

AERE Email User Guide

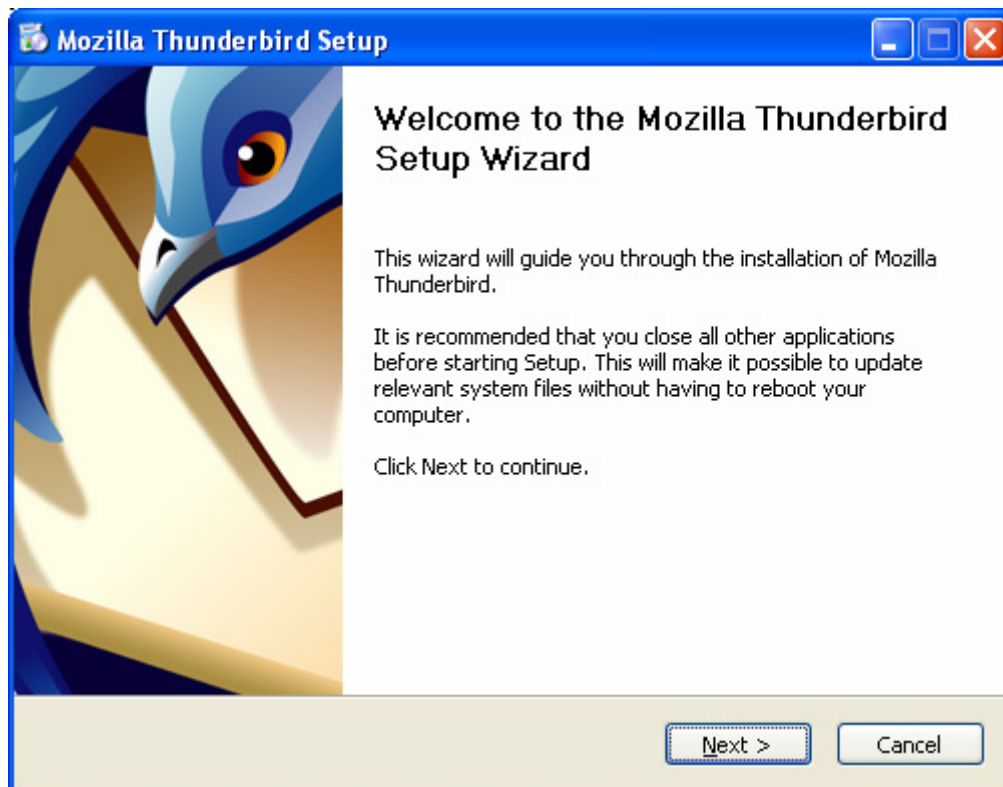
**Dr. Shakil Ahmed
ICS, AERE, BAEC**

Caution

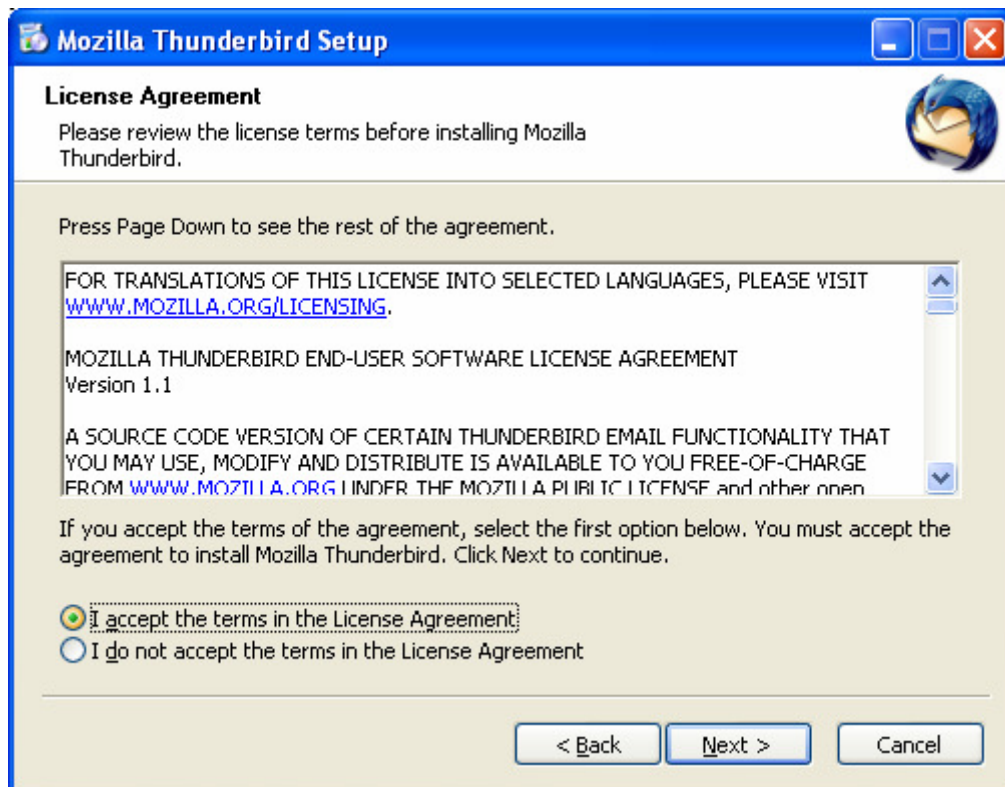
If you receive an email request to verify your account, please be advised that this is a scam, designed to trick you into revealing your username and password. You should NEVER disclose your password to anyone - either verbally or by email. To make it more secure, you are advised to change your password regularly.

