



## HOW TO ACCESS CETPA.ORG E-MAIL REVISED 09/01/2011

Your cetpa.org e-mail is here. PART I.

The address is your first name initial and your last name @ cetpa.org.

All business data we send and receive should be from the cetpa.org email, so please check it a few times daily.

### How to access your e-mail:

1. Type [www.yahoo.com](http://www.yahoo.com) in your web browser and when you get there press "Sign In."



2. When you press Sign In, it should take you to the Yahoo! Home Page. Once here, enter your Yahoo! ID and Password:

Yahoo! ID  
[input field]  
(e.g. free2rhyme@yahoo.com)

Password  
[input field]

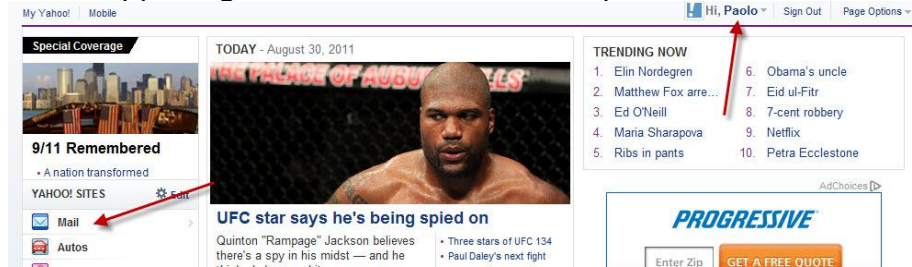
Keep me signed in  
(Uncheck if on a shared computer)

**Sign In**

[I can't access my account](#) | [Help](#)

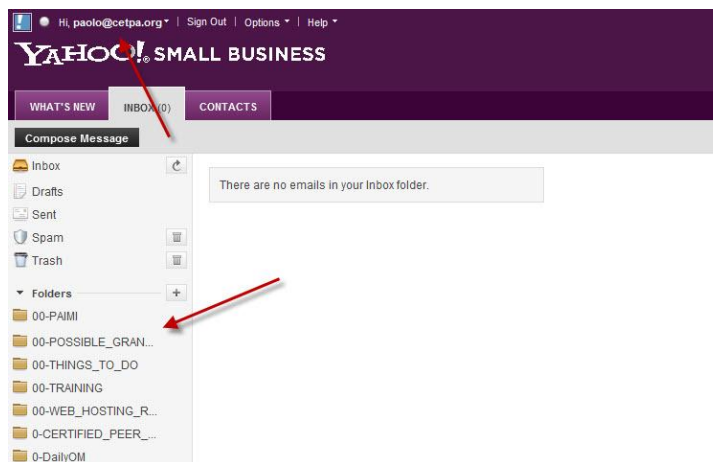
3. Your Yahoo! ID will be either your [CETPA###@yahoo.com](mailto:CETPA###@yahoo.com) or your [name@cetpa.org](mailto:name@cetpa.org). Your initial password is "elemail."

- When you get into YOUR Yahoo! Page, it should display your name in the upper right side. And from there press "mail".

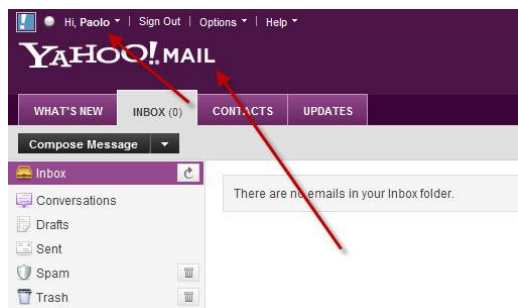


- When you press "Mail" you will be taken to either your CETPA e-mail (which is the one that is your [name@cetpa.org](mailto:name@cetpa.org)) or your Yahoo! e-mail (which is the [cetpa###@yahoo.com](mailto:cetpa###@yahoo.com)).

**NOTE:** The e-mail look should be the new format for BOTH e-mails. (as shown below).



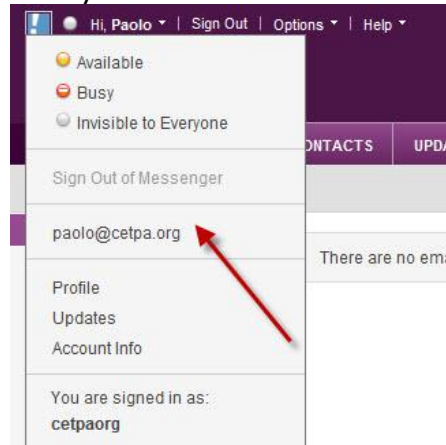
- In this case it took you right to the Business Mail – and you should see the e-mail above, and all of your Business Folders should appear. Now, it's not always the case. Sometimes it takes you to the [CETPA###@Yahoo.com](mailto:CETPA###@Yahoo.com) e-mail.



