

SFVCA WEB MAIL ACCESS INSTRUCTIONS

Dear SFVCA Area Service Committee Member;

Thank you for agreeing to take an area service position for the San Fernando Valley Cocaine Anonymous Area.

This is a set of detailed instructions for accessing the web mail for the email account for the area service position you have been elected to.

If you follow the direction included in this document, you should not have any difficulty in receiving and sending email as well as managing your spam on our web-based email system.

You are responsible for checking the email account associated with your position on a regular basis and responding to emails received. In addition you are responsible for checking the spam prevention system "message queue" at least once a week to insure that no valid messages are being held up. Instructions on all of this are included in this document.

Your Web Servant is always available to assist you with any issues that you may have with email account.

You may send email to web_servant@sfvca.org or call your current web servant;

Name: *Lee Rose* Phone: *818-203-3353*

Thank you for letting us "be of service";

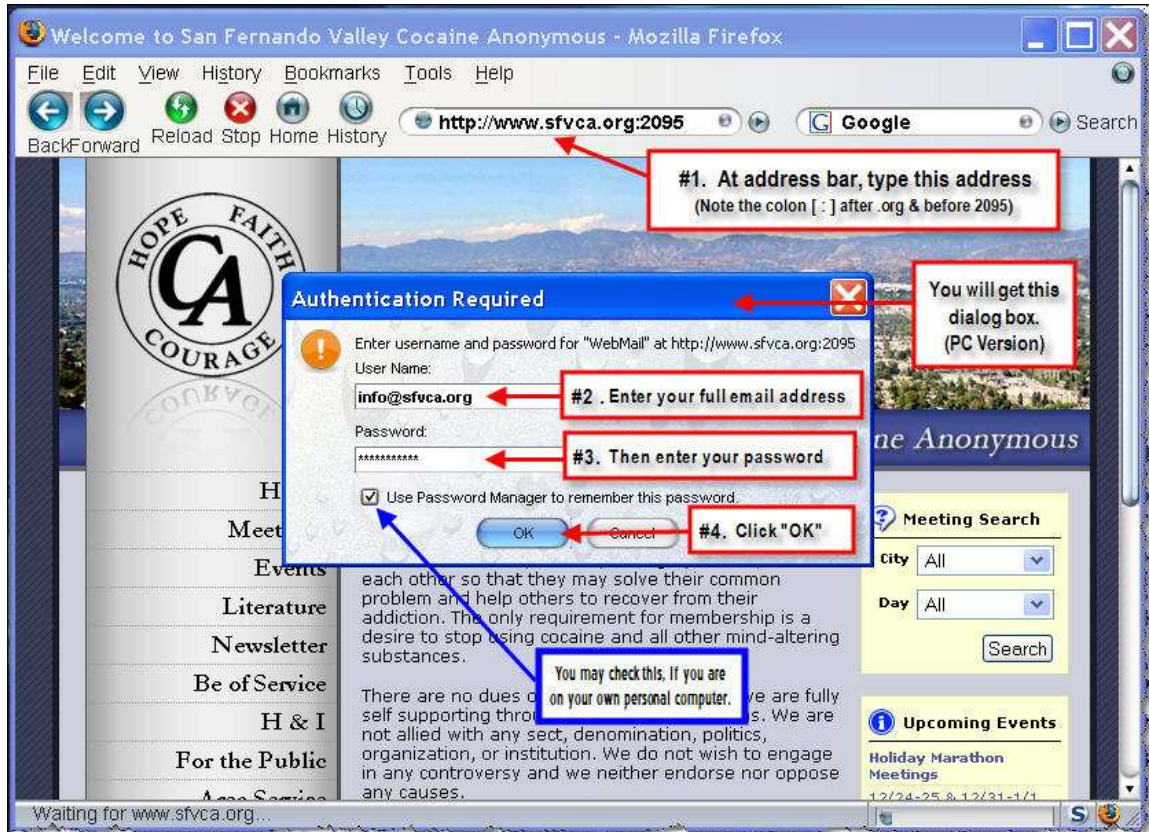
Your Internet Committee Servants
San Fernando Valley Cocaine Anonymous

