

CUPE 391 WEBMAIL CHEAT SHEET

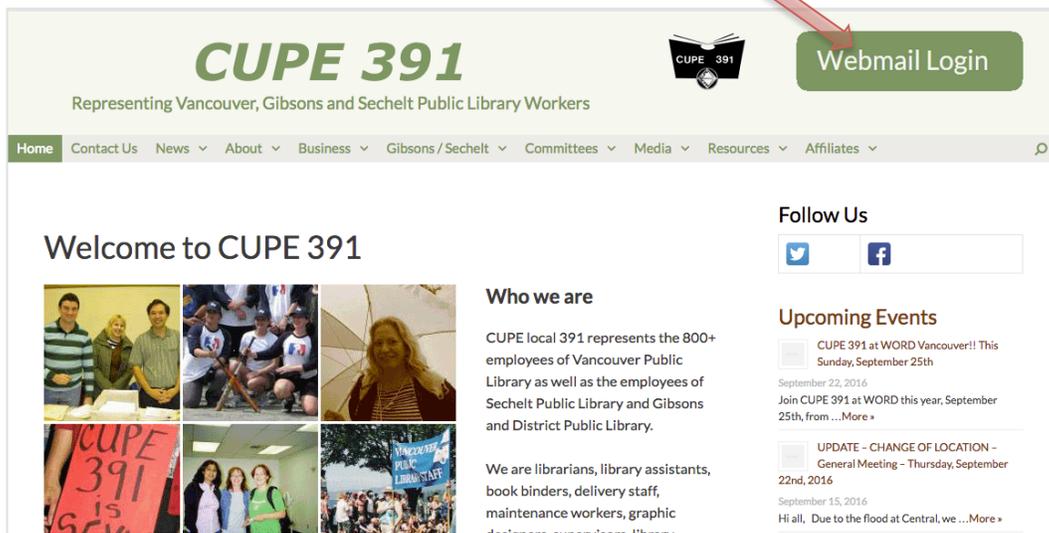
IMPORTANT

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.

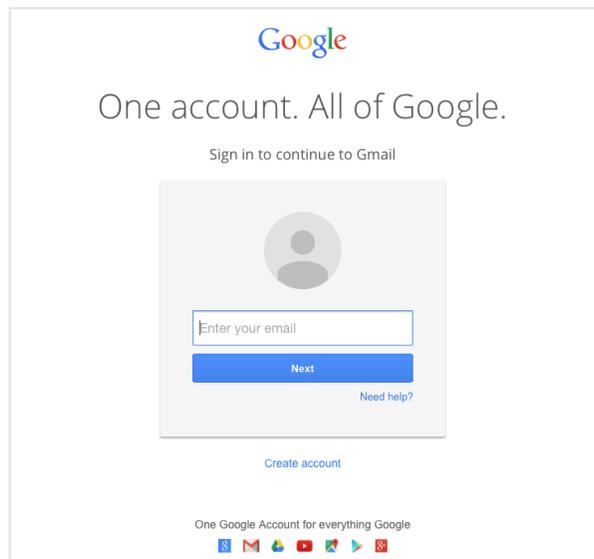
If you are unable to find the original message or password, please email info@cupe391.ca and we will provide you with a new password.

Logging in to your CUPE 391 Webmail

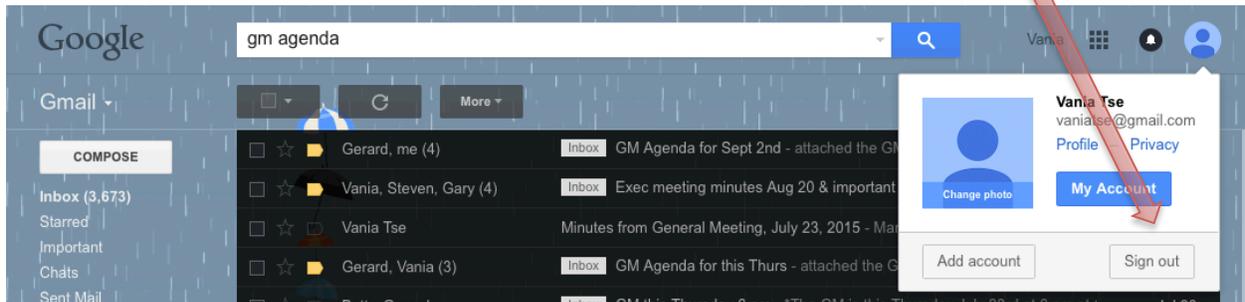
1. Go to www.cupe391.ca and click on the green “Webmail Login” button in the top left hand corner.