How to Install an Email Client

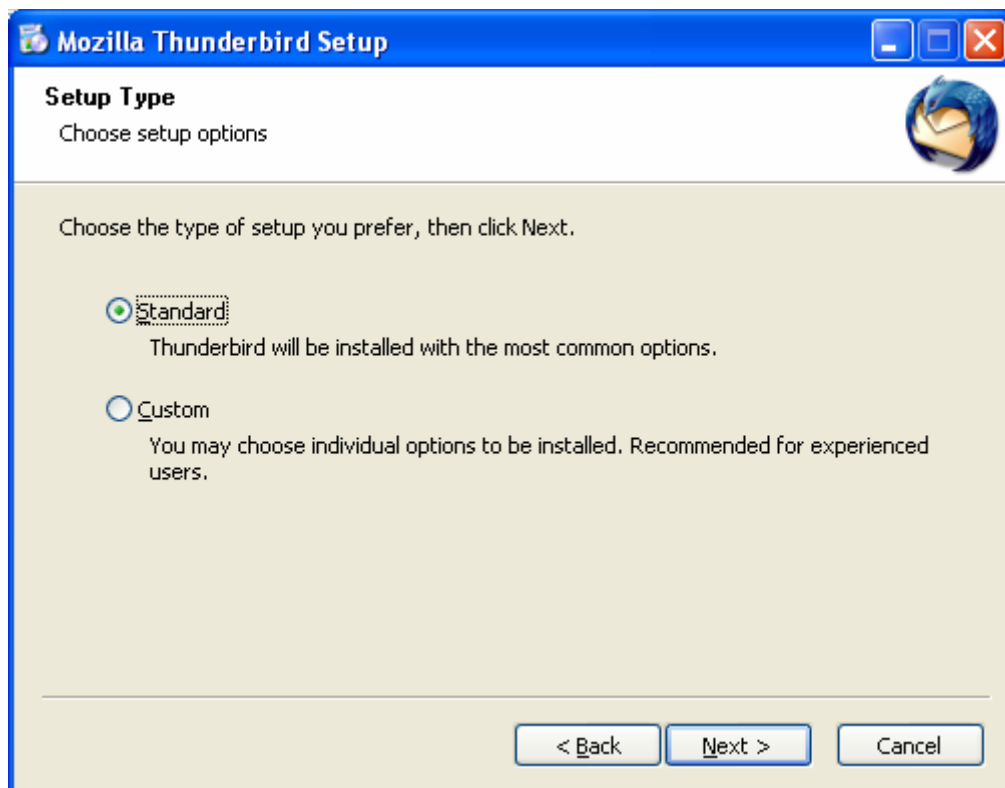
1. Download the Thunderbird Email Client from <http://www.mozillamessaging.com/en-US/thunderbird/>
2. Click on the Thunderbird application file