SFVCA WEB MAIL ACCESS INSTRUCTIONS

First off; you'll need to open any web browser.
*(For these instructions Mozilla's Firefox browser was used,
but any browser on any platform should work the same.)*

You should enter **http://www.sfvca.org:2095** in your browser address bar;

You will get the following screen;



The Mac version of the above screen



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After you have entered your full email address (i.e. info@sfvca.org)
and your password
(as given to you by your web servant)

Click the "OK" button (or the "Log In" button on a Mac)

You will end up here;

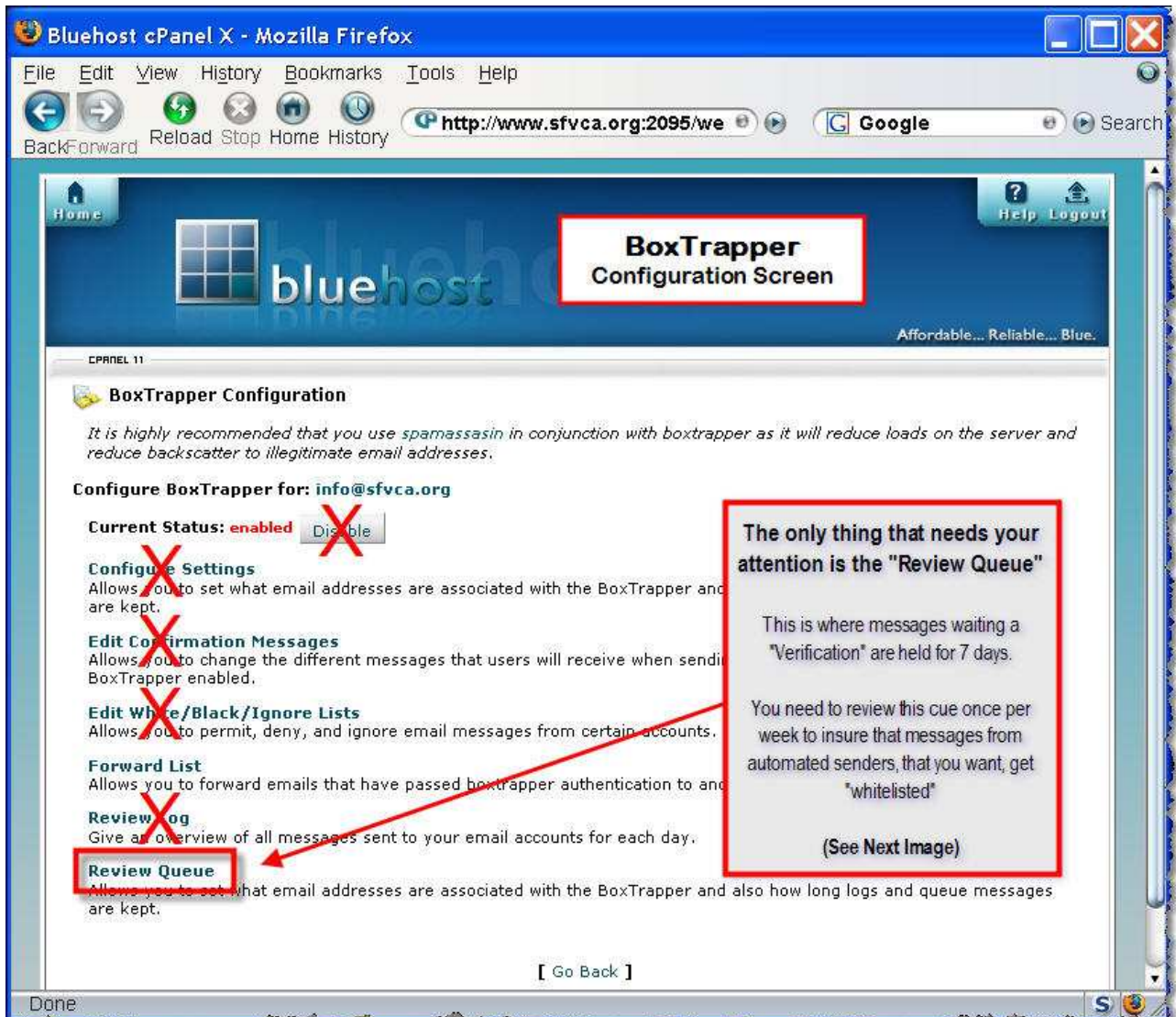


On this screen you can set up various options on your web mail account and access both the web mail program and the "BoxTrapper" spam prevention system.