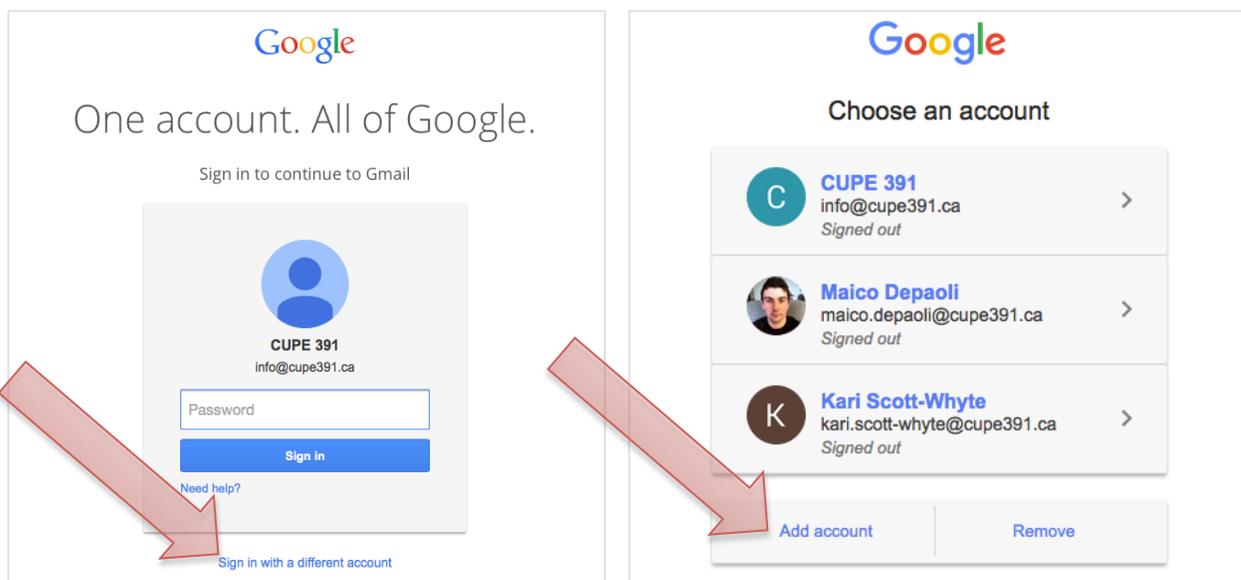
2. This sign-in screen should come up (our webmail client is Gmail):



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.

IMPORTANT

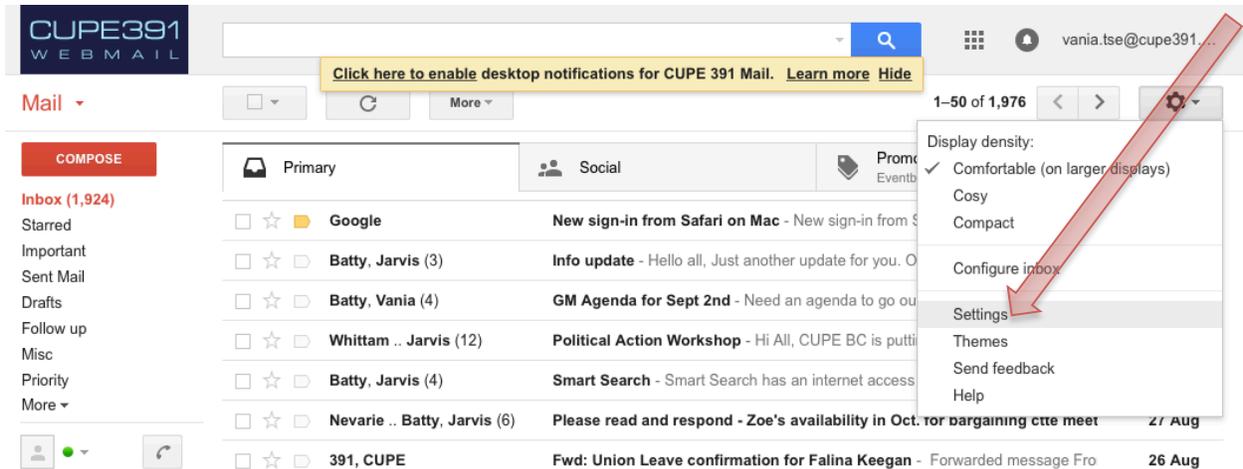
If this is your first time logging in, please refer to the “Welcome to CUPE 391” message emailed to whichever account you provided on your Union registration card. That message contains your temporary password that will enable you to sign in and create your own.