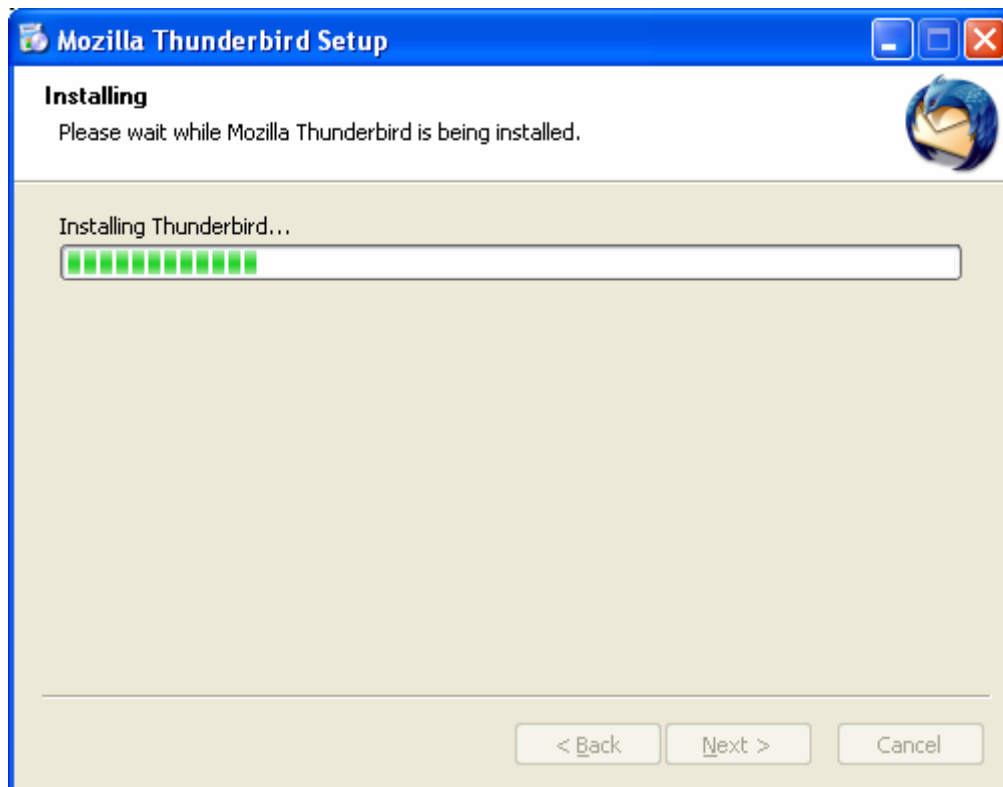
3. Click on Next



4. Select Accept and click Next



5. Select Standard and click Next

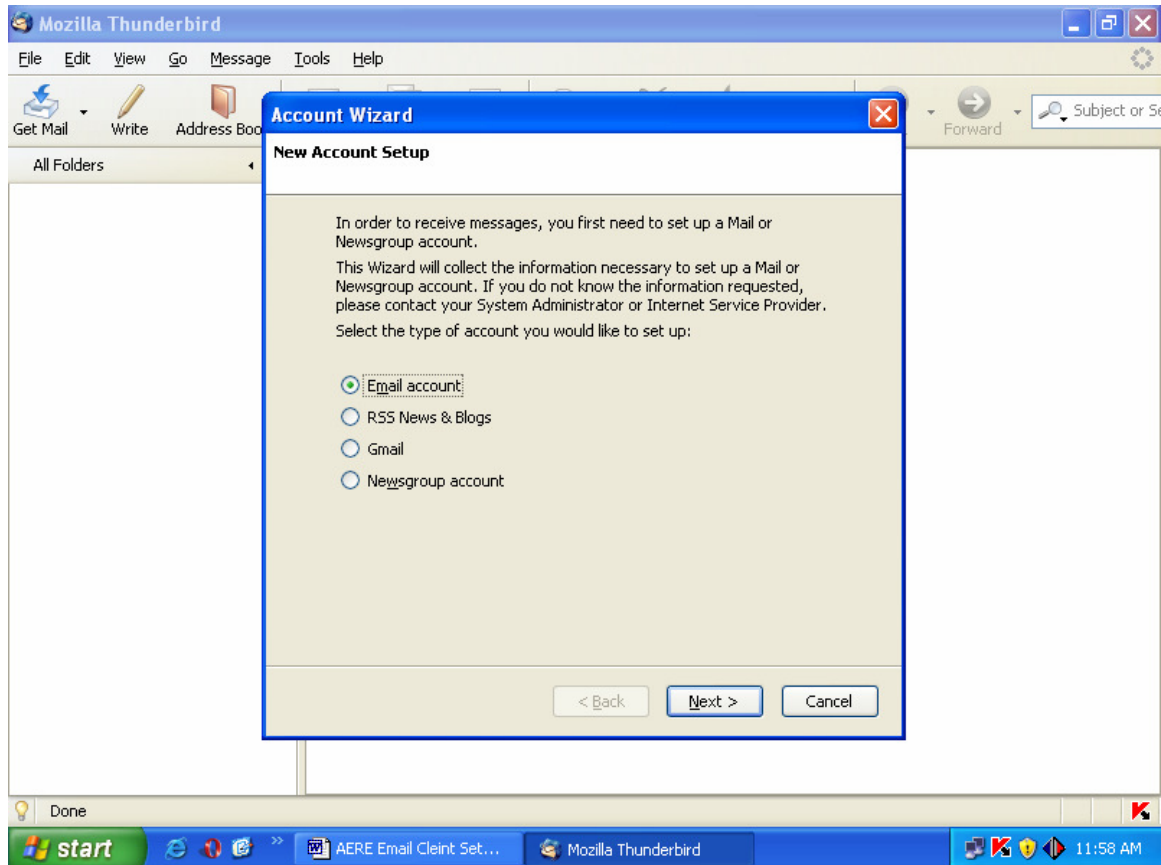


6. Please wait while Thunderbird is being installed

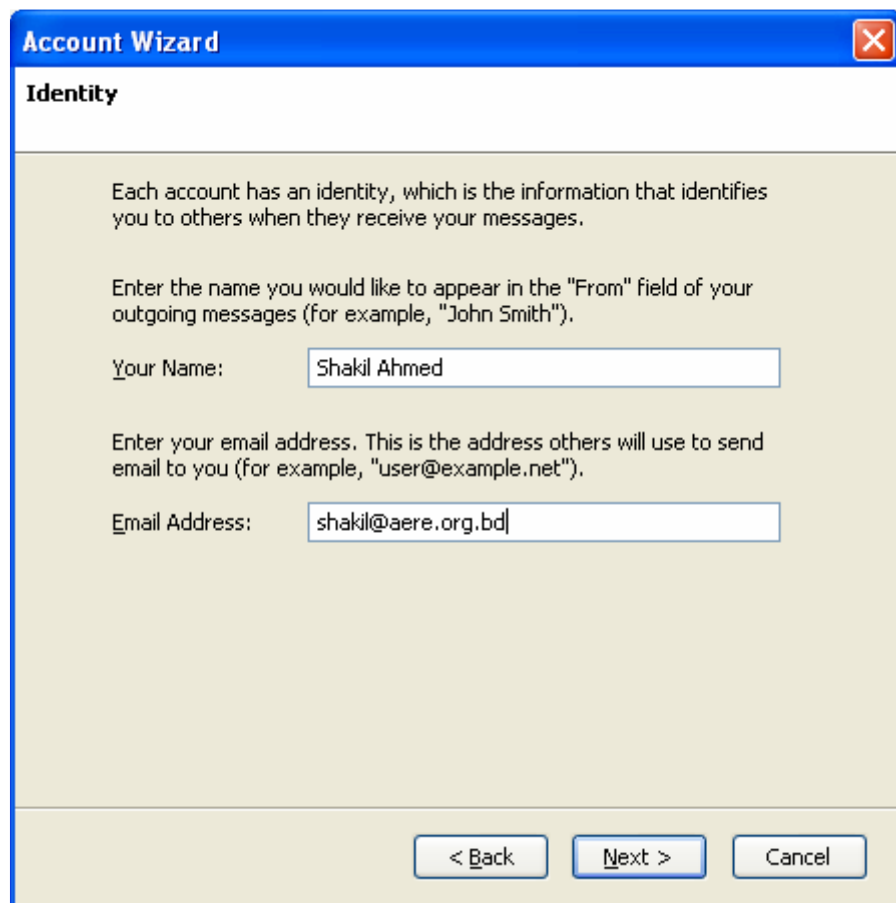


7. Click Finish

How to Create a New Email Account



1. Click Next



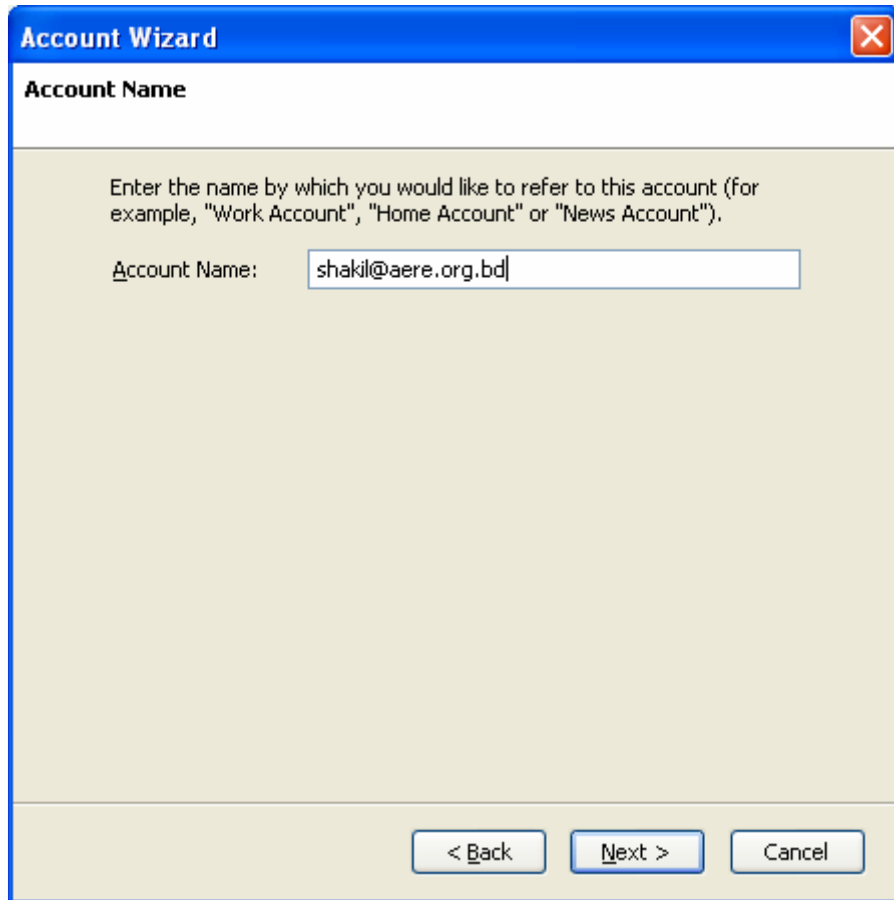
2. Write Your Name & Email Address and then click Next.

The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main heading is 'Server Information'. Below this, there is a section titled 'Select the type of incoming server you are using.' with two radio buttons: 'POP' (selected) and 'IMAP'. Below that, there is a text input field for the 'Incoming Server' with the value 'mail.aere.org.bd'. A paragraph of text explains that unchecking the 'Use Global Inbox' checkbox would make the account appear as a top-level account, while checking it would store mail in Local Folders. The 'Use Global Inbox' checkbox is checked. Below this, there is another text input field for the 'Outgoing Server' with the value 'mail.aere.org.bd'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

