

Accessing Your OCVTEA E-mail Account

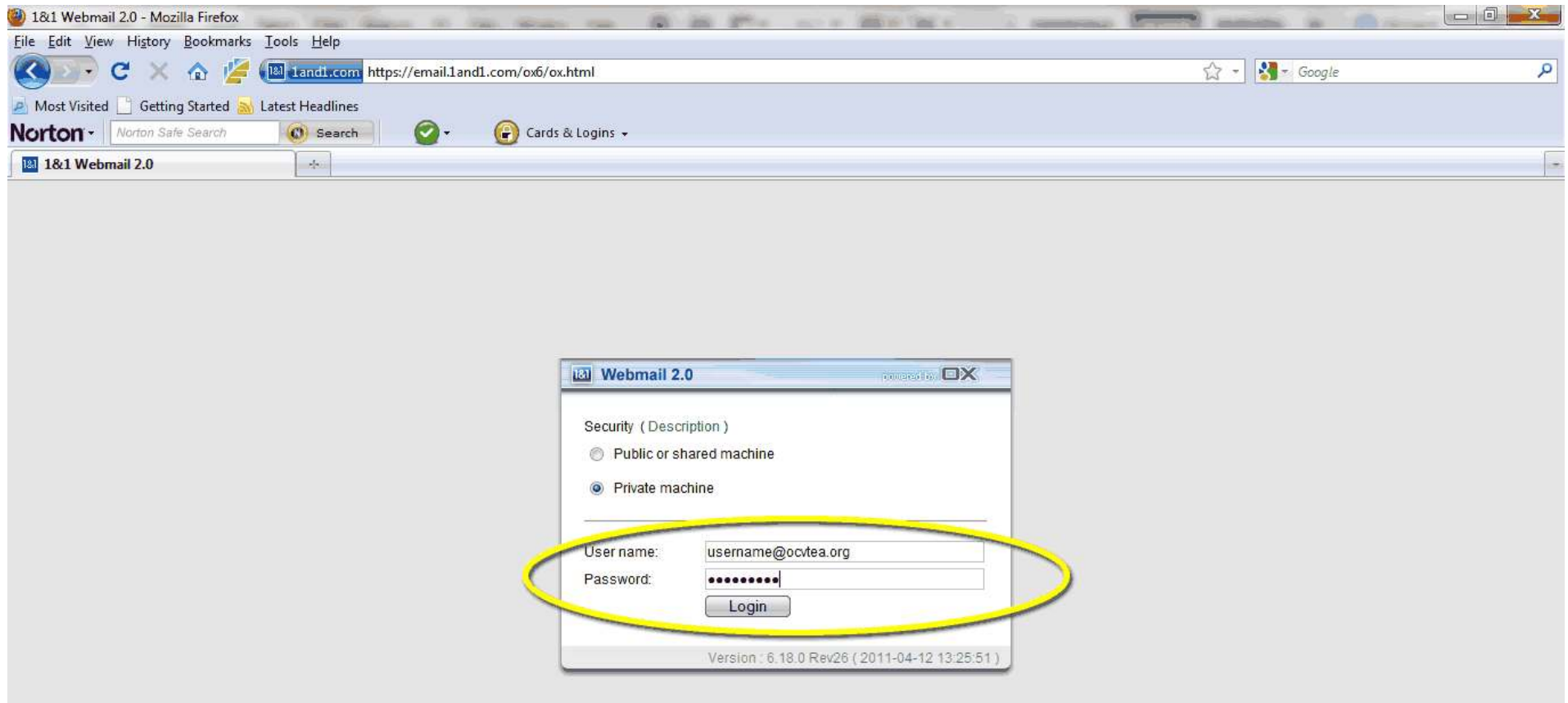
Go onto the Internet and type in “www.ocvtea.org”. This will take you to the OCVTEA web site’s home page. At the top you will see a link to click on to check your email. Click on it.



After you click on the link, you will be sent to the following page:



In the middle of this page, will be the “WebMail 2.0” log-in screen. You will need to have your username and password to go any further. Your building rep has your information if you have not yet received it. Type in your information and be CERTAIN you also type “@ocvtea.org” after your username or you will be unable to log in.