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

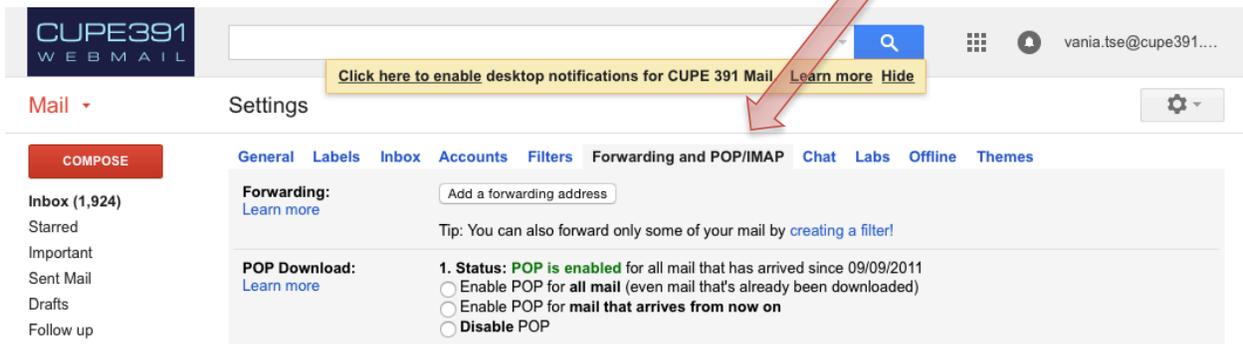
7. If this is your first time, Gmail will prompt you to reset your password.
If you need further assistance, please contact us at info@cupe391.ca or 604.322.4879.

Forwarding your CUPE 391 Webmail to Your Personal Email Account

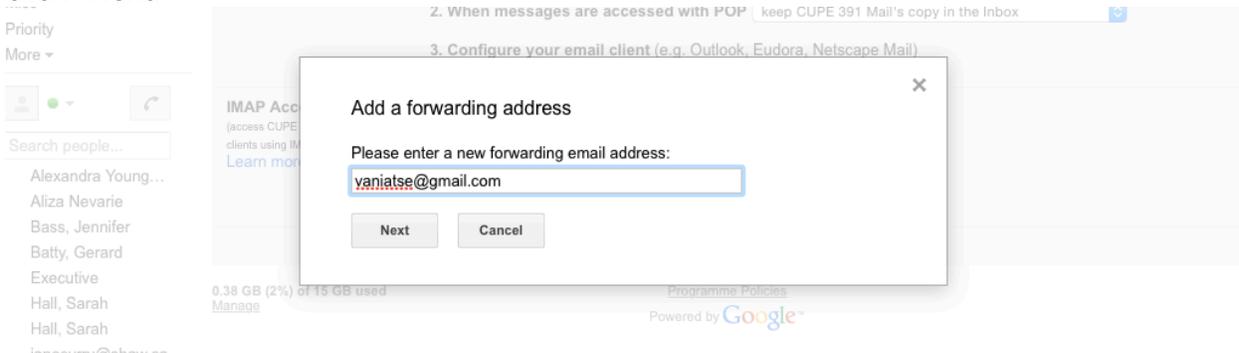
1. Log in to your CUPE 391 webmail, then choose “Settings” from the drop-down menu under the ‘wheel’ button in the upper right hand corner



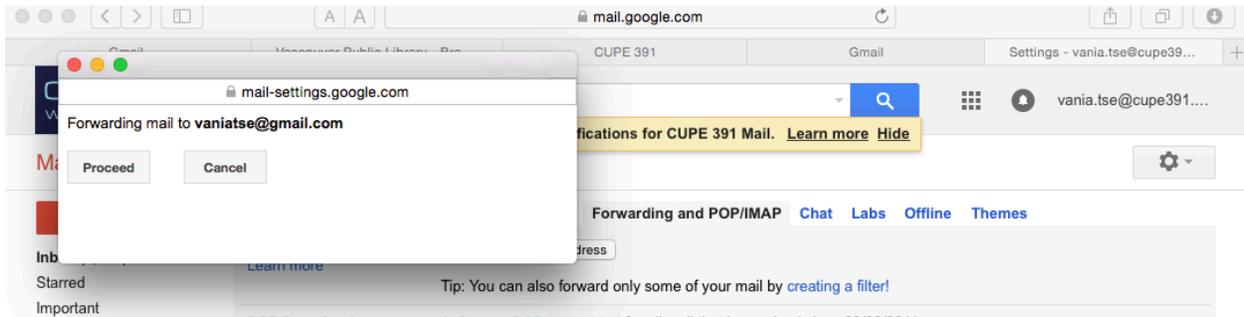
2. Click on the “Forwarding and POP/IMAP” tab at the top, then “Add a forwarding address” button.



