

## Account Overview

*What does my Outpost 10F members account include?*

Your Outpost 10F members account includes the following Internet options:

- **Physical Email Account**

The physical email account stores your email messages on the server until they are downloaded, or forwards incoming mail to an existing email account located elsewhere (i.e. a Hotmail account). There is also a webmail application provided for managing your messages on the server.

- **Web Account**

The web account feature allows you to upload files to the server and create a homepage. Your web account URL is:

[http://members.outpost10f.com/~your\\_username/](http://members.outpost10f.com/~your_username/)

- **Account Management System**

The account management system is a web interface that allows you to configure and manage account options and features such as:

- Email Forwarding
- Email Vacation Messages
- Website Backup and Restore Features
- Change Password Utility
- Usage Data

The account management system can be accessed at:

<http://members.outpost10f.com/personal/>

- **Shared Scripts**

Currently OTF member accounts have access to a program called cgiemail for processing and emailing form content, and a counter program for placing page counters or countdowns on web pages. Documentation for these applications can be found at the documentation home page under "[Shared Scripts and Utilities.](#)"

*Okay, sounds good. Do I have everything I need to start working with these features?*

If you have submitted the [account request form](#) and received confirmation that your site has been set up, yes, you are ready to start using them! Note that it is *critical* you know your **username** and **password**. You requested these two items when submitting the form. These are important because all three of the account features (listed above) require your username and password.

Got your username and password handy? It's time to move on! Each of the three features will now be described in detail.

## **Email Configuration**

*What is my Outpost 10F email address?*

All Outpost 10F account holders have at least two email addresses that route mail to their email account. These are:

[username@outpost10f.com](#)  
[firstname.lastname@outpost10f.com](#)

Sending email to the following *extended* addresses will also work:

[username@members.outpost10f.com](#)  
[firstname.lastname@members.outpost10f.com](#)

*How do I configure and access my email?*

There are currently three options available to you. Firstly, you can simply access your account management system using your username and password and under the Email selection set a forwarding email address. The forwarding email address is another existing account you own to which you want all Outpost 10F email routed. If you were to put in your hotmail address, all Outpost 10F mail would end up in that box.

Secondly, you can configure an email client program on your computer. Using this program you can connect to the web server and download and send email. This option is not recommended if you are not familiar with email client programs; if you are not familiar, please simply route mail to an existing web based email account.

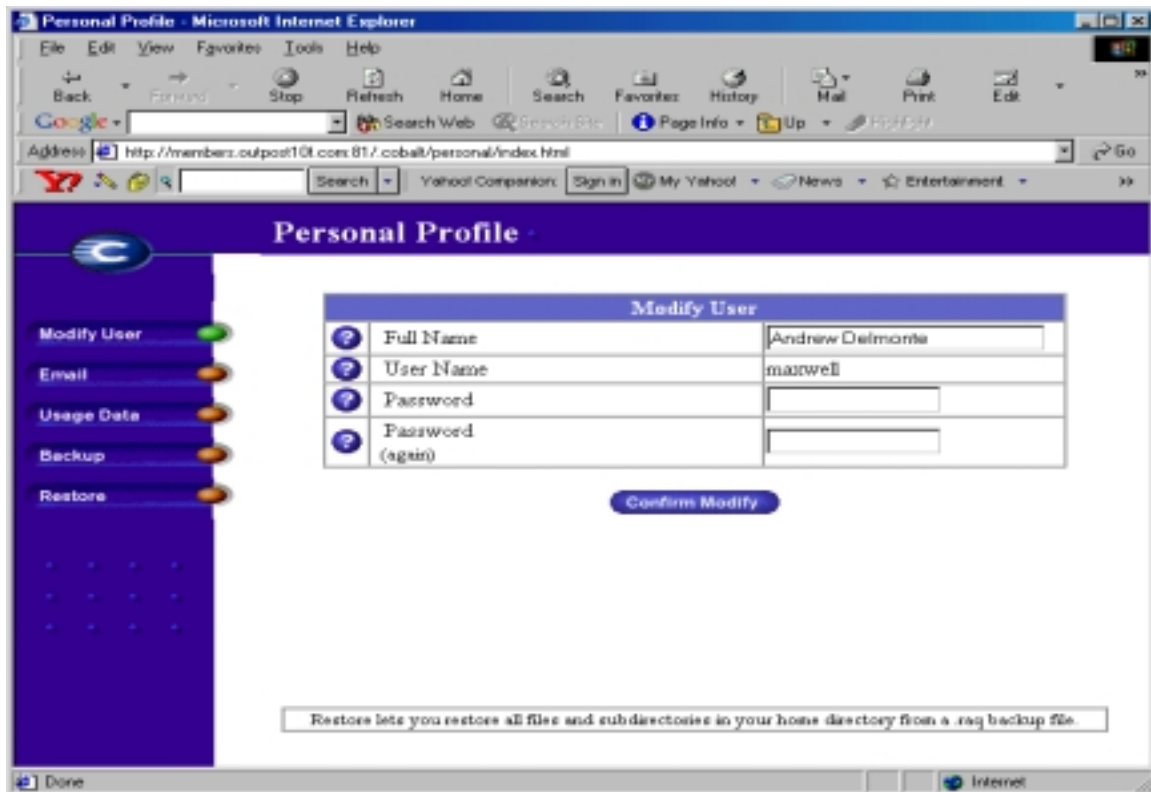
Thirdly, you can access Outpost 10F's webmail system and manage your email at anytime from anywhere. The webmail program can be found at <http://webmail.outpost10f.com/>.

