear your cookies.
- Log in to your Webmail account frequently, otherwise you'll lose your account.
- To prevent loss of Webmail make sure that you regularly make local backups of your online mail. Microsoft has the best solution to date of backing up email to your desktop machine (see box, *Making Local Backups of Windows Live Hotmail*)



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Making Local Backups of Windows Live Hotmail

If you use *Windows Live Hotmail* and *Outlook Express*, then Microsoft has an excellent solution for making backups locally of your online mail. Just follow the instructions:

1. Open *Outlook Express* and go to Tools => Accounts => click on the Mail tab => click on the Add button.
2. When prompted, enter your name and then the Hotmail address for your account.
3. On the E-mail Server Names screen select HTTP as “My incoming mail server,” and Hotmail as your service provider.
4. Click Next and fill in your account address and password.

When the new account has been created, *Outlook Express* will download the mail stored online, leaving copies on the server. Once the online emails have been transferred to Outlook Express, they can then be exported to Microsoft *Outlook* or Microsoft *Exchange*.

How to Setup **Gmail** As Your Centralised Webmail Solution

Step 1.

One of the great features about a Google *Gmail* account is that it enables you to access your email using POP (Post Office Protocol) instead of HTTP. This single feature alone is enough, we believe, to switch to Google’s *Gmail* as your preferred Webmail solution. In effect, this means that if you have a business Web address such as ...

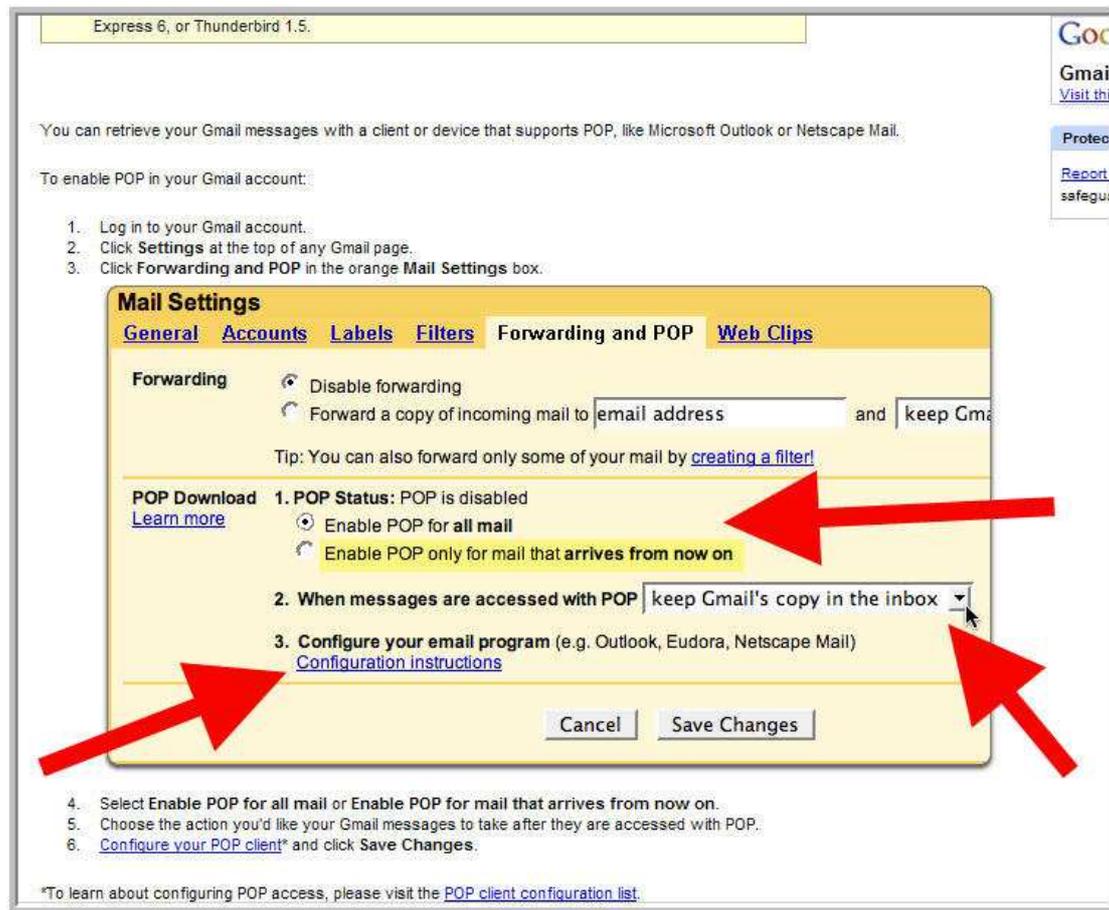
<http://YourDomainName.com.au>

and your E-mail address on that domain name is ...

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Gertrude@YourDomainName.com.au

... you can have a copy of all E-mail sent to this address sent on to your Google *Gmail* account, free of any charges. We will cover the reason why you would want to do this a little later, but for now ...



Here's how you would do that ...

1. Log into your *Gmail* account.
2. Click the => Forwarding and POP tab.
3. Enable POP by selecting either "Enable POP for all mail," or "Enable POP for mail that arrives from now on."
4. By default Google Mail keeps copies of all downloaded email on its server, so that you can access it at any time using straight access via a Web browser (i.e. Webmail).
5. Now click the Configuration Instructions to find out how to connect the *Gmail* POP server to your local system's mail client.

