

Setting up your Exetel e-mail addresses in the Secure Users Facility & configuring your e-mail application

Contents

- ADSL Secure Users Facility Login
- Wireless Secure Users Facility Login
- Secure Members Area e-mail setup
- Configuring MacMail on an Apple Mac
- Log in to Webmail

ADSL Secure Users Facility

- Go to ADSL Secure Users Facility at <https://www.exetel.com.au/members/>
- **Service Number** = your ten digit telephone number
- **Password** = password (case sensitive)

Wireless Secure Users Facility

- Go to Wireless Secure Users Facility at https://www.exetel.com.au/wireless_login/index.php
- **Service Number** = your ten digit telephone or mobile number
- **Password** = password (case sensitive)

Secure Members Area e-mail setup

To set up a new Exetel email account please follow the steps set out below

- 1) Click on '**E-mail Setup**' on the right hand side
- 2) Go to the drop down on the right hand side of this page and select '**Add email account**'
- 3) Type in your selected email name, for example BillSmith
- 4) *Do not type your name in as billsmith@exemail.com.au only type in as BillSmith*
- 5) Type in a password that you can be sure you will remember then type it in again.
- 6) Left click on '**Add**'

You have now created an email account that is set up on the Exetel server. However you will now need to set up that account in your computer's email program

Macintosh Mail – (MacMail)

Notes before we begin:

- The following guide is relevant to several different versions of Macintosh Mail although menus may vary
- Please ensure you have Mac Mail open
- Please also ensure that you have a connection to the internet already setup

Setup Guide:

1. Click on the Mail 'Stamp' icon in the program's dock.
2. Once the program is open, click on 'Tools' in the top menu, then select 'Preferences'.
3. Click on 'Add Account'.

If you want to edit an account that is already set-up, you can simply click on 'edit' to change the account settings.

4. You now need to provide all your email settings.
 - Account type should be **POP3**
 - Description should be **Exetel**
 - Email address should be your **full e-mail address**
 - Full name can be anything you like, perhaps **your full e-mail address or just your name**
 - Incoming mail server should be **pop3.nsw.exemail.com.au**
 - Username should be your **full e-mail address**
 - Password should be **your e-mail password** you setup
 - Outgoing e-mail server should be **smtp.nsw.exemail.com.au**
5. Click on the 'Account Options' tab and make sure there is a tick in the 'Delete messages on server after downloading' box, otherwise your account on the server will fill and be unable to receive anymore mail. Once done click on the 'OK' button to save the settings, complete the set-up and start using the account.

Using Exetel Webmail

Open your web browser, for example, Internet Explorer.

- 1) In the address bar, type in <https://webmail.exetel.com.au>
- 2) In the '**Name**' field, type in your full e-mail address, for example billsmith@exemail.com.au
- 3) In the '**Password**' field, type in your password
- 4) Click on the '**Login**' button