## Configuring a Forwarding Address

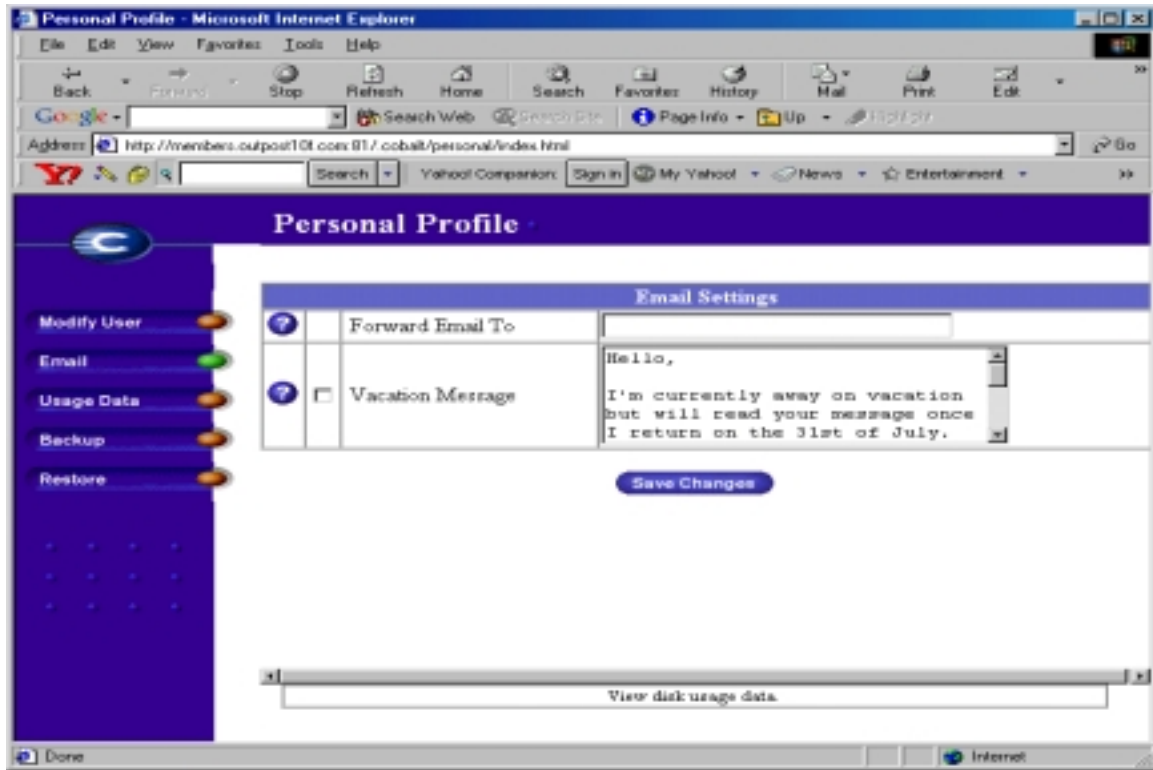
Simply load the following URL in the browser and enter in your username and password when prompted:

<http://members.outpost10f.com/personal/>

Once you log in you will see a screen like this:



Click on the Email button to the left and you will see another screen like this:



In the Forward Email To box, simply type in the email address to which you want all of your Outpost 10F email routed to. Once you hit save any messages being sent to the four email addresses listed above will be bounced to your forward location.