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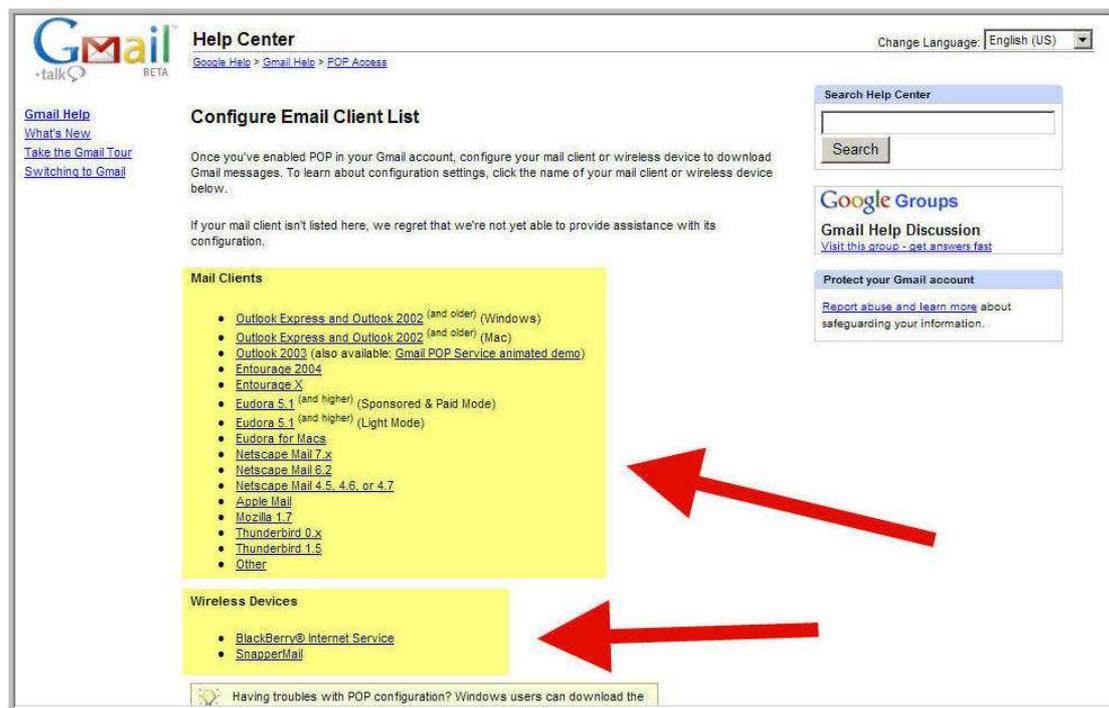
Step 2.

Now the next step in this centralization process is use the power of *Gmail* to make it appear as your primary domain name when sending and receiving email, i.e. <http://YourDomainName.com.au>, and Gertrude@YourDomainName.com.au

To do this you simply login to your cPanel Web hosting account, which we have setup for you, and click on the **E-Mail** button, and then setup forwarding of your E-Mail to your *Gmail* Account (let's imagine that your username at *Gmail* is Gertrude).

Now while you'll use Google's *Gmail* to handle all your E-Mail when you're at home, or at work, or on the road, your E-Mail is also stored on your Web hosting account at <http://YourDomainName.com.au>.

The real beauty of the Google *Gmail* account (this also applies to *Windows Live Hotmail*) is that you can change the "Reply to:" address so that instead of having Gertrude@Gmail.com (which is not what you want to appear on your business cards and letterheads), your E-Mail appears to be coming from Gertrude@YourDomainName.com.au.



Just follow these simple steps to set this up:

1. In Google *Gmail* click on Settings => Accounts => Type in, for example, Gertrude@YourDomainName.com.au.
2. In *Windows Live Hotmail* choose Options => More Options => click on "Send mail from a different email address," => Type in, for example, Gertrude@YourDomainName.com.au

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With this new functionality to your Webmail account you can now send and receive email from it as Gertrude@YourDomainName.com.au, and your recipients have no idea that the messages actually are coming and going to Gmail.com or *Windows Live Hotmail.com* !

Backing Up E-mail Stored in Outlook Express

You can backup your Hotmail or Google mail messages stored in Outlook Express by following along here:

1. Go to Tools => Options => Click the Maintenance tab => then click on the Store Folder option.
2. When you see the local path to your mail folder, highlight this and copy it to the clipboard.
3. Hit the Windows key and the E key to open Explorer, then paste the path you've copied into the address bar (use CTRL + V). You'll see a folder containing a list of *.dbx files, each corresponding to a mail folder in Outlook Express.
4. You can back these files up anywhere you like, such as your Desktop, a folder on your HDD, or even burn them to CD.

Step 3.

The final step is dealing with the problem caused by the fact that your Web browser—whether it be *Firefox* (now renamed to *IceWeasel*) or *Internet Explorer*—is automatically configured to launch a new mail composition window in your default email client every time you click on an E-Mail link.

Here's how to fix that annoyance.

In *Internet Explorer* 7 do the following ...

- Go to Tools => Internet Options => click on Programs => and select *Windows Live Hotmail* from the drop-down list.
- You will now be able to connect Live Hotmail as well as older Hotmail accounts.
- Even in other browsers, an Internet Explorer window will still launch and open your Windows Live Hotmail account.

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Mozilla Firefox (*IceWeasel*) has a hidden configuration setting that controls the default mail client it launches, but you cannot get at it through the browser's interface! Here's how to get *IceWeasel* to open <mailto:links> in Google *Gmail*:

- Install ***Gmail Manager*** from www.longfocus.com/firefox/gmanager using *IceWeasel* (*Firefox*).
- This extension not only detects mailto: links and forwards them to Google *Mail*, but helps manage multiple accounts.

You can do the same in *Internet Explorer* with your *Gmail* account.

Go to http://mail.google.com/mail/help/notifier/notifier_windows.html

Download and install ***Gmail Notifier***, but make sure that you check "Use for outgoing mail." The setting won't show up in Windows Explorer's "Internet Options," but Google Mail will now be automatically configured as your default service.