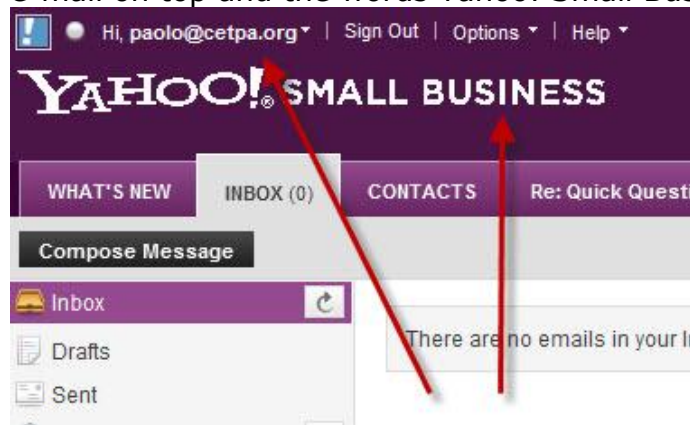
Two clear signs that you are not in the correct e-mail are:

- 1) Only your name appears above. It should show your @cetpa.org e-mail.
- 2) Also, it will say Yahoo! Mail vs. Yahoo! Small Business.

7. To switch to your @cetpa.org e-mail, just press on the image next to your name (the arrow pointing down) and a box will appear so that you can select the correct e-mail.



8. After selecting your @cetpa.org e-mail from the box, it will take you to your business e-mail. You will be able to see your business e-mail on top and the words Yahoo! Small Business.

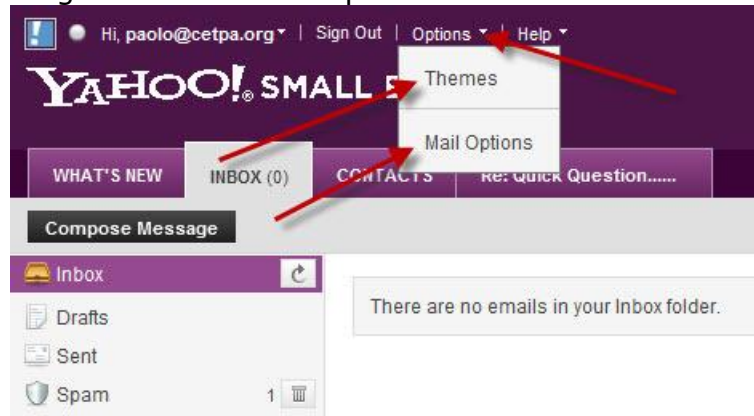


9. From there you can start sending and receiving e-mails.

END PART I.

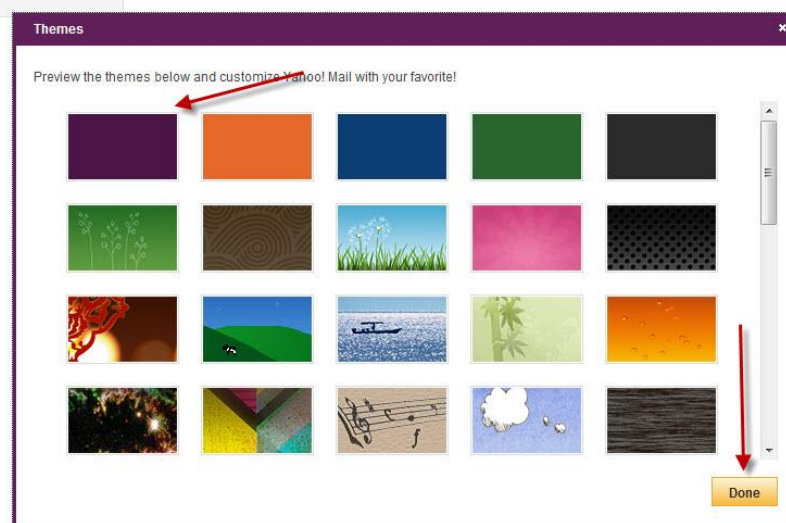
## PART II. Making changes.

