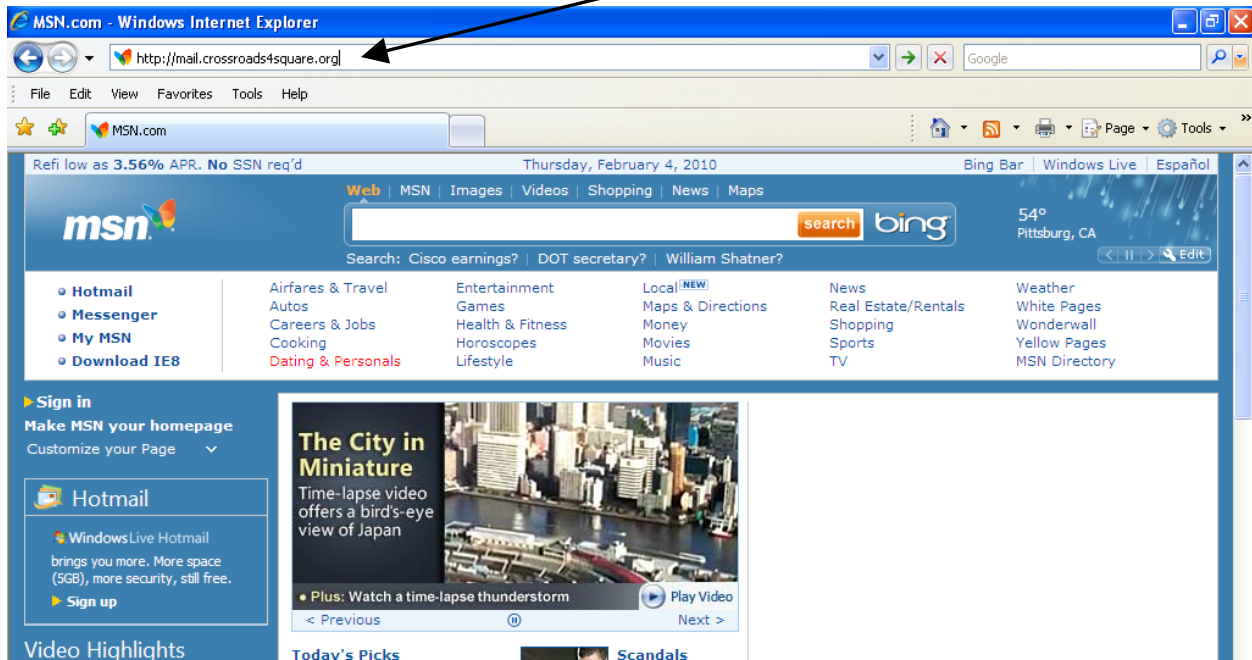


## Crossroads4Square.org Email Instructions

### Step #1:

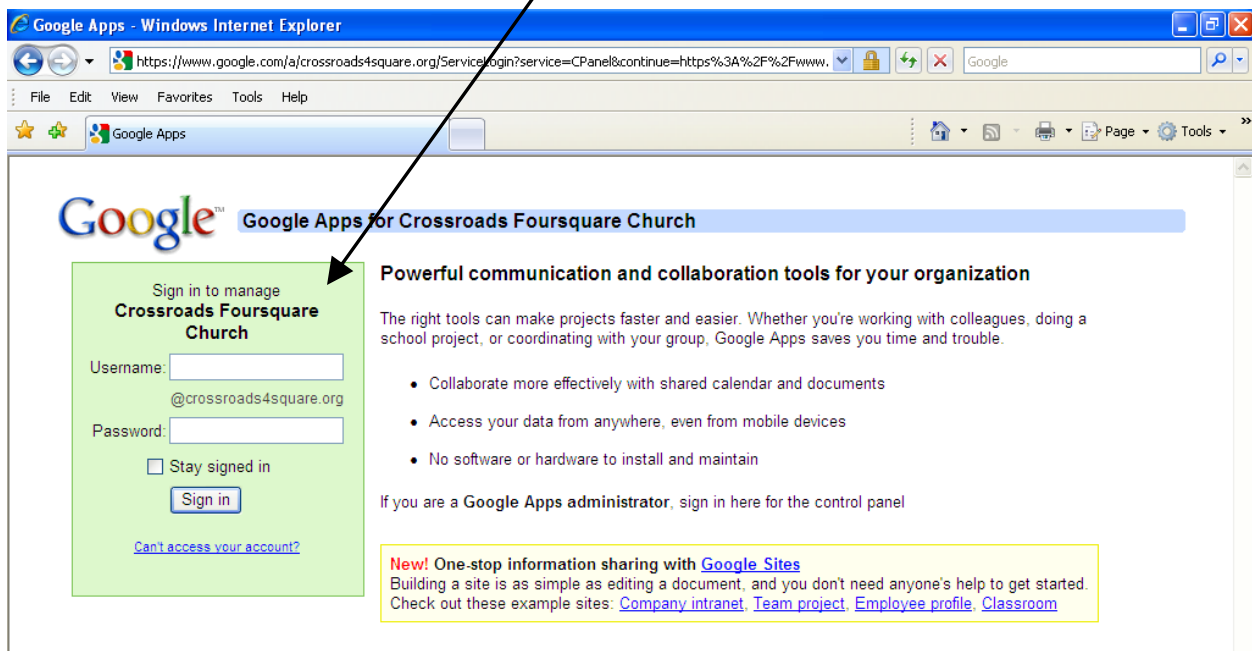
To access your mail at any time, enter this URL at your browser's address bar:

<http://mail.crossroads4square.org> (Note: From now on, this is how you will access your mailbox).



### Step #2:

You will see the Google Apps Login page for Crossroads Foursquare Church with the sign-in box (in light green background) on the top left corner as shown below:

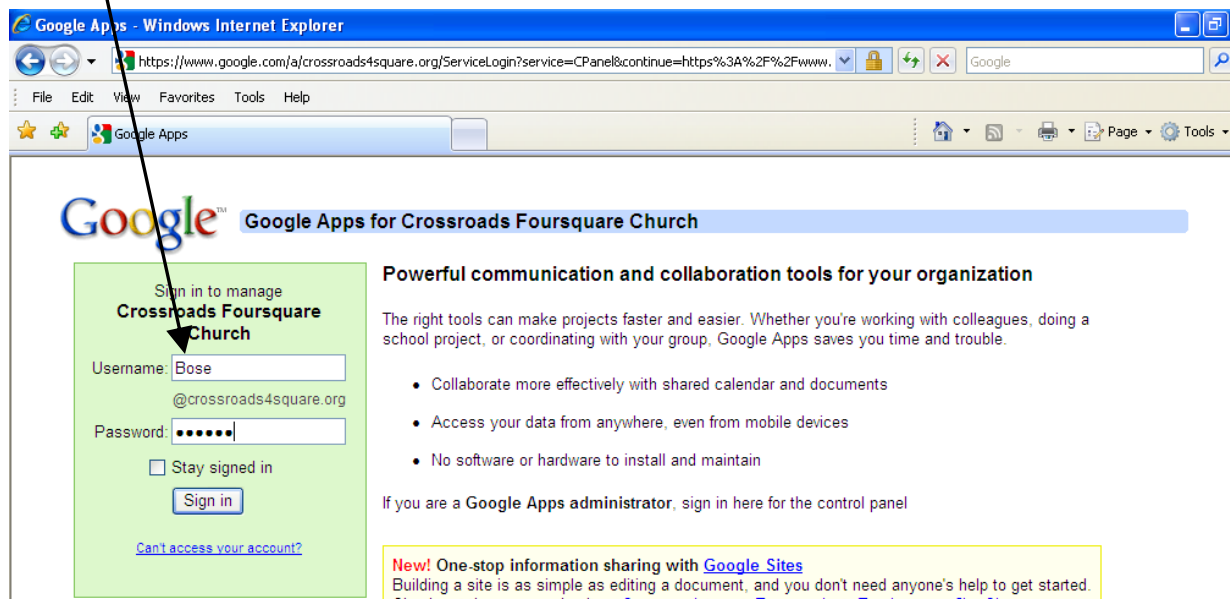


## Crossroads4Square.org Email Instructions

### Step #3:

To access your mail you need to type the Username assigned to you. Your Username is the first part of your email address. In this instruction, we shall use the example of [Bose@Crossroads4Square.org](mailto:Bose@Crossroads4Square.org). The Username is **Bose** (note: Username is **NOT** case-sensitive, BUT password **IS** case-sensitive). A **temporary** password is assigned to you for first time sign-in. Enter that password in the "Password" box. Next, click the "Sign in" button to sign in. If you like, you may check the box to "Stay signed in", but it is not necessary.