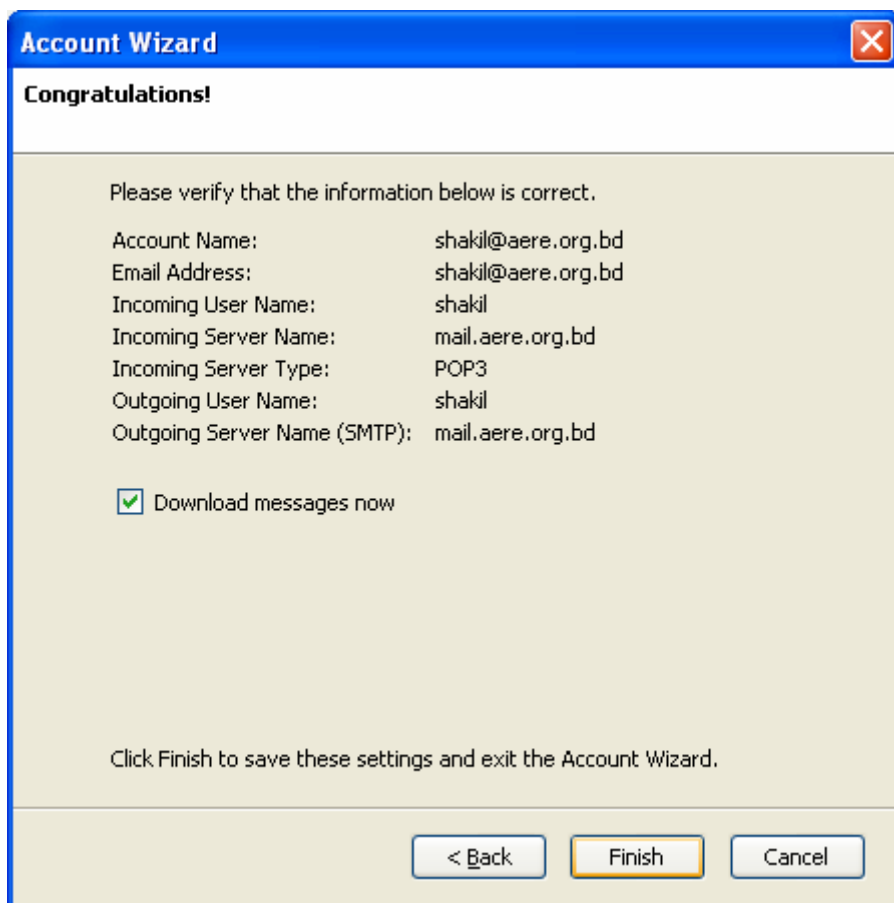
3. Write Incoming and Outgoing Server as shown above and click Next

The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main heading is 'User Names'. Below this, there is a text input field for the 'Incoming User Name' with the value 'shakil'. A paragraph of text explains that the outgoing (SMTP) server, 'mail.aere.org.bd', is identical to the incoming server, and the incoming user name will be used to access it. It also mentions that outgoing server settings can be modified from the Tools menu. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