*What's the Vacation Message feature?*

When you are on vacation you can set a message here and check the check box. When the box is checked anyone sending an email to your Outpost 10F email addresses will automatically receive a message informing them of your leave. The message you type here will appear in that email. Note though, that the email the person sends will reach you.

## Configuring an Email Client for your PC

There are a handful of email client programs available on the Internet. Some of the more popular ones include **Microsoft Outlook Express**, **Eudora**, and **Netscape Mail**. If you are wanting to check mail this way it is assumed you have one of these programs already installed on your computer.

Microsoft Outlook Express comes installed by default on most PCs. Therefore, chances are you have this program already installed and ready to go. This example will use Outlook Express to explain how to set up a client email program. Note that although the instructions are very similar, they are not identical to those required for configuring other such programs.

- **Step 1: Finding Outlook Express**

If Outlook Express is on your computer you should be able to find it by clicking on the Start button and then selecting Outlook Express under the Programs selection.

- **Step 2: Configuring Outlook Express for the First Time**

\*If you have used Outlook Express on your computer before, please skip to Step 3.

If you have never used Outlook Express before you will most likely be asked a series of questions when you first load it. Answer these questions knowing that you have an existing account (Outpost 10F email account) and that you're installing it for use on the program for the first time. During this process you will be asked for the following pieces of information. Provide them as follows:

- Display Name: What you want in the From line of your emails
- E-mail Address: [your\\_username@outpost10f.com](mailto:your_username@outpost10f.com)
- Incoming (POP, IMAP, HTTP) server: **members.outpost10f.com**
- Outgoing (SMTP) server: **members.outpost10f.com**
- Username: your\_username
- Password: your\_password

Once this is complete you should be prompted with your email Inbox. The interface should be self explanatory, but be aware to send and receive email you need to press the **Send/Recv** button in the menu bar. You can set your program to automatically check for new messages after X amounts of minutes.

- **Step 3: Adding a New Account**

If you have already been using Outlook Express you will need to create a new account. To do this:

1. Log into your inbox.
2. On the menu, select **T**ools, **A**ccounts...
3. Click on the **Add** button that appears in the pop up box and then select the **Mail** option.
4. Enter your display name. This is what appears in the From line of the emails you send. Click Next.
5. Select "I already have an email address I'd like to use" and then in the slot provided, type in [your\\_username@outpost10f.com](mailto:your_username@outpost10f.com). Click Next.
6. Make sure your incoming mail server is a **POP3** and then enter **members.outpost10f.com** for both your Incoming and Outgoing mail servers. Click Next.
7. Enter in your Outpost 10F username and password. Click Next.
8. You're done!

To access your email, simply press the **Send/Recv** button in the menu bar of the program.

## Using OTF Webmail

To use webmail, simply go to <http://webmail.outpost10f.com> and enter your full OTF email address ([username@outpost10f.com](mailto:username@outpost10f.com)), and your password. If you are logging into the webmail system for the first time, you will be asked to fill out a voluntary questionnaire. Once this is completed you will gain access to the email management system.

To learn more about the operation of the webmail system, visit the Emumail help document at <http://webmail.outpost10f.com/help/>.

## Web Space and Site Management

*I'm new to web development...where do I go from here?*

This is an entire tutorial topic on its own, however, building a web page requires the following steps:

### 1. The development of web pages using HTML

Before you can put web pages on your site you need to have these pages ready to go. **HTML** is a *programming language*

used to build web pages. You can either make pages by actually typing out the code in a text editor like Notepad, or you can download and use an HTML editor such as [Microsoft Front Page](#) and [Macromedia Dreamweaver](#).

## 2. Moving the pages to the web server

Once you have created your web pages you need to move/upload them to the web server. This is done using an **FTP program** and will be discussed in more detail in a minute.

## 3. Accessing your site at your URL

Once your pages have been created and uploaded you will be able to access your site at your Outpost 10F URL:

[http://members.outpost10f.com/~your\\_username/](http://members.outpost10f.com/~your_username/)

You're all done!

*I have my web pages ready...how do I upload them to my Outpost 10F web site?*

To move your web pages from your PC to the web server you require an FTP (File Transfer Protocol) program. There are many FTP programs available. Some of the more popular ones include [WS FTP](#) and [Cute FTP](#). Although they might be well known, you eventually have to pay for them. Therefore, the cheapest and simplest way to move your files over is using the FTP feature on **Microsoft Internet Explorer version 5.5**.