Starting with the BoxTrapper system;
Click on the "BoxTrapper" button on the menu.

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You will end up here;



This screen has only one real item of interest to you as an area service committee member.

The BoxTrapper system is a challenge / verification spam prevention system.

Anyone who emails the SFVCA account is sent a "request for verification", if that party simply hits "Reply", the original message is sent on to your Inbox.

The "Review Queue" button is for email that comes from automated systems or people who's own spam prevention programs have trapped our verification request email.

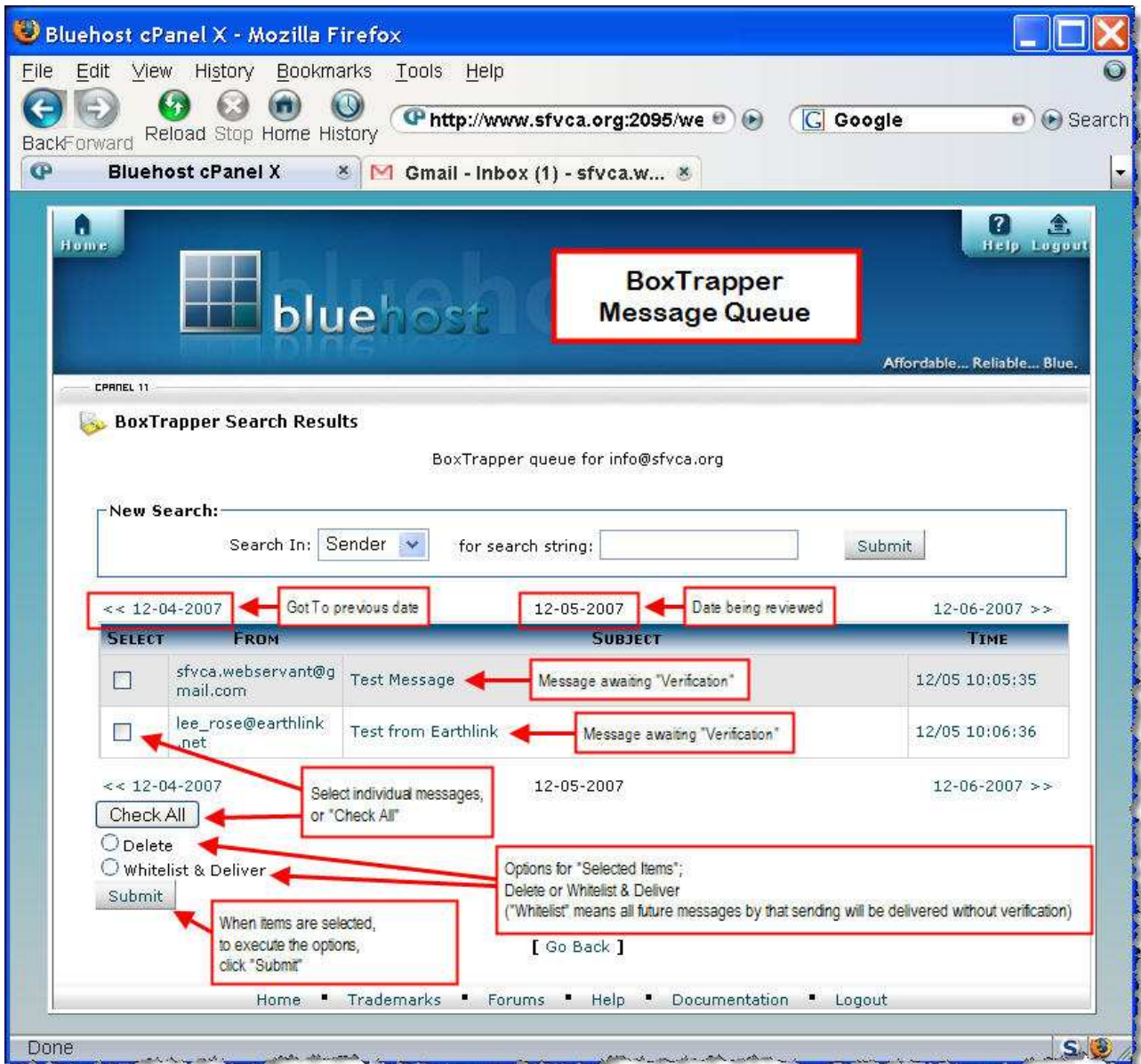
In this queue is a list of all messages being held for "verification". The list is set up to hold the messages for 7 days, and then they will be deleted.