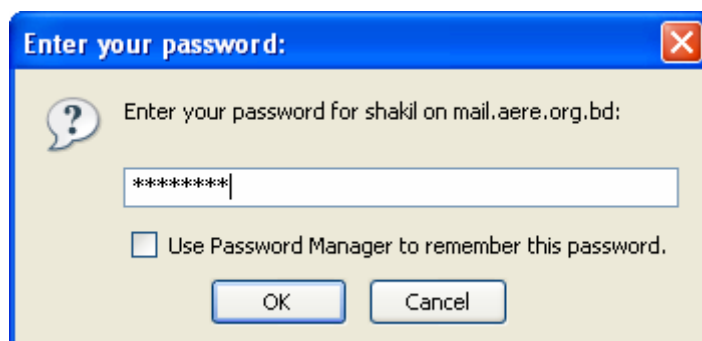
4. Click Next



5. Click Next



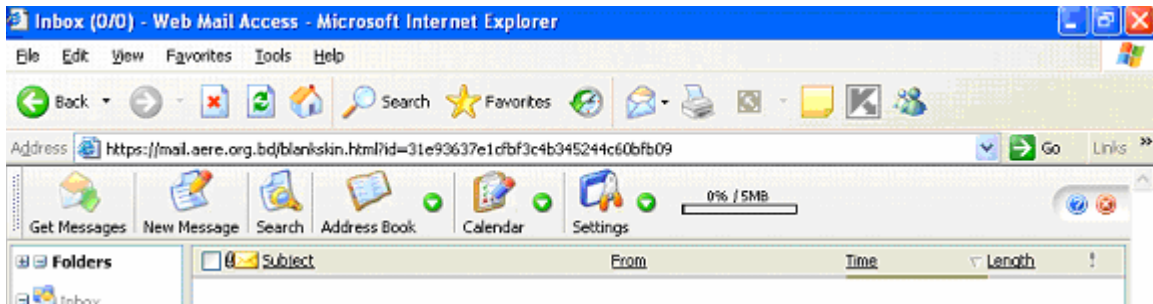
6. Click Finish



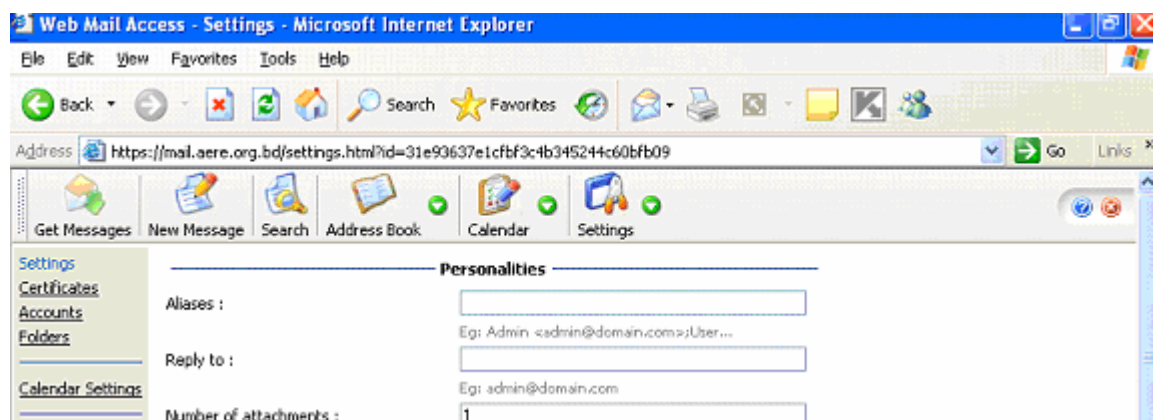
7. Enter your password and verify the creation

How to change your Email Password

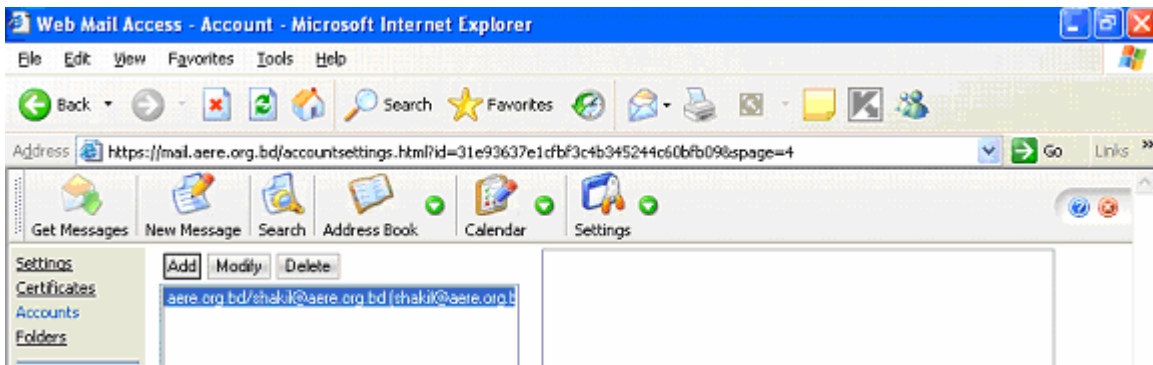
1. Go to AERE Website at: <http://www.aere.org.bd/ICS/email.html>
2. Click on 'webmail interface'.
3. Click 'Yes' if any Security Alert comes up.
4. In the E-mail Address field, write your email like: username@aere.org.bd
5. Write your password in the password field.
6. Click login to enter the interface.