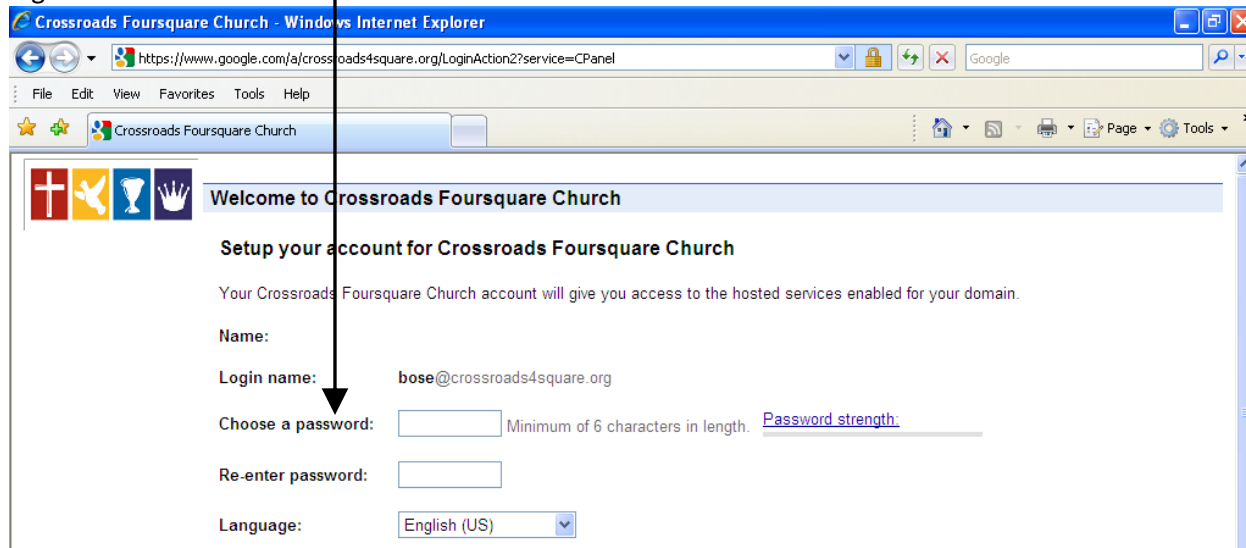
Note: This is how you will sign in for future access to your email account online.



### Step #4:

This Welcome page will show only for first-time login (only half of the page is shown below – the other half is shown in Step #6 below).

Here, you are asked to choose a **permanent** password to replace the temporary password that you used to login.



## Crossroads4Square.org Email Instructions

### Step #5:

Enter your new password in the “Choose a password” box.

**Note:** If you used MS Outlook to access your mail in the past, you must use your old password here for compatibility. The same applies to anyone who actively used the old mail system to connect with other applications. Doing this will save you a lot of trouble with re-configuring your other applications.

Next, re-enter your password in the “Re-enter password” box.

The “Language” box should display “English (US)”. Leave this as is.

Next, there is a security box with some letters. These letters are generated automatically and each time the letters are different. You need to type the letters displayed in your case exactly as they appear. (In the example below, the letters are: “perchava” – Do not use this same word because it will not work for your case).

Note: This is a one-time step only when you login for the first time. Subsequent logins to your email will not require this verification.

Next, scroll down to the bottom of the page.

The screenshot shows the account setup page for Crossroads Foursquare Church. The browser window title is "Crossroads Foursquare Church - Windows Internet Explorer". The address bar shows the URL "https://www.google.com/a/crossroads4square.org/LoginAction2?service=CPanel". The page content includes a header with church icons and the text "Welcome to Crossroads Foursquare Church". Below this is the "Setup your account for Crossroads Foursquare Church" section. It contains the following fields and options:

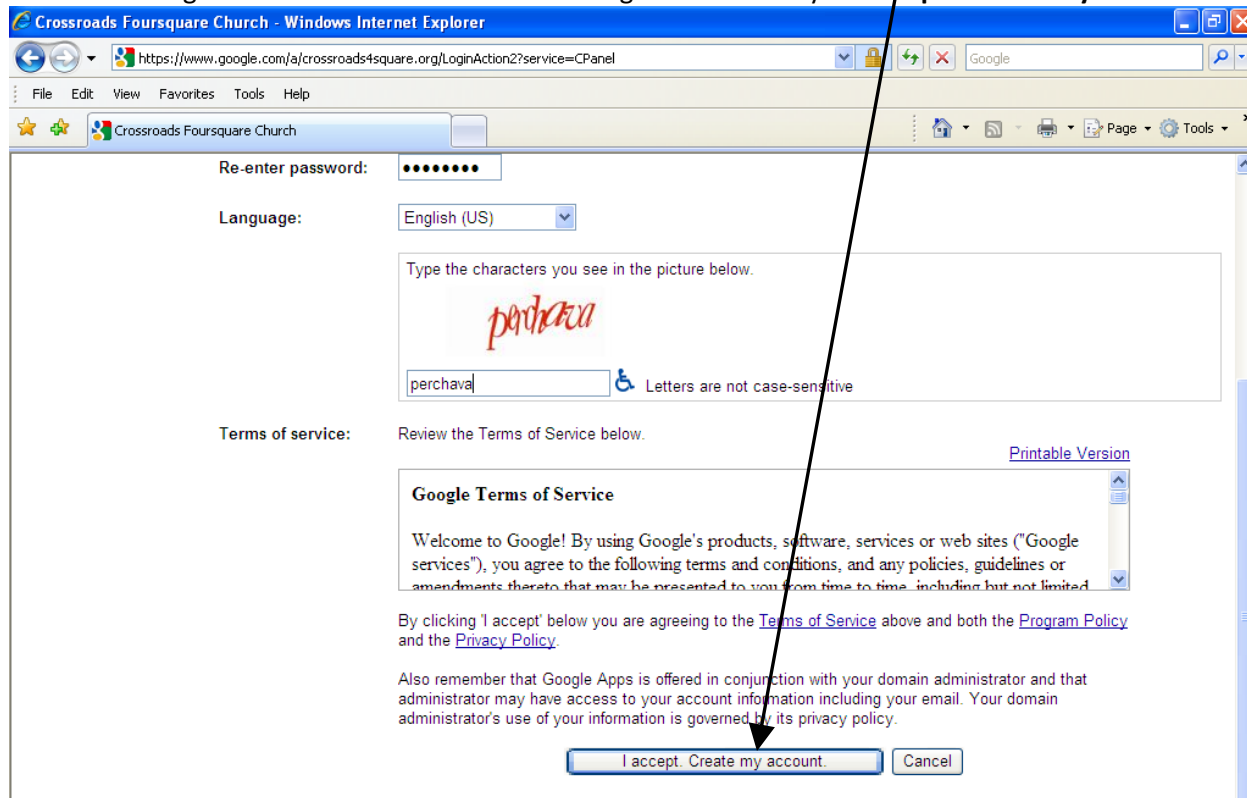
- Name:** (empty)
- Login name:**
- Choose a password:**  Minimum of 6 characters in length. [Password strength: Strong](#)
- Re-enter password:**
- Language:**
- Security:** A box with the text "Type the characters you see in the picture below." and a red cursive image of the word "perchava". Below it is an input field containing "perchava" and a note "Letters are not case-sensitive".
- Terms of service:** "Review the Terms of Service below." with a [Printable Version](#) link.
- Google Terms of Service:** A section titled "Google Terms of Service" with the text "Welcome to Google! By using Google's products, software, services or web sites ('Google services') you agree to the following terms and conditions, and any policies, guidelines or..."

The Windows taskbar at the bottom shows the Start button, several open applications (G:\Walden\_Uni..., Crossroads Fou..., Microsoft O..., Adobe Rea...), and the system clock showing 10:31 PM on 10/31/2011.