As an Area Service Committee member, you are responsible for checking this queue at least once per week to insure that no valid emails are being rejected.

We know that this is an inconvenience, but it is the best way for us to limit the incredible amount of spam received by the area email system

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When you click the "Review Queue" you will see;



The current date being reviewed is on the top center, you may forward or backward to other dates by clicking on the date listed along the top of the message list.

In the "Select" column, you can click on any message, or multiple messages and either "Delete" them or "White list" them.

White listing a message means that the sender will no longer be asked to verify themselves as real people and not spammers. If you see a message from someone you know, please check the message before white listing an email address as spammers are able to spoof email addresses. Just because it looks like it came from someone you know, does not mean it really did.

Clicking on any message will show you a list of additional options on how to deal with that message as well as a text preview of the message.

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Individual message screen



The screenshot shows the Bluehost webmail interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. The Bluehost logo is prominently displayed in the center. Below the logo, the text 'Affordable... Reliable... Blue.' is visible. The main content area is titled 'BoxTrapper' and shows a 'BoxTrapper queue for info@sfvca.org'. Underneath, there is a section titled 'Choose an action:' with a list of radio button options for managing messages and senders. A 'Go' button is located below the list. The bottom section is titled 'Message Preview' and displays the raw email headers and body text for a message from sfvcaorg@box176.bluehost.com.

BoxTrapper

BoxTrapper queue for **info@sfvca.org**

Choose an action:

- Whitelist and deliver all messages from this sender.
- Whitelist and deliver this message from this sender.
- Deliver all messages from this sender.
- Deliver this message.
- Delete this message from the queue.
- Delete all messages from this sender.
- Delete this message and blacklist the sender.
- Delete this message and add sender to ignore list.

