CUPE 391 WEBMAIL CHEAT SHEET

IMPORTANT

If this is your first time logging in, please refer to the "Welcome to CUPE 391" message emailed to whichever account you provided on your Union registration card. That message contains your temporary password that will enable you to sign in and create your own.

If you are unable to find the original message or password, please email <u>info@cupe391.ca</u> and we will provide you with a new password.

Logging in to your CUPE 391 Webmail

1. Go to <u>www.cupe391.ca</u> and click on the green "Webmail Login" button in the top left hand corner.

| CUPE 391 Representing Vancouver, Gibsons and Sechelt Public L | CUPE 391 | Webmail Login | |
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| Home Contact Us News ~ About ~ Business ~ Gibsons/Sech | elt -> Committees -> Media -> Resource | s 🗸 Affiliates 🗸 | Q |
| Welcome to CUPE 391 | | Follow Us | |
| | Who we are CUPE local 391 represents the 800+ employees of Vancouver Public Library as well as the employees of Sechelt Public Library and Gibsons and District Public Library. We are librarians, library assistants, book binders, delivery staff, maintenance workers, graphic destensor unservicem library. | UPDATE - CHANGE OF LOCATION - General Meeting - Thursday, September 25th Sond UPE 391 at WORD this year, September 22, 2016 Join CUPE 3914 WORD this year, September 25th, fromMore + UPDATE - CHANGE OF LOCATION - General Meeting - Thursday, September 25, 2016 Hill, Due to the flood at Central, weMore + | |

2. This sign-in screen should come up (our webmail client is Gmail):



3. If gmail signs you into your personal gmail account instead, click "Sign out" in the upper right corner.



4. Then click "Sign in with a different account" then choose "Add account"



6. To log in, enter **your entire CUPE 391 address in the username field**: first name.last name@cupe391.ca (i.e. jane.doe@cupe391.ca).

Then click "Next" and enter your password.

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7. If this is your first time, Gmail will prompt you to reset your password. If you need further assistance, please contact us at info@cupe391.ca or 604.322.4879.

Forwarding your CUPE 391 Webmail to Your Personal Email Account

1. Log in to your CUPE 391 webmail, then choose "Settings" from the drop-down menu under the 'wheel' button in the upper right hand corner

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| COMPOSE | Primary Social Prome Eventb |
| Starred | Image: Solution of the second seco |
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| Follow up Misc | □ ☆ □ Whittam Jarvis (12) Political Action Workshop - Hi All, CUPE BC is putti Themes |
| Priority More ▼ | □ ☆ □ Batty, Jarvis (4) Smart Search - Smart Search has an internet access Sound recoded in the object of the search has an internet access □ ☆ □ Nevarie Batty, Jarvis (6) Please read and respond - Zoe's availability in Oct. Tor bargaining ctte meet 27 Aug |
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2. Click on the "Forwarding and POP/IMAP" tab at the top, then "Add a forwarding address" button.

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| COMPOSE | General Labels Inbox | Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes |
| Inbox (1,924) | Forwarding: | Add a forwarding address |
| Starred | Lean nore | Tip: You can also forward only some of your mail by creating a filter! |
| Important Sont Moil | POP Download: | 1. Status: POP is enabled for all mail that has arrived since 09/09/2011 |
| Draffa | Learn more | Enable POP for all mail (even mail that's already been downloaded) |
| Draits | | Enable POP for mail that arrives from now on Disable POP |
| Follow up | | |

3. Enter the personal e-mail address you want to forward your CUPE 391 mail to and click "Next."

| | | 2. When messages a | re accessed with POP | keep CUPE 391 Mail's copy in | n the Inbox 🗢 |
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| More - | | 3. Configure your en | nail client (e.g. Outlook, | Eudora, Netscape Mail) | |
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Then click "Proceed."

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Click "Ok" to the pop-up message notifying you that a confirmation code was sent to verify permission.

| More - | | 2. When messages are accessed with POP keep CUPE 391 Mail's copy in the Inbox | 0 |
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| | | Add a forwarding address | |
| Alexandra Young Aliza Nevarie Bass, Jennifer Batty, Gerard | IMAP ACC (access CUPE clients using IM Learn mon | A confirmation code has been sent to verify permission. ок | |
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| Hall, Sarah janecurry@shaw.ca | 0.38 GB (2%) of 1 Manage | i GB used Programme Policies Powered by Google** | |

4. Now log into your personal account. You should have received a Confirmation e-mail from CUPE 391 Team. Write down the Confirmation Code.

5. Log back into your CUPE 391 e-mail, and get back to the Forwarding Settings tab by following steps 1 and 2 again. In the Forwarding tab, enter the Confirmation Code from step 4, then click "Verify"

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| Mail 🝷 | Settings | |
| COMPOSE | General Labels Inbox Forwarding: Learn more | Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes Add a forwarding address |
| Starred Important Sent Mail | | Verify vaniatse@gmail.com 464594890 Verify Re-send email Remove address |
| Drafts Follow up Misc Priority | POP Download: Learn more | Status: POP is enabled for all mail that has arrived since 09/09/2011 Enable POP for all mail (even mail that's already been downloaded) Enable POP for mail that arrives from now on Disable POP |

6. Click "Forward a copy of incoming mail to <your personal e-mail address>, and choose whether you want your CUPE 391 mail kept, marked read, archived, or deleted in the drop-down menu.

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| Misc | POP Download: 1. Status: POP is enabled for all mail that has arrived since 09/09/2011 | |

7. Click "Save Changes" at the bottom of the window.

How to Send Mail FROM your CUPE 391 address Using Your Personal Gmail Account

1. Log in to your personal Gmail account, then choose "Settings" from the drop-down menu under the 'wheel' button in the upper right hand corner.

2. Click on the "Accounts and Import" tab at the top. In the 'Send mail as' section, click "Add another email address you own."



3. Type your CUPE391 e-mail address in the pop-up window, then click "Next Step."

4. In the next pop-up window, enter the following information: SMTP Server: "smtp.gmail.com" Username: (your full CUPE391 e-mail address) Password: (your CUPE391 e-mail password) then click "Add account."

| Add another email address you own |
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| Send mail through your SMTP server |
| Configure your mail to be sent through cupe391.ca SMTP servers Learn more |
| SMTP Server: smtp.gmail.com Port: 587 0 |
| Username: yania.tse@cupe391.ca |
| Password: |
| • Secured connection using <u>TLS</u> (recommended) |
| Secured connection using <u>SSL</u> |
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| Cancel "Back Add Account " |
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5. A confirmation code will be sent to your CUPE 391 address. Open the e-mail and either

a) click on the confirmation link OR

b) take note of the confirmation code and enter it in the pop-up window and press "Verify"

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| Confirm verification and ad | d your email address |
| Congratulations, we successf nore step! | fully located your other server and verified your credentials. Just one |
| An email with a confirmation o To add your email address, d | code was sent to vania.tse@cupe391.ca . [<u>Resend email]</u> Io one of the following: |
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6. Now, you can choose to send FROM your CUPE 391 email by clicking the drop-down arrow beside the 'From' line in your PERSONAL gmail account.

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