

E-Mail Access

Revised August 10, 2006

If You Share A Computer:

Go to webpage webmail.bernardsvillelibrary.org

Enter your login and password.

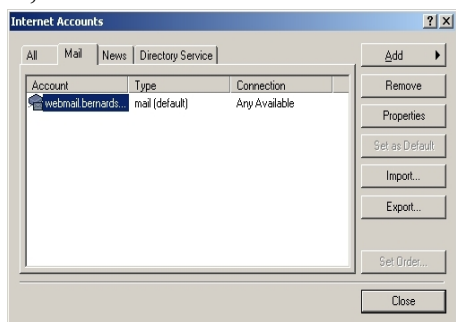
Send and retrieve message from here.

You can use the Account Options to change your password and customize your mail.

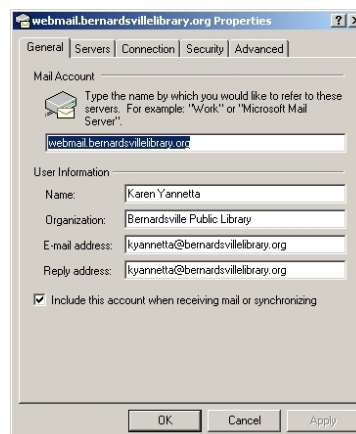
If you have your own computer and use Outlook Express:

Go to webmail.bernardsvillelibrary.org and enter login and password. Use Account Options to change your password to whatever you want to use in Outlook Express.

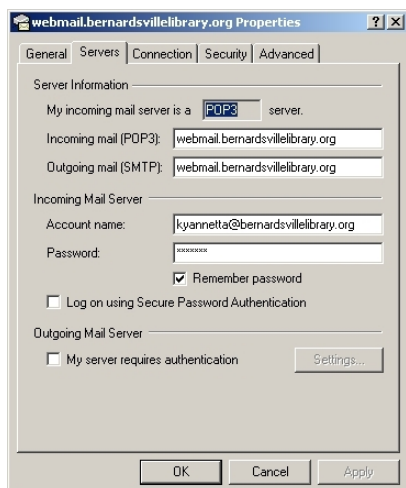
1. Then open Outlook Express, go to Tools, Accounts, click the Mail tab



2. Doubleclick on the default account -- click general tab



3. Click on Servers tab



First blank: webmail.bernardsvillelibrary.org.
Fill in rest of form as shown for your e-mail account.

Enter “webmail.bernardsvillelibrary.org” in the POP3 and SMTP fields, your e-mail address and password as shown. Click ok.

Check your settings under Tools, Options to see that your signature and other settings are satisfactory.

Test to see that your settings work properly by sending yourself a message.