Message Preview

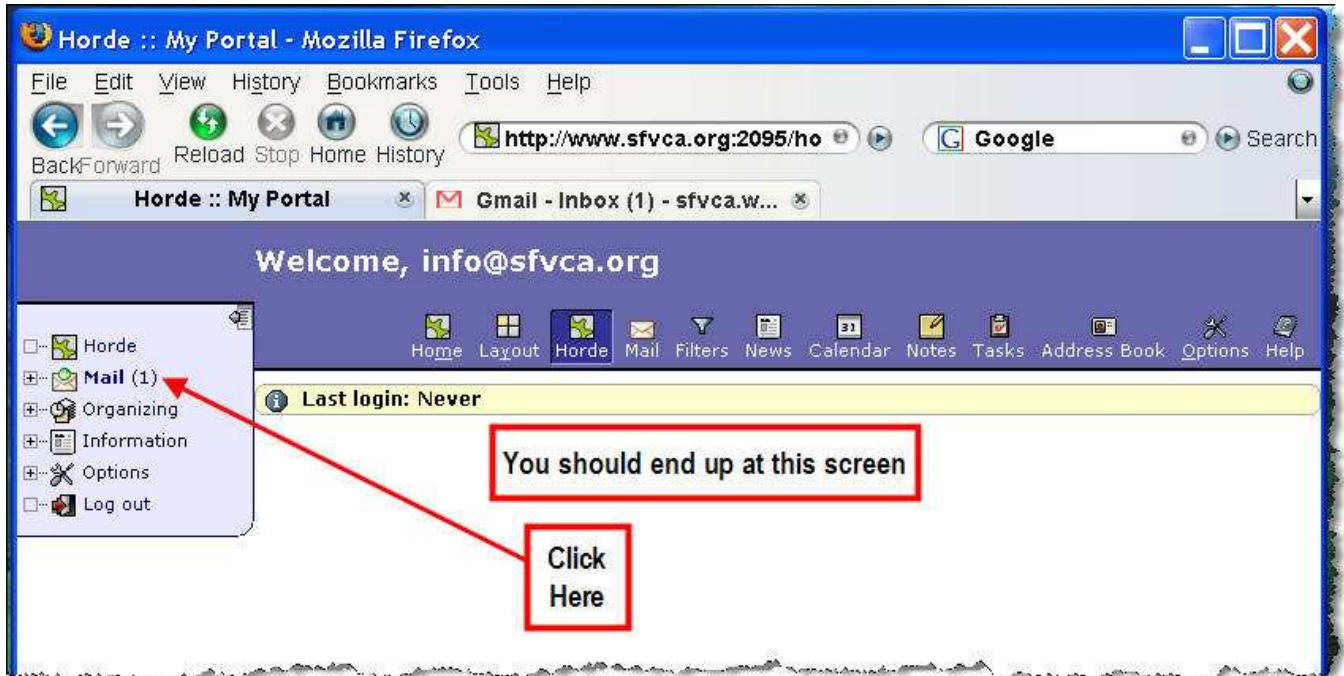
```
From sfvcaorg@box176.bluehost.com Tue Dec 04 17:04:36 2007
Received: from sfvcaorg by box176.bluehost.com with local-bsmtp (Exim 4.68)
(envelope-from <sfvcaorg@box176.bluehost.com>)
id 1Izhkb-0000Dy-08
for info@sfvca.org; Tue, 04 Dec 2007 17:04:36 -0700
X-Spam-Checker-Version: SpamAssassin 3.2.3 (2007-08-08) on box176.bluehost.com
X-Spam-Level:
X-Spam-Status: No, score=0.2 required=5.0 tests=ALL_TRUSTED,HTML_MESSAGE,
MIME_HTML_ONLY,MISSING_MID autorelearn=no version=3.2.3
Received: from localhost ([127.0.0.1] helo=box176.bluehost.com)
by box176.bluehost.com with esmtp (Exim 4.68)
(envelope-from <sfvcaorg@box176.bluehost.com>)
id 1Izhka-0000Dn-RZ
for info@sfvca.org; Tue, 04 Dec 2007 17:04:28 -0700
X-Originating-IP: [69.237.31.21]
Date: Tue, 04 Dec 2007 17:04:28 -0700
To: info@sfvca.org
Subject: TEST
MIME-Version: 1.0
Content-type: text/html; charset=iso-8859-1
From: lee@leerose.com
X-Identified-User: {2066:box176.bluehost.com:sfvcaorg:sfvca.org} (sentby:program
running on server)
Message-Id: <E1Izhkb-0000Dy-08@box176.bluehost.com>
```

That should give you all you need to deal with BoxTrapper and keep 99% of the spam out of your SFVCA Area Service email account inbox.