10. There are only FOUR (4) changes you are allowed to do to your e-mail.
  - 1) Change the Theme
  - 2) Change the General Information
  - 3) Change the Password (not yet/see#14)
  - 4) Change the Signature
  - 5) And when Necessary, Change the Vacation Response.
  
11. To get there hit the "Options" arrow.



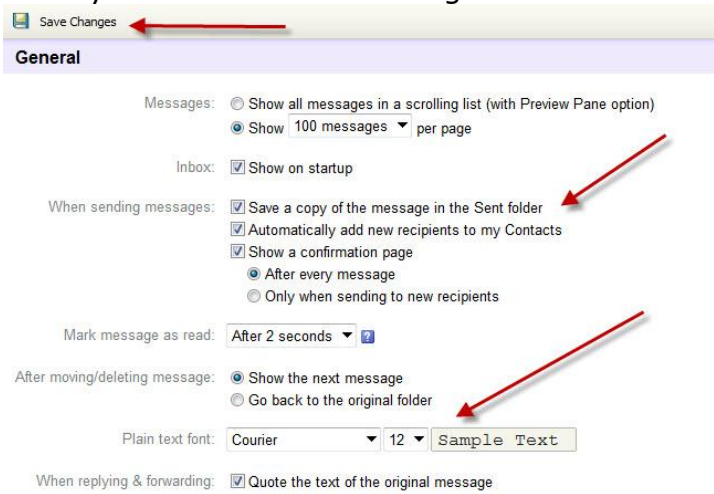
When you press the "Options" arrow facing down, you will get two choices: Themes and Mail Options.

12. When you press "Themes," you should be able to change the theme or look of your e-mail page to one of the various choices they offer.



From the options, you can pick whatever theme you like best. Then hit "Done."

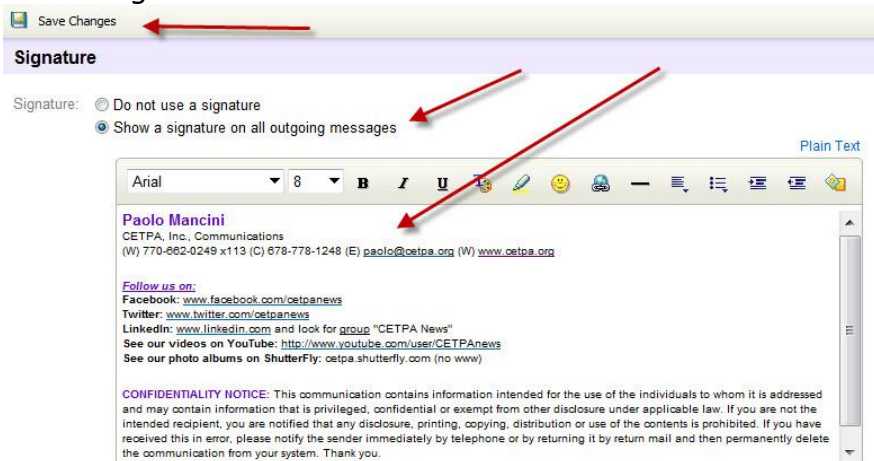
13. When you press "Mail Options," you will also get a box that will allow you to make some changes:



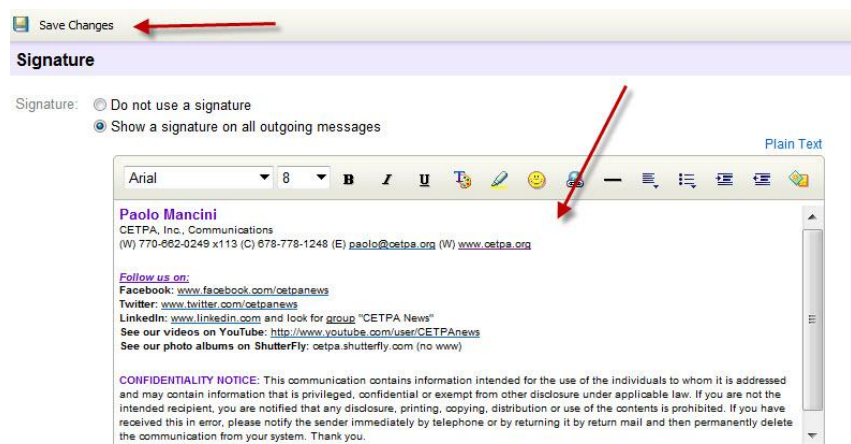
Under "General" you can pick things like the text font you want. Always put the arrow next to "Save a copy of the message to my Sent folder." Here, you can make any change you want. DO NOT FORGET to hit "Save Changes" in the upper left to save the changes you made.