## Crossroads4Square.org Email Instructions

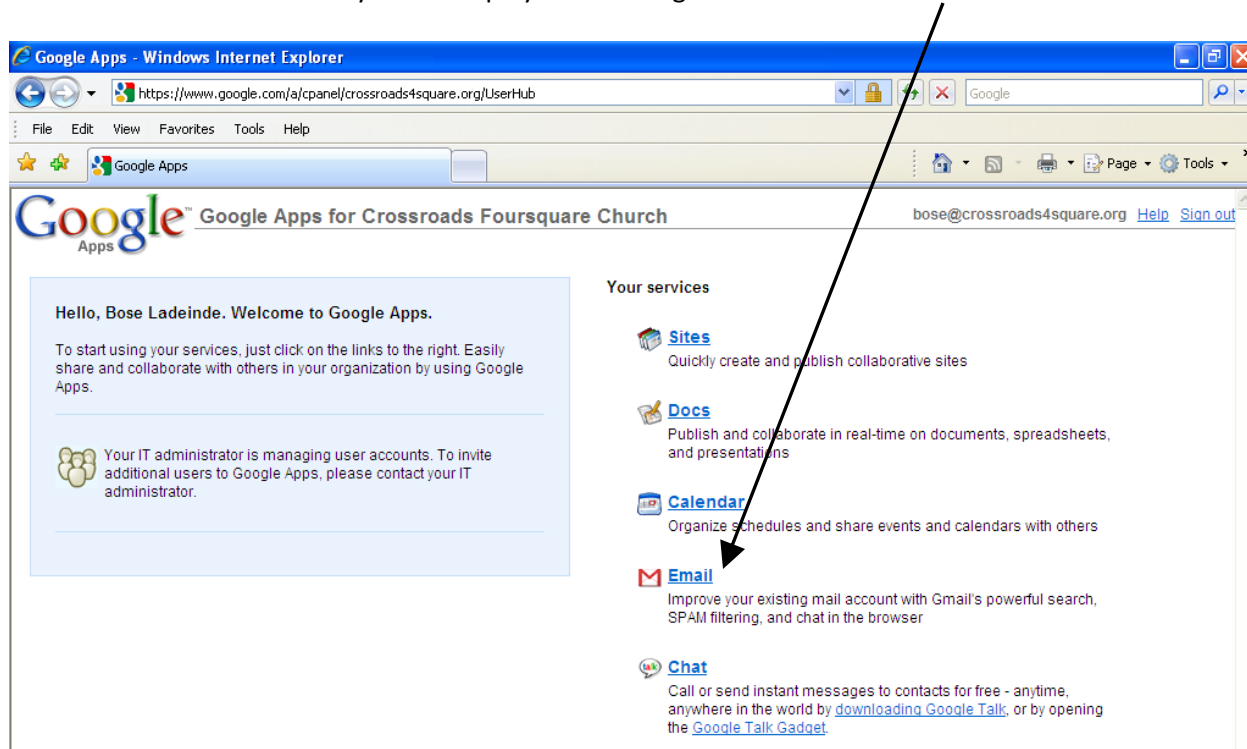
### Step #6:

Read the "Google Terms of Service" and click the big button that says "I accept. Create my account".



### Step #7:

Congratulations! You will see a Welcome message in the blue box on the top left corner of your browser. The services that are available to you are displayed on the right side. Click on "Email" under "Your services".



## Crossroads4Square.org Email Instructions

### Step #8:

Now, you are in your email **Inbox** account. You should see the Foursquare Church logo on the top left corner of the screen.

Note that there are two sets of menus at the top of the email screen.

On the top left corner, the menus are “Mail”, “Calendar”, “Documents”, and “Sites”.

On the top right corner, the menus are “Settings”, “Help”, and “Sign out”.

Your mail folders are listed on the left side of the screen, and your **Inbox** folder is selected by default, and the box is shown on the middle of the screen with at least 2 emails from “Gmail Team” waiting for you to open. Since your email is already activated, you may see more mails in your Inbox than example shown here. Please read the 2 mails from the “Gmail Team” for more info on how to get the best out of your mail account.

**Calendar:** To use your calendar, click on the “Calendar” menu on the top left corner of your screen. You can configure your calendar to link to your cell phone, and allow selected Crossroads users to automatically update your calendar with events from their calendar accounts.

**Documents:** Click on the “Documents” menu on the top left corner of your screen to save documents to your account online. Documents saved here can be accessed anytime, and you can give selected Crossroads users permissions to view or modify your documents. This is a great feature for online document sharing – no need to send it as email attachment.

**Sites:** If you are interested in building a personal website for yourself, all tools are provided for hassle-free site.