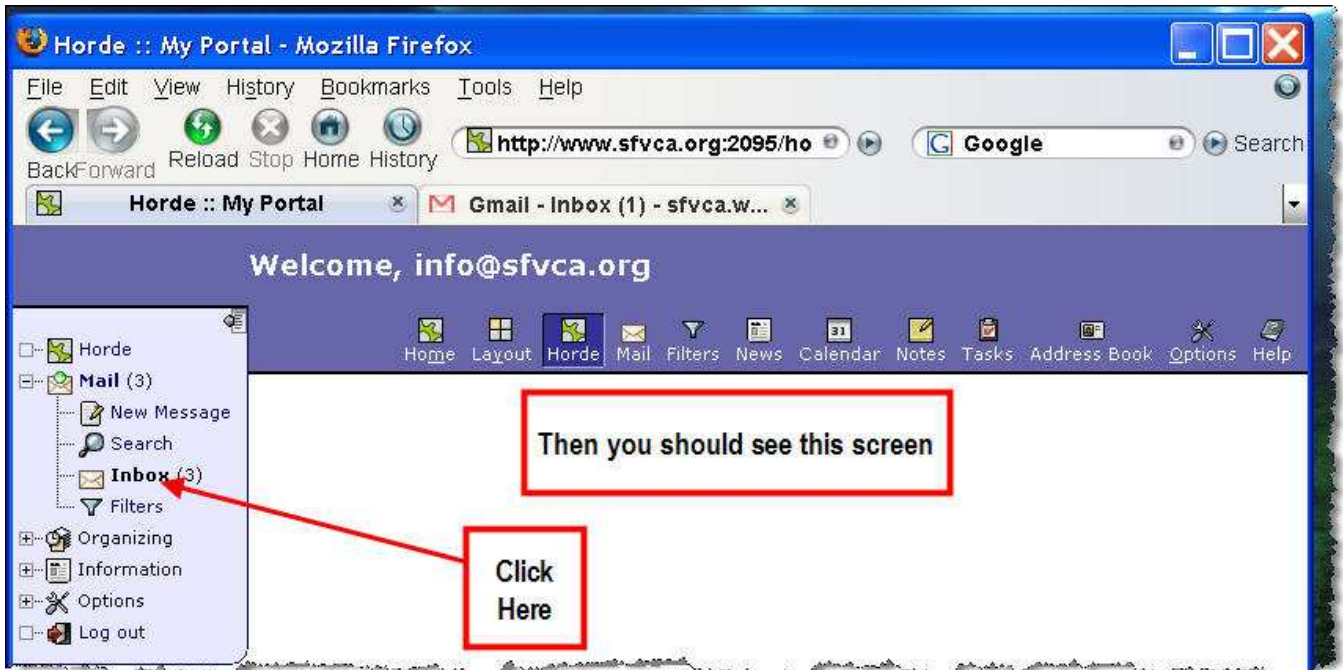
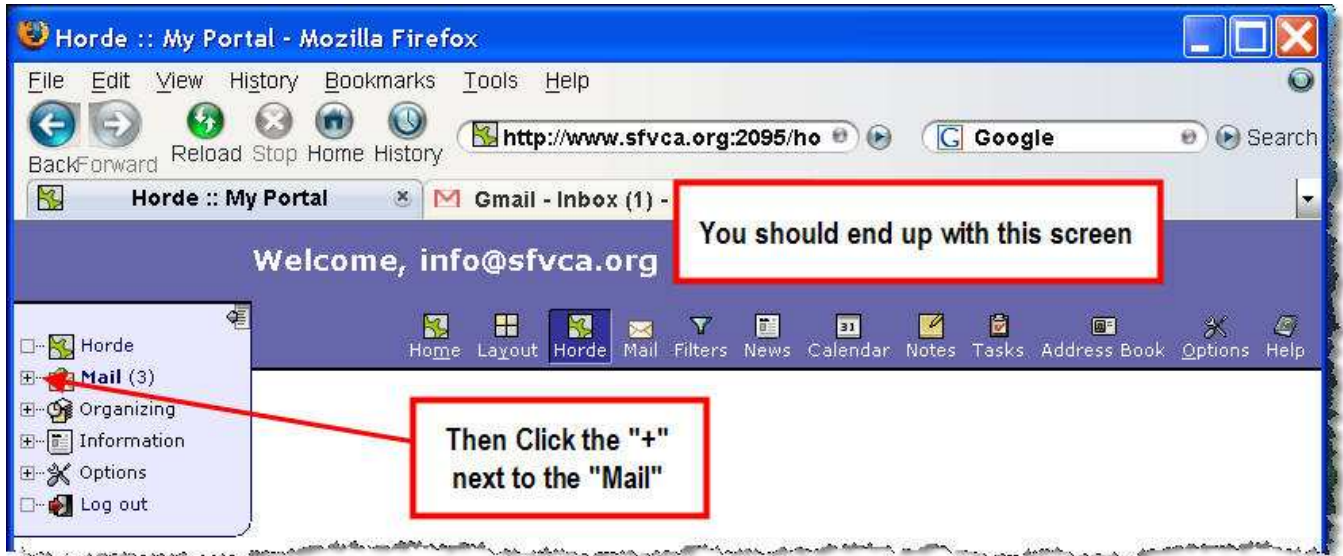
Again; if you have any difficulty with any of this, please contact your web servent.