Your email looks a lot like your email at work. However, you can click on the “email” icon to access your email “inbox”. (See below)

The screenshot shows the 1&1 Webmail 2.0 interface in a Mozilla Firefox browser window. The browser's address bar displays the URL <https://email.1and1.com/ox6/ox.html>. The interface includes a top navigation bar with "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help" menus. Below the browser window, the webmail interface features a left sidebar with a "Folders" list containing "E-Mail", "Inbox (1)", "Drafts", "Sent Items", and "Spam". A "New" button and "Quick Settings" (Show InfoBox, Show QuickInfo, Show MiniCalendar) are visible. The main content area is titled "Start Page" and contains three panels: "Calendar" (No Items available), "E-Mail" (Inbox) showing an email from Michael Clarke with the subject "Testing Sending E-Mail from Hom 01-10-2011 08:13 PM", and "Tasks" (No Items available). A "Synchronisation" dropdown menu is located in the top right corner, showing "Outlook" and "Mobility" options. At the bottom left, there is an "InfoBox" section stating "You have 1 unread E-Mail." and displaying two email statistics: "E-Mail: 0.53% 2 GB" and "E-Mail: 0.06% 100000". The browser's status bar at the bottom shows "Done".

You should now be able to access any messages in your inbox by clicking or double-clicking on the message in your list.

The screenshot shows the 1&1 Webmail 2.0 interface in a Mozilla Firefox browser window. The browser's address bar displays the URL <https://email.1and1.com/ox6/ox.html>. The interface includes a top navigation bar with menu items like File, Edit, View, History, Bookmarks, Tools, and Help. Below this is a search bar and a 'Logout' button. The main content area is divided into several sections:

- Left Sidebar:** Displays the user's name 'Tom Vassallo' and a 'Folders' list containing 'E-Mail', 'Inbox (5)', 'Drafts', 'Sent Items', and 'Spam'. Below the folders is a calendar for April 2011, with the 23rd highlighted. At the bottom of the sidebar is an 'InfoBox' showing 'You have 5 unread E-Mails.' and storage usage: 'E-Mail: 0.53% 2 GB' and 'E-Mail: 0.06% 100000'.
- Top Action Bar:** Contains icons for 'New', 'E-Mail' (Reply, Reply all, Print, Copy), 'Delete', 'Forward', 'Spam', 'Mark as', 'View' (H Split, V Split, List), 'Attachment' (Open, Save as, Save in InfoStore), 'Flag', and 'Search' (Clear).
- Message List:** A table titled 'Tom Vassallo | E-Mail | Inbox (5 of 63 unread)' with columns for 'From', 'Subject', 'Received', 'Size', and 'Flag'. The messages listed are:

From	Subject	Received	Size	Flag
tvassallo@ocvtea.org	Your entry is activated	08-26-2010 10:54 AM	2.36 KB	
tvassallo@ocvtea.org	You've got a new entry	08-26-2010 10:54 AM	2.28 KB	
tmvassallo@comcast.net	Test	08-12-2010 11:38 PM	2.17 KB	
1&1 Internet Inc.	A message from 1&1 Internet	08-12-2010 11:33 PM	2.77 KB	
account-verification-noreply@google.com	Google Email Verification	08-09-2010 04:40 PM	3.43 KB	
1&1 Internet Inc.	A message from 1&1 Internet	07-01-2010 09:32 AM	2.77 KB	
- Message Content:** The selected message is titled 'A message from 1&1 Internet'. The header shows: 'From: "1&1 Internet Inc." <support@1and1.com>', 'To: tvassallo@ocvtea.org', and 'Received: 07-01-2010 09:32 AM'. The body text reads: 'Hello and welcome to your new e-mail account!' followed by 'Thank you for using 1&1 e-mail services for your communications needs. We'd like to take this opportunity to present WebMail 2.0 and discuss'.

The bottom of the browser window shows the 'Done' status bar.