**At this point, your mailbox is ready and active.** However, if you use MS Outlook to access your mail, or if you plan to forward your mail to another email account (e.g. hotmail, yahoo or netzero), or if you plan to use another email account to access and download mail from this email, then proceed to the next step.

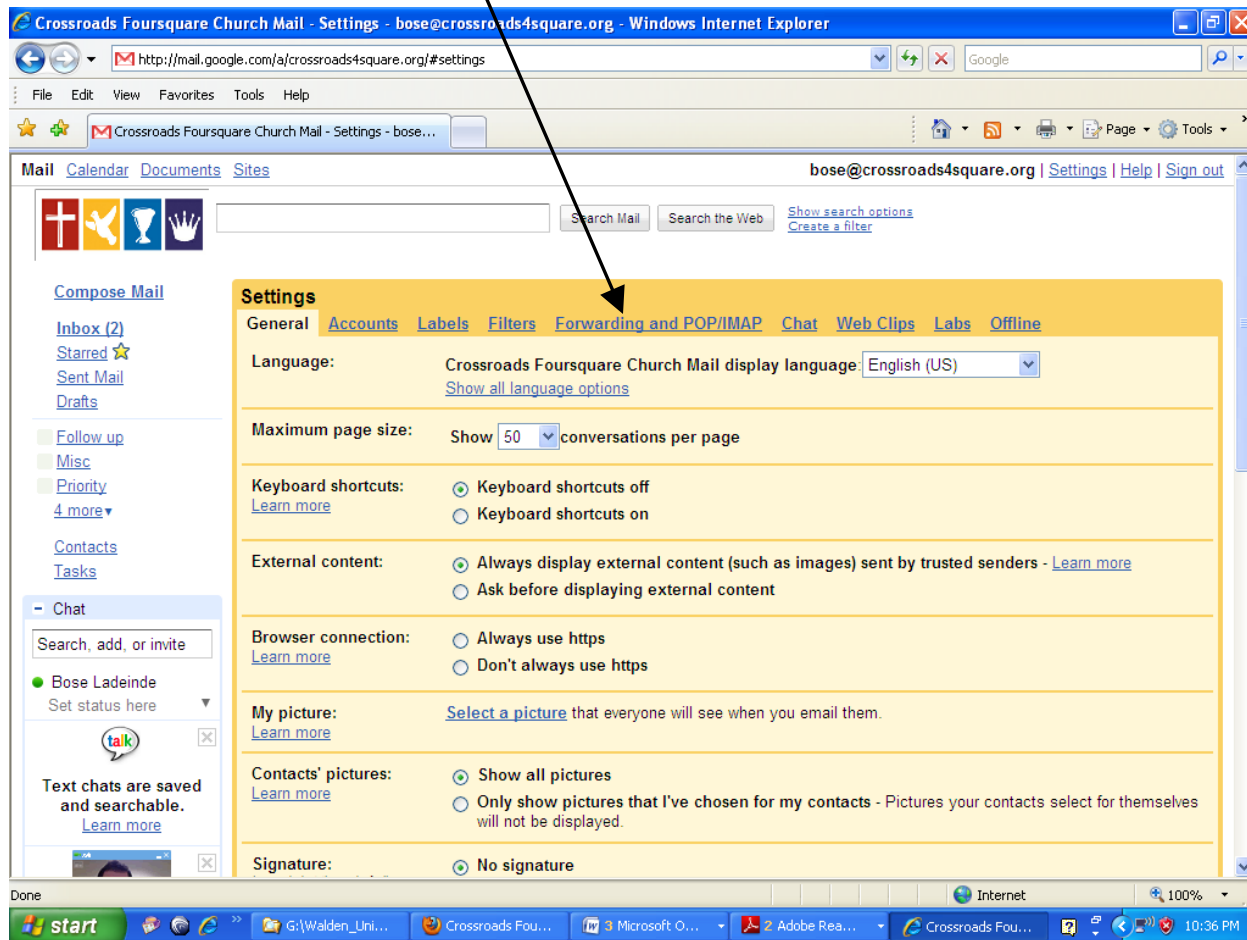
Click on “Settings” menu on the top right corner of your screen.