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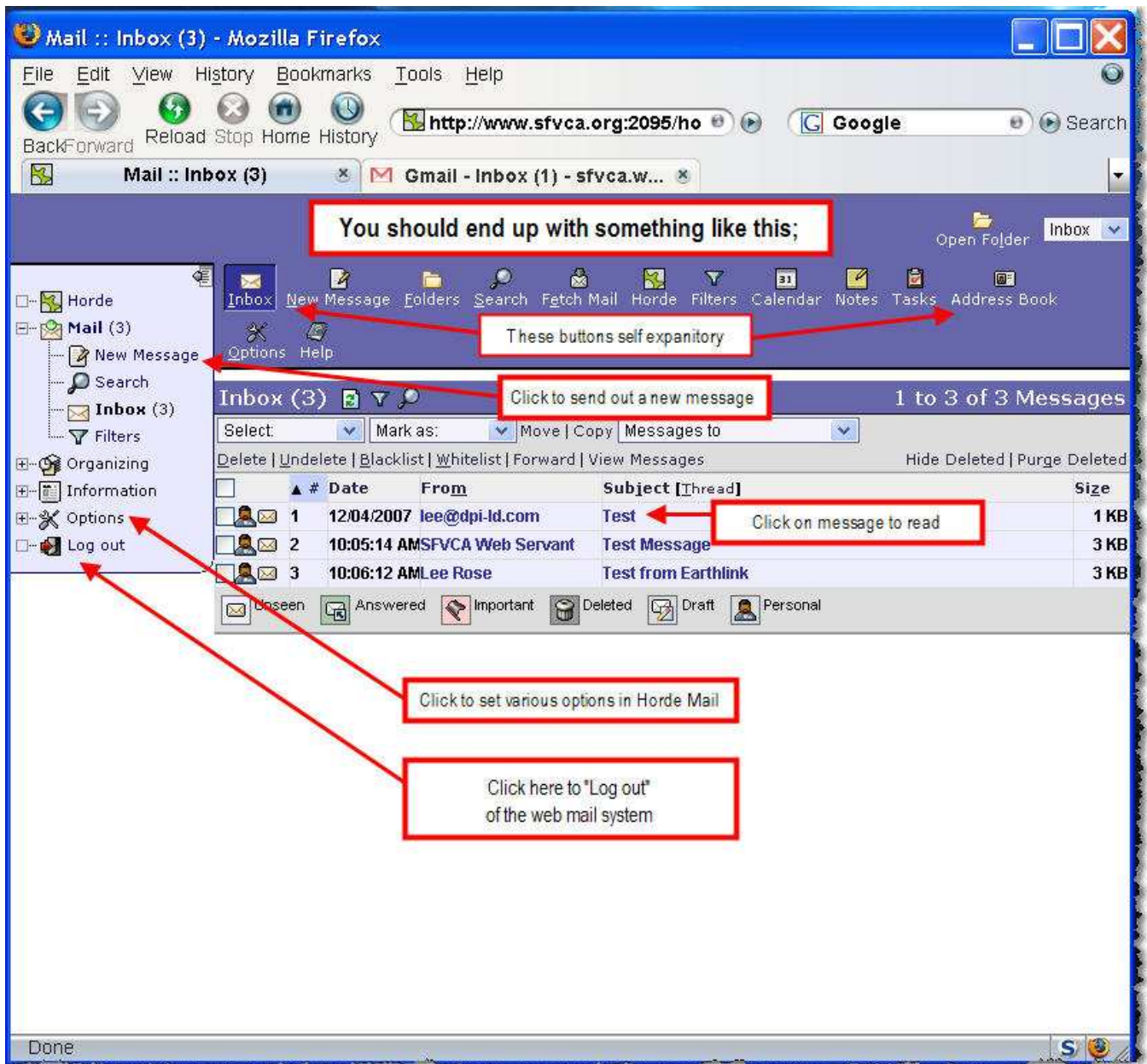
Moving on to dealing with your email messages; When you are at the "Web Mail Home Page",
Click on the "Horde" button.