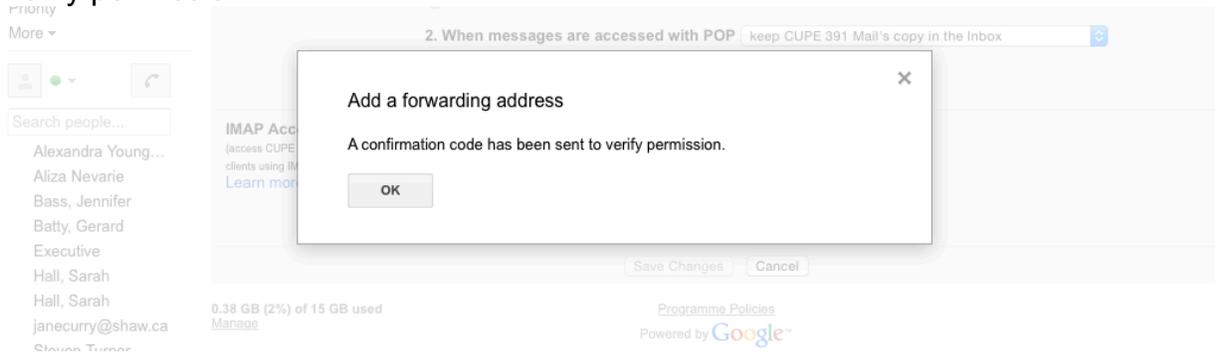
3. Enter the personal e-mail address you want to forward your CUPE 391 mail to and click “Next.”



Then click "Proceed."

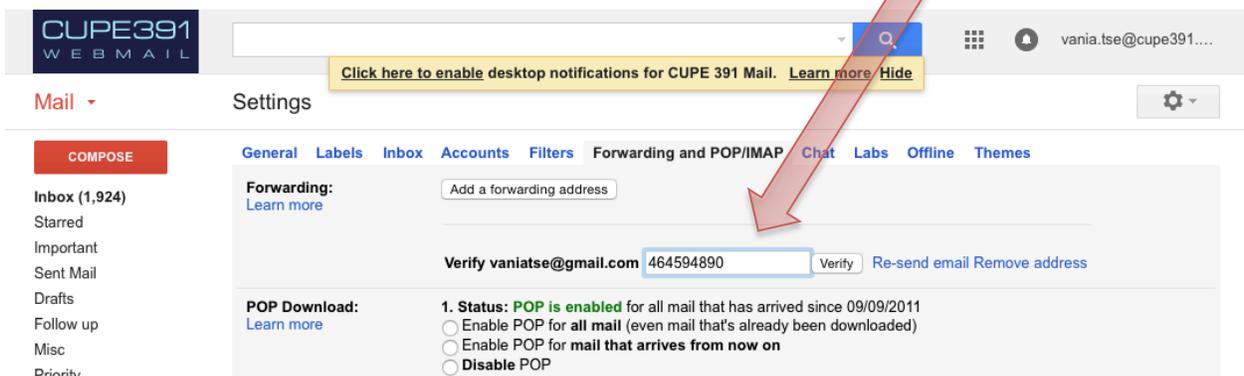


Click "Ok" to the pop-up message notifying you that a confirmation code was sent to verify permission.