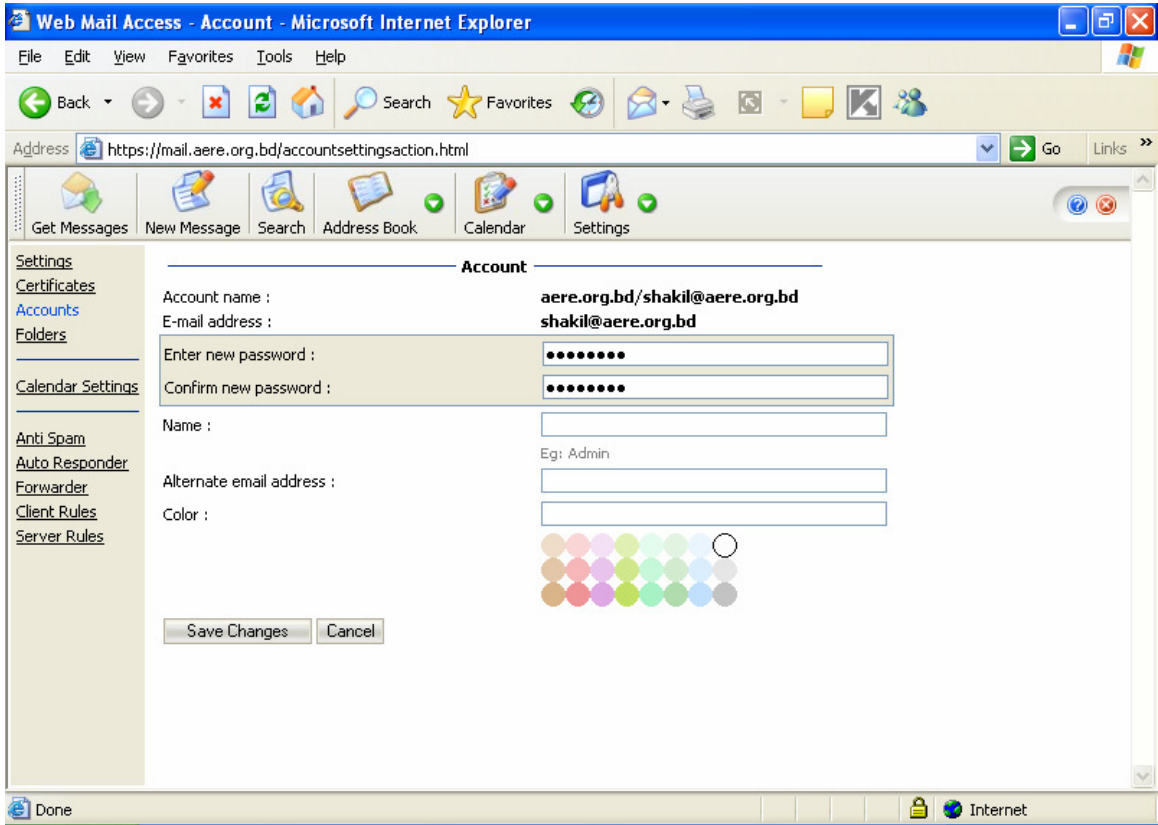
7. Click on Settings



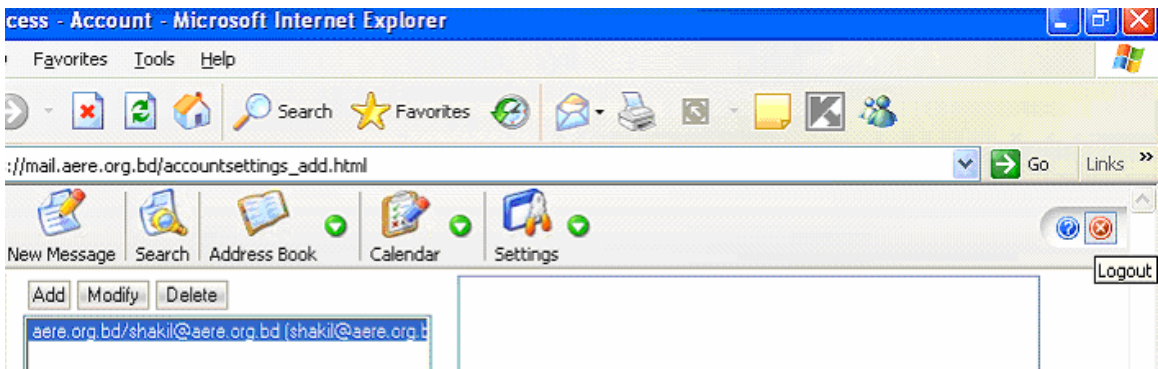
8. Click on Accounts



9. Click on Modify



10. Enter & confirm new password and save the changes.



11. Click logout on top-right corner.