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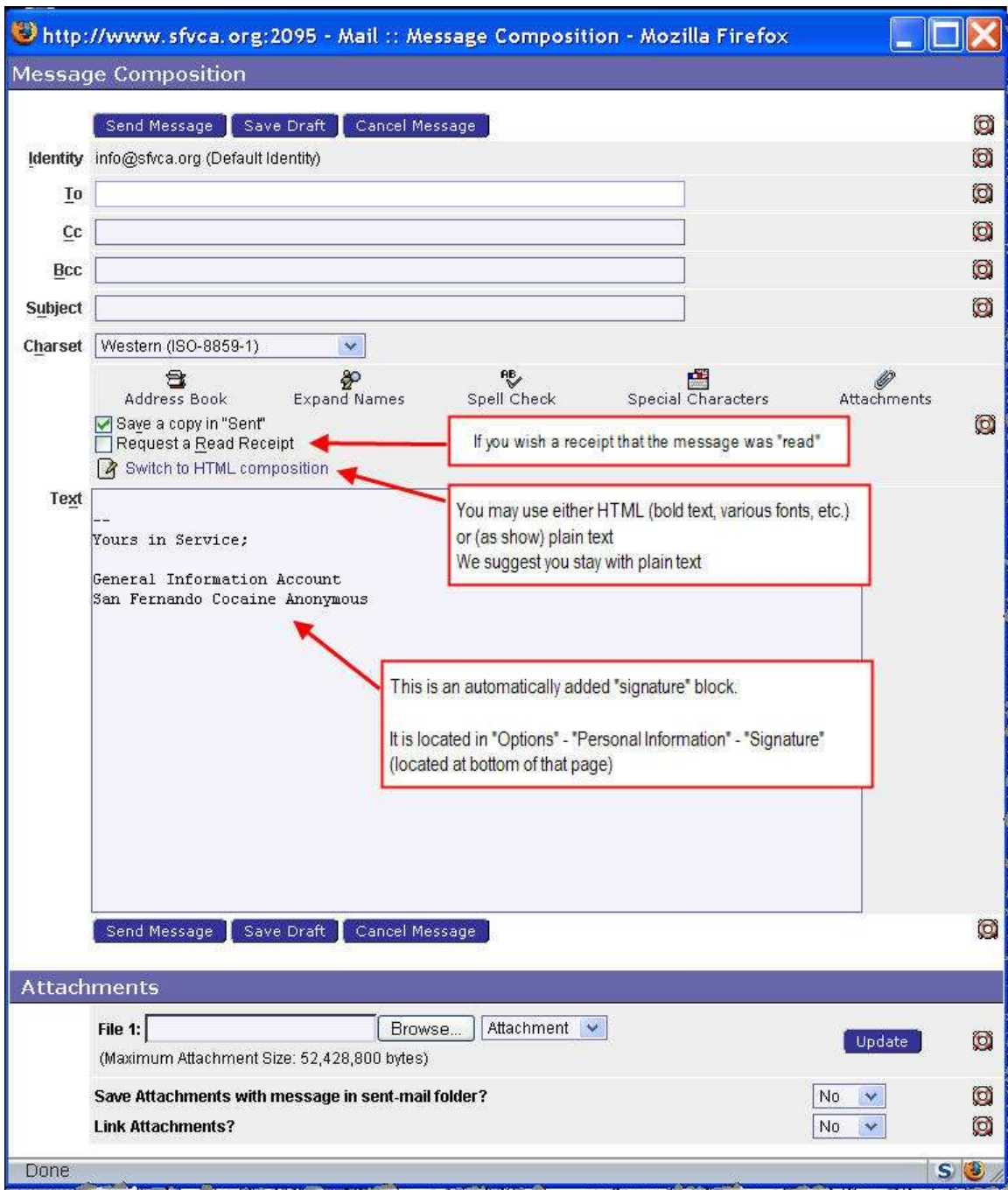
From screen pictured above, you can check your mail, delete mail, reply to mail, forward mail and compose new messages. *(Please do not "reply" to mail you have forwarded to your personal account. **All SFVCA mail should come from your SFVCA mail account.**)*

The Horde Mail system also gives you a Calendar, Address Book, Notes list and Task List, should you wish to use them.

If you wish to compose a new message, click the "New Message" button on either the top row of buttons or the left hand menu.

You will see the following screen;

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This should give you enough information to receive and send email from your SFVCA Area Service Committee account.

Lastly; if you have ANY problems, please contact your web servant.

Thank you for letting us be of service.

SFVCA Internet Committee