

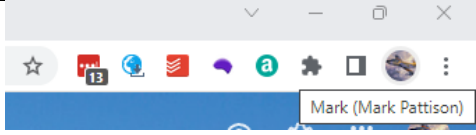
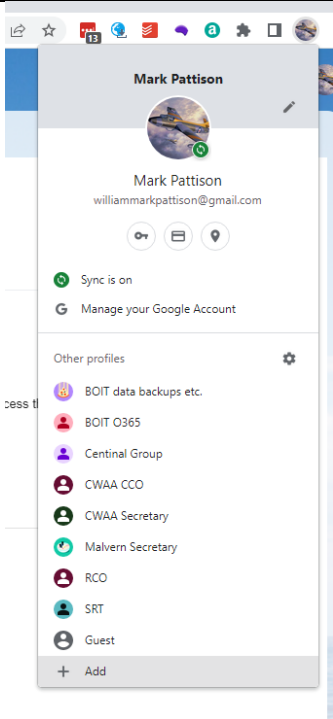
Guide to using club email.

1. The club email (malvernarchers.co.uk) is hosted on the IONOS web server.
2. The IONOS account is managed by Back Office IT Ltd. (01905 426364)
3. The email addresses are of the form officer@malvernarchers.co.uk
4. If you require your password this can be sent separately.
5. There are two ways to access this. (a) using the webmail interface (easiest) (b) configure a client on your PC/mobile of choice.
6. Usage instructions:
 - a. Webmail.
 - i. Point your favourite web browser at <https://mail.ionos.co.uk>
 - ii. Enter your email address
 - iii. Enter your password
 - iv. Select 'Remember me' if you wish
 - v. You are in.
 - vi. If you use multiple webmail interfaces you could consider using a new browser profile to hold the Malvern email account (see "Advanced" below or contact tech support for instructions).
 - b. Desktop/mobile client
 - i. **Always use IMAP**
 - ii. Incoming server is imap.ionos.co.uk – Port 993
 - iii. Outgoing server is smtp.ionos.co.uk – Port 587 (TLS)
 - iv. If your client requires it, enable "SMTP Authentication"
 - v. Username = full email address
 - vi. Password is your password
 - vii. Remember to ensure that outgoing Malvern Archery emails are sent from your Malvern Archers account.
7. "Forwarding" – some of the email addresses have "forwarding" enabled. This means that emails coming in to your 'official' mailbox will be copied to your private email address. It is tempting to reply from this private address. In some circumstances this is OK, but in general you should reply from your 'official' mail address as detailed above.

Advanced stuff

1. Set up a browser profile.

A “browser profile” is effectively opening a separate instance of your web browser. In this way you can separate logins and so forth & easily switch between them. Here’s a basic guide (using Chrome – other browsers like Edge are similar). Open your browser (immaterial what page it loads for now).

i	Click the logo for the account (top RH corner)	
ii	From the options revealed select “+Add”	
iii	Select “Continue without an account”	
iv	Give the profile a name that you’ll recognise & choose a colour scheme (if you must!)	
v	Click “Done”	
vi	Now click the logo for the account again – you should see the profile you have created in the list. Click it & you will get a blank browser window.	
	<p>OPTIONAL</p> <p>You can now set the home page to mail.ionos.co.uk, log in, checking “Remember me”.</p>	<p>Now, when you select the profile, the email page will automatically open for you.</p>