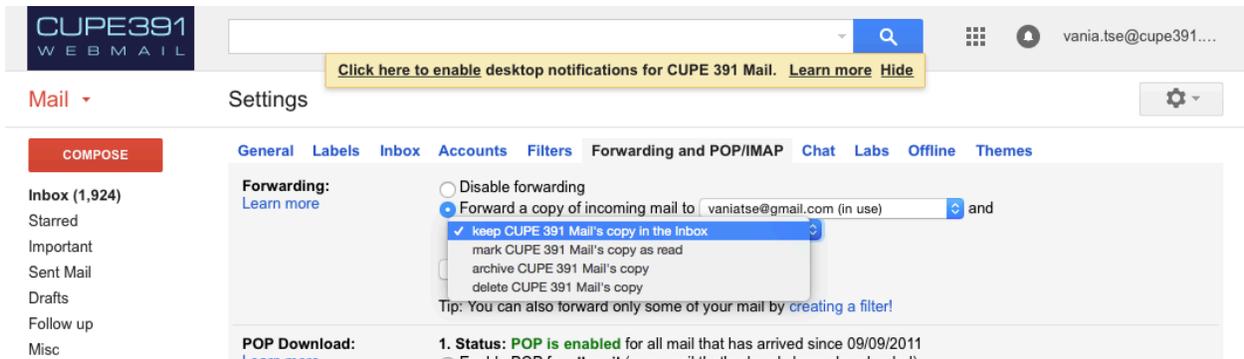


4. Now log into your personal account. You should have received a Confirmation e-mail from CUPE 391 Team. Write down the Confirmation Code.

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"



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.

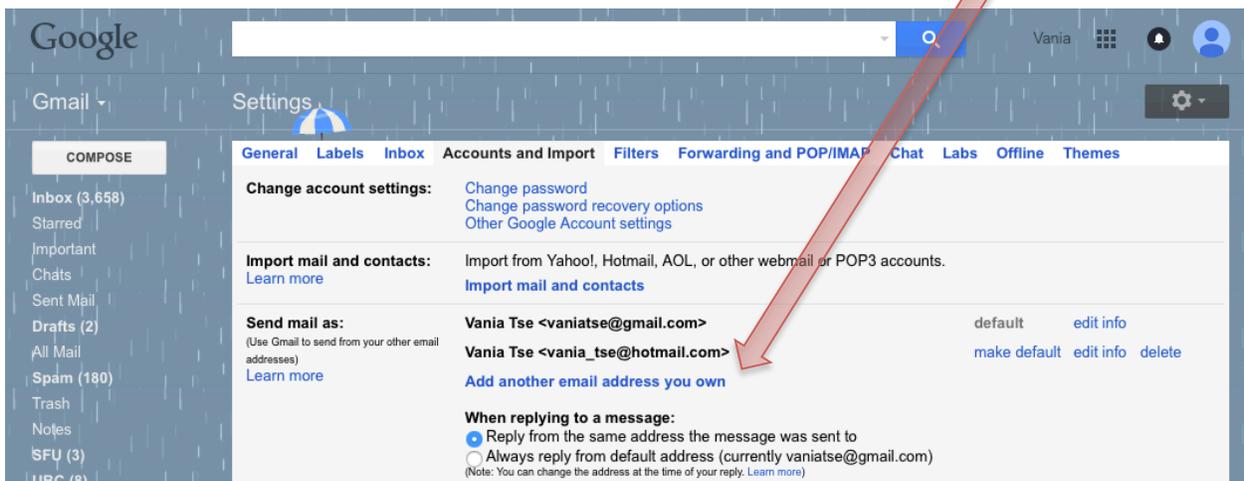


7. Click “Save Changes” at the bottom of the window.

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.”

mail.google.com

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

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.”

mail.google.com

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through cupe391.ca SMTP servers [Learn more](#)

SMTP Server: Port:

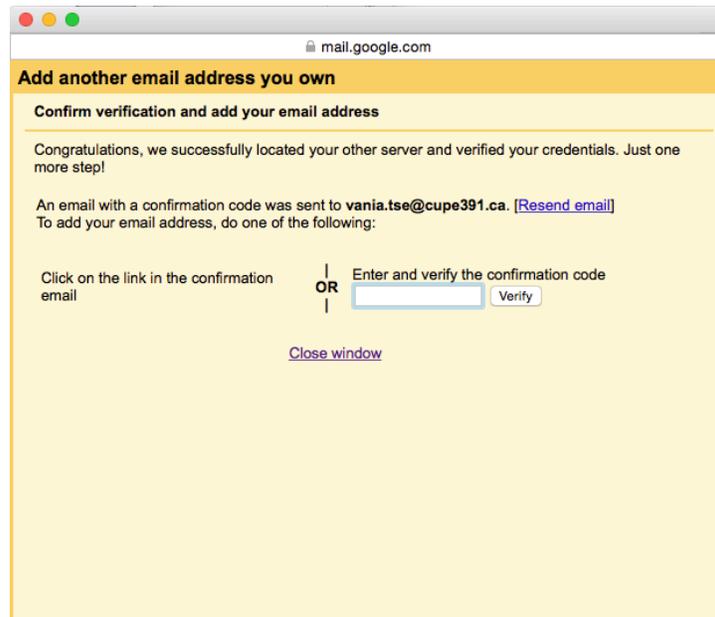
Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

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”



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.