14. The "Change Password" option is not currently available. Any e-mails from today, I will give you a password that is not "email," until that option is added once again to the Mail Options

15. Under Signature.



Here, you need to select "Show a signature on all outgoing messages." We have a standard signature that we use in CETPA.



### **Our Signature Includes:**

The name and contact info, you can write however you like.

The follow us on: MUST be there as written below.

And the Confidentiality Notice: MUST be written as below.

#### **Paolo Mancini**

CETPA, Inc., Communications

(W) 770-662-0249 x113 (C) 678-778-1248 (E) [paolo@cetpa.org](mailto:paolo@cetpa.org) (W) [www.cetpa.org](http://www.cetpa.org)

[www.cetpa.org](http://www.cetpa.org)

#### **Follow us on:**

**Facebook:** [www.facebook.com/cetpanews](http://www.facebook.com/cetpanews)

**Twitter:** [www.twitter.com/cetpanews](http://www.twitter.com/cetpanews)

**LinkedIn:** [www.linkedin.com](http://www.linkedin.com) and look for group "CETPA News"

**See our videos on YouTube:** <http://www.youtube.com/user/CETPAnews>

**See our photo albums on ShutterFly:** [cetpa.shutterfly.com](http://cetpa.shutterfly.com) (no www)

**CONFIDENTIALITY NOTICE:** This communication contains information intended for the use of the individuals to whom it is addressed and may contain information that is privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are notified that any disclosure, printing, copying, distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telephone or by returning it by return mail and then permanently delete the communication from your system. Thank you.

16. And lastly, the Vacation Response:

Save Changes

### Vacation Response

Enable auto-response during your vacation ?

Auto-respond from  
August 11 2011

up until (and including)  
August 22 2011

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#### Generic Response

This response will be sent to all incoming mail that you receive during your holiday.

Hi.

This is Paolo Mancini. I will be out of the office in a 2-week training to become a Certified Peer Specialist.

I am returning Monday, August 22nd. I will respond to your e-mail upon my return.

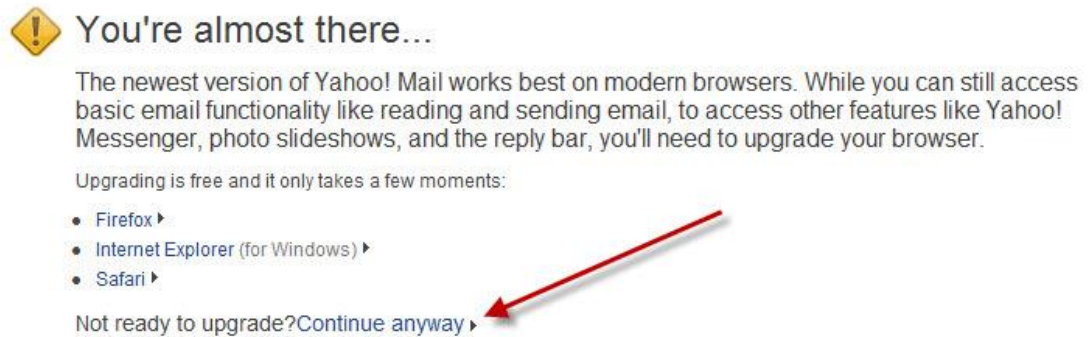
Thank you. Paolo

Send a sample copy to my Inbox

Whenever you will be out of the office for more than two (2) days, we do need you to activate your Vacation Response Option.

- 1) Place check mark on the box that says "Enable auto-response during your vacation."
- 2) Then complete the start and end day of your vacation.
- 3) And please write a note (which the person sending you e-mail will receive). Add:
  - a) How long you will be gone.
  - b) And, the day you will be back at the office.

17. Also if you see this message pop-up, PLEASE IGNORE IT and press "Continue anyway."



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The reason that this is showing up is because it is looking for you to upgrade to the new Internet Explorer 9. We just upgraded our network to Internet Explorer 8; and Internet Explorer 9 is not possible at this time. So feel free just to say "Continue anyway."

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Again, as soon as the Change Password option is added, I will update this document. For now, you cannot change the password you have. This