

Email addresses

- If you haven't had your email address or password yet, please contact Charles.
- Forgotten your password? No stress. Let Charles know and he can issue you a replacement password at any time.
- Each email inbox has an allocation of 1GB. This should be plenty, but please use good housekeeping and save large attachments elsewhere.

Accessing the email address on a computer/web browser

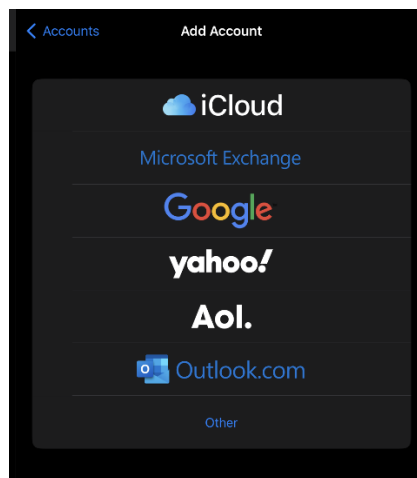
Click here: <https://mail.hostinger.com/>

The link above will take you to your inbox. From here, you can do everything such as reading and sending emails, creating and using folders, etc.

Accessing the email address on a phone/tablet

You can access the mailbox by using the web browser on your device using the link above. However, if you want to install the inbox on your device's mail app, I've done a step-by-step. Screenshots below are for Apple iPhone/iPad, but all devices will use the same details.

- Go to your Settings, then 'Mail' and 'Add Account'.
- Ignore the presets for iCloud, Microsoft Exchange or any others, and click 'Other'



On the next screen, enter the following details:

- Name: How would you like your name to appear in recipient's inboxes? Your job title (e.g. "Welfare Officer"? Your personal name? Up to you, and there's not one right or wrong answer. However, if you're sharing this inbox, please ensure that you discuss and are consistent with the boys and girls you share it with.
- Email: [full email address e.g. wsfrl@worthinggazelles.com]
- Password: [password]
- Description: How would you like it to show up in your list of email addresses in your mail app?

A screenshot of an email account setup screen titled "New Account". At the top left is a "Cancel" button and at the top right is a "Next" button. The screen contains four input fields: "Name" with the value "Welfare", "Email" with the value "welfare@worthinggazelles.com", "Password" (empty), and "Description" with the value "Welfare".

This is when it starts to get fiddly, I'm afraid. Enter these details into the relevant boxes.

INCOMING MAIL SERVER

- Host Name: `imap.hostinger.com`
- Username: [full email address e.g. `wsfrl@worthinggazelles.com`]
- Password: [password]

OUTGOING MAIL SERVER

- Primary Server: `smtp.hostinger.com`
- Host Name: `smtp.hostinger.com`
- Username: [full email address e.g. `wsfrl@worthinggazelles.com`]
- Password: [password]
- Use SSL: Yes
- Authentication: Password
- Server Port: 465

A screenshot of the "New Account" setup screen, now showing the completed configuration. At the top, there are two tabs: "IMAP" (selected) and "POP". Below the tabs are the same fields as in the first screenshot: "Name" (Welfare), "Email" (welfare@worthinggazelles.com), "Description" (Welfare), "Host Name" (imap.hostinger.com), "Username" (welfare@worthinggazelles.com), and "Password". Below these are sections for "INCOMING MAIL SERVER" and "OUTGOING MAIL SERVER". The "INCOMING MAIL SERVER" section has fields for "Host Name" (smtp.hostinger.com), "Username" (welfare@worthinggazelles.com), and "Password". The "OUTGOING MAIL SERVER" section has fields for "Host Name" (smtp.hostinger.com), "Username" (welfare@worthinggazelles.com), and "Password".

And hey presto! You should be all set up and ready to go!

And please remember: If this all seems too complicated or overwhelming, you are key part of a running club – not an IT company! Please shout and we'll get all of this set up for you.