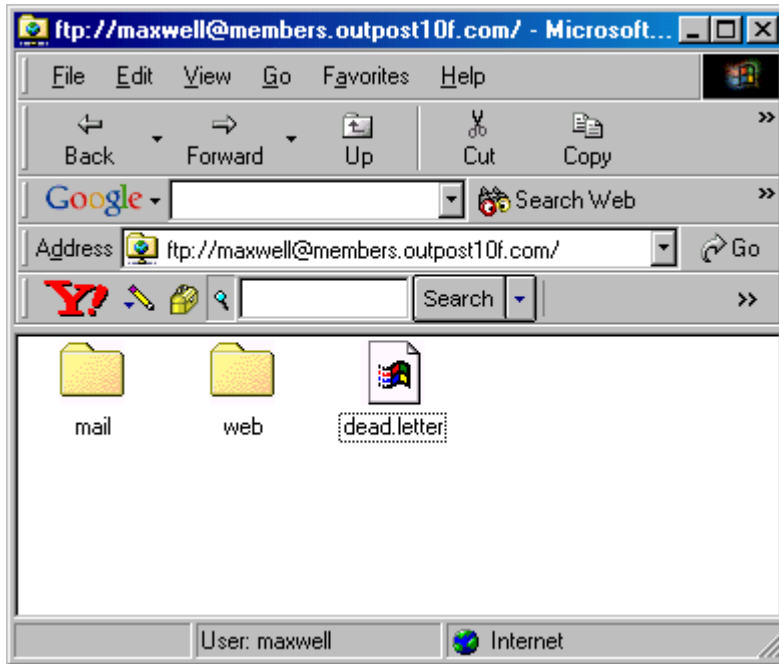
Did we just say Internet Explorer? The web browser? Yes, we did. Version 5.5 comes with an FTP feature that makes the process very simple. Before we go any further you must ensure you have version 5.5 installed on your computer. You can check by clicking on Help, and then About Internet Explorer in an Internet Explorer browser window. If you do not see version 5.5, you will have to go to the [Microsoft web page](#) and download and install version 5.5.

*I have Internet Explorer version 5.5 ready to go. Now what?*

In your web browser type in:

<ftp://members.outpost10f.com/>

and you will be prompted with a username and password box. Enter this information and then press OK. You will log into your folder on the web server and see several files and folders:



All of your web pages go in the **web** folder. It is very important you now double click on this folder to open it. Once inside this folder you should see a file called index.html. If so, you're in the right place.

All you have to do now is drag and drop your web pages/files from your PC to this explorer window and boom! Your files will be uploaded to your folder on the web server. Once you are done, make sure you **close this browser window!** If you leave it open on your computer and walk away, others can access your files.

*What is index.html?*

Index.html is the default web page that shows up when someone goes to your web site without specifying a file name, i.e.:

[http://members.outpost10f.com/~your\\_username/](http://members.outpost10f.com/~your_username/)

You will probably want to replace index.html with your main page.

*How do I use Cute FTP and WS\_FTP to upload files to my website?*



If you are asking this question chances are you are experienced enough with these programs not to require a thorough explanation. All you need to do is simply set up a new connection with the following parameters:

- Host Name: members.outpost10f.com
- Username: your\_username
- Password: your\_password
- Port: 21

Hit connect and you should log in! Remember, all of your web pages go inside the **web** folder.

## **Account Management System**

The account management system lets you configure and manage aspects of your Outpost 10F members account. To access it, simply go to the following URL and enter your username and password:

<http://members.outpost10f.com/personal/>

*What are the options available to me?*

### **Modify User**

This option lets you change your full name as saved by the system and your password. It is recommended you change this password upon accessing your account for the first time.

### **Email**

This option lets you set a forwarding email address and vacation messages. This is explained in detail under the Email section of this document.

### **Usage Data**

This option shows you in a graphical format how much disk space your files and email are currently consuming. It's a great way to keep tabs on things.

### **Backup**

This option lets you back up all your web pages, email messages, and vacation messages currently on the web server. All of these files are compressed and saved in a single file on your hard drive with a .raq extension. This is an extremely simple way of making regular backups of your site.

## **Restore**

This option lets you restore a previously backed up .raq file from your hard drive. It is flexible enough whereby you can actually restore individual files in the .raq file rather than restoring everything.

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Any additional questions you might have can be forwarded to [maxwell@outpost10f.com](mailto:maxwell@outpost10f.com).