The screenshot displays a webmail interface for 'Crossroads Foursquare Church Mail'. The browser window title is 'Crossroads Foursquare Church Mail - Inbox (2) - bose@crossroads4square.org - Windows Internet Explorer'. The address bar shows 'http://mail.google.com/a/crossroads4square.org/#inbox'. The page features a top navigation bar with 'Mail', 'Calendar', 'Documents', and 'Sites' on the left, and 'Settings', 'Help', and 'Sign out' on the right. The left sidebar lists folders: 'Compose Mail', 'Inbox (2)', 'Starred', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', '4 more', 'Contacts', 'Tasks', and 'Chat'. The main content area shows two emails from 'Gmail Team' dated Feb 1: 'Access Gmail on your mobile phone' and 'Get started with Gmail'. At the bottom, there is a footer: 'Add a personalized signature to all your outgoing messages. Learn more'.

## Crossroads4Square.org Email Instructions

### Step #9:

The “Settings” page has its own set of menus – all listed with dark yellow background color. There are 9 sub menus for settings. You can play around with any of these settings to configure your email as you like, but we shall only step through the “**Forwarding and POP/IMAP**” menu in this document. Click on that link.



## Crossroads4Square.org Email Instructions

### Step #10:

You will see the page shown below. Note that the default setting for “Forwarding” is “Disable forwarding”, and the default setting for “POP Download” has nothing selected under “1. Status”. You need to make changes to either one or both of these settings depending on your needs.

If you want to forward your mail to an outside mailbox (e.g. [my-mail@netzero.net](mailto:my-mail@netzero.net)), you need to modify the “Forwarding” settings only. By doing this, you do not need to make any changes to the configuration of your existing email account at “netzero.net”.

If you were using MS Outlook or Outlook Express to check your mail, you need to modify the “POP Download” settings only. By doing this, you do not need to make any more changes to your current Outlook settings – provided you used your old password as your permanent password in this account.

If you want to set up MS Outlook for the first time to check your mail, please refer to the document titled “Help for Outlook.pdf”.

Now proceed to the next step for instructions on how to change the settings.

The screenshot shows the Gmail settings page for the account bose@crossroads4square.org. The 'Forwarding and POP/IMAP' tab is selected. The 'Forwarding' section has 'Disable forwarding' selected. The 'POP Download' section has '1. Status: POP is enabled' selected. The 'IMAP Access' section has '1. Status: IMAP is disabled' selected. A red arrow points to the 'Forwarding' section.

**Forwarding:**

- Disable forwarding
- Forward a copy of incoming mail to  and keep Crossroads Foursquare Church Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP Download:**

1. Status: POP is enabled for all mail that has arrived since Feb 1
  - Enable POP for all mail (even mail that's already been downloaded)
  - Enable POP for mail that arrives from now on
  - Disable POP
2. When messages are accessed with POP
  -
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
  - [Configuration instructions](#)

**IMAP Access:**

1. Status: IMAP is disabled
  - Enable IMAP
  - Disable IMAP
2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
  - [Configuration instructions](#)

## Crossroads4Square.org Email Instructions

### Step #11:

**Forwarding:** To forward your email to an outside email address, change the “Forwarding” setting by selecting the option to “Forward a copy of incoming mail to”, then enter your outside email address in the box. In the example shown below, the outside email address is [Bose@Hotmail.com](mailto:Bose@Hotmail.com) . If you want to keep a copy of the mail in your crossroads4square email box, leave that option unchanged. It is better to have a copy in your Crossroads mailbox just in case something unexpected happens to your other mailbox and you wish to login here to retrieve your mail.

**POP Download:** To access your mail with Outlook or Outlook Express, or with another POP email account, make changes to the “POP Download” section.

Under “1. Status”: Select the option “Enable POP for **all mail** (even mail that’s already been downloaded)” if you want to catch all mail that come into your mailbox. It is most likely that your MS Outlook is already configured to download only “new” mail, so this setting will not result in duplicate mails in your Outlook Inbox. If you are using a POP3 mail program to download your mail, it is better to select the second option to “Enable POP for **mail that arrives from now on**” to avoid duplicate emails in your Inbox.

Under “2. When messages are accessed with POP”: It is best to leave the default setting unchanged.

Under “3. Configure your email client”: The instructions here are for setting up Outlook or POP3 Mail for the first time. Click on the link provided to view or download instructions.

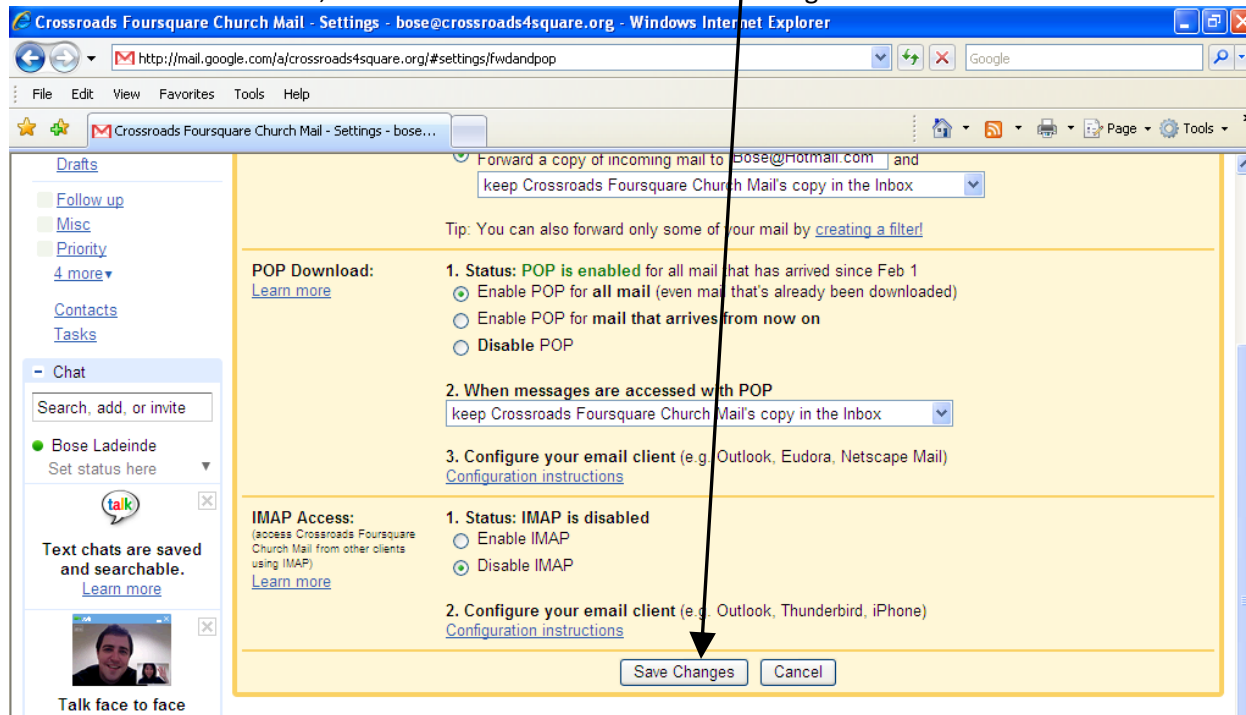
Next, scroll down the page and proceed to the next step for instructions on how to save your settings.

The screenshot displays the 'Settings' page for 'Crossroads Foursquare Church Mail' in Internet Explorer. The browser address bar shows the URL: <http://mail.google.com/a/crossroads4square.org/#settings/fwdandpop>. The page title is 'Crossroads Foursquare Church Mail - Settings - bose@crossroads4square.org'. The settings are organized into tabs: General, Accounts, Labels, Filters, Forwarding and POP/IMAP, Chat, Web Clips, Labs, and Offline. The 'Forwarding and POP/IMAP' tab is active. Under 'Forwarding', the 'Forward a copy of incoming mail to' option is selected, with the email address 'Bose@Hotmail.com' and the checkbox 'keep Crossroads Foursquare Church Mail's copy in the Inbox' checked. Under 'POP Download', the status is 'POP is enabled for all mail that has arrived since Feb 1', and the 'Enable POP for all mail (even mail that's already been downloaded)' option is selected. Under 'IMAP Access', the status is 'IMAP is disabled', and the 'Disable IMAP' option is selected. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 10:40 PM.

## Crossroads4Square.org Email Instructions

### Step #12:

At the bottom of the form, click on the button with the "Save Changes" label.



### Step #13:

When your changes are saved successfully, you will be returned to your Inbox, and you shall see a message in yellow highlight on top of your message box that says "Your preferences have been saved". You are now ready to start using your mailbox – CONGRATULATIONS!

