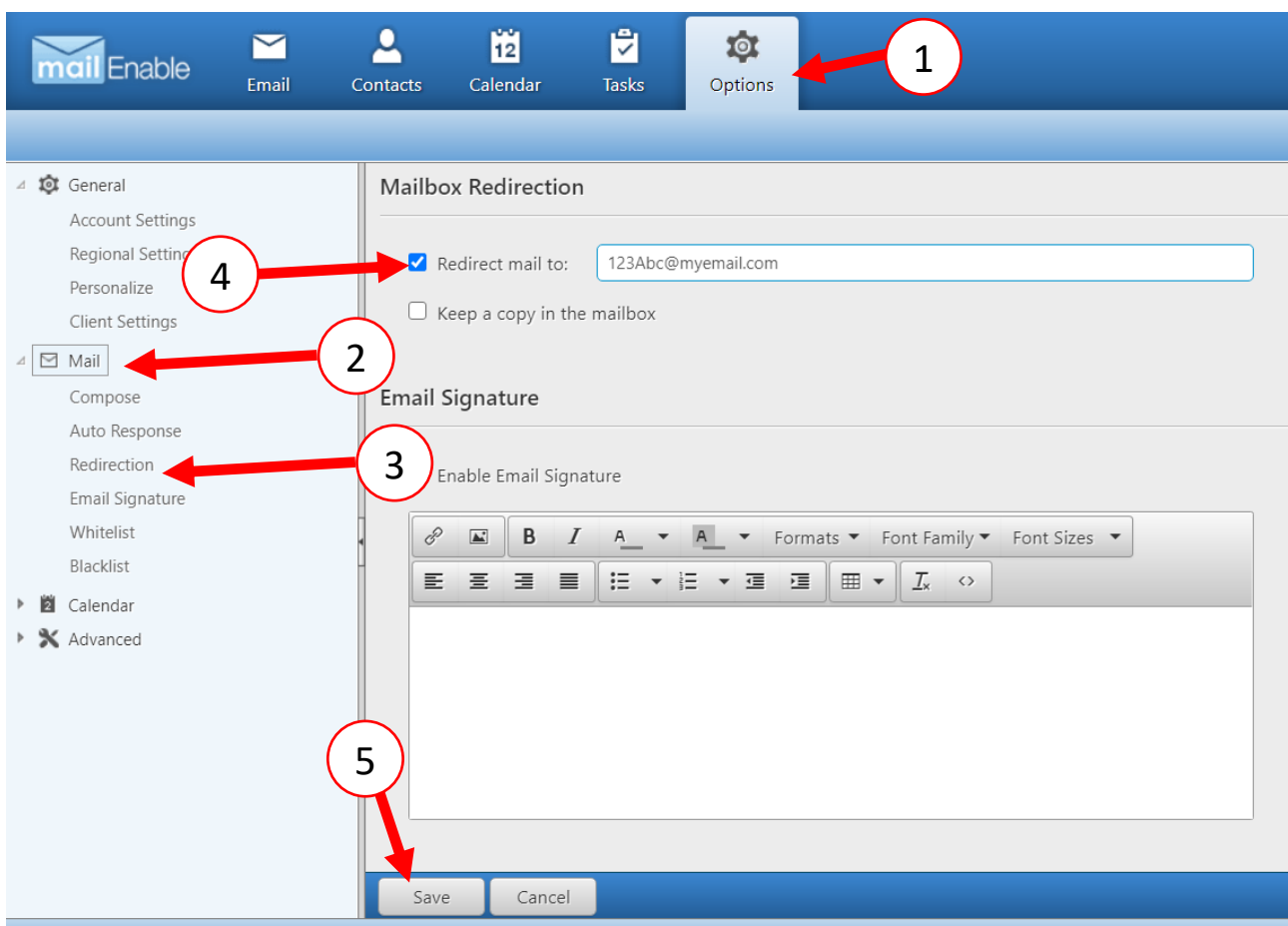


To redirect your WebMail to your personal account, Log into your WebMail account and perform the following steps:

1. Click: Options
2. Click: Mail
3. Click: Redirection
4. Check the Redirect mail to: box and add the email you want it to go to. Check the Keep a copy in the mailbox option box if you want to keep a copy in WebMail and one redirected to your personal email address you entered above. However if keeping a copy in the WebMail account you need to login occasionally and delete the emails as you are limited to 500 mb total.
5. Save your changes.





## EMAIL CLIENT AND PHONE SETTINGS

*Here are the server settings for your devices.*

### **THIRD PARTY SOFTWARE** (ie. Outlook)

#### **IMAP WITH TLS/SSL**

**Incoming Mail Server Setting:** Mail1.drivepath.net - Port 993

**Outgoing Mail Server Setting:** Mail1.drivepath.net - Port 465

**Username:** full email address

**Password:** The password in the Webmail System.

#### **IMAP without TLS/SSL**

**Incoming Mail Server Setting:** Mail1.drivepath.net - Port 143

**Outgoing Mail Server Setting:** Mail1.drivepath.net - Port 587

**Username:** full email address

**Password:** The password in the Webmail System.

**Advanced Settings:** Check the box: Outgoing server requires Authentication

### **MOBILE PHONE SETTINGS**

*Same as above, PLUS:*

*Authenticate against Password.*

**Please Note: DO NOT forward via Email Client to a Yahoo, AOL or Verizon.net address.** Spam emails sent from the WebMail email address and then forwarded to Yahoo, AOL or Verizon see the spam as coming from WebMail and they will block the WebMail address from the Web Solutions server. All other ISP's do not have an issue with this. **You can however use the redirect feature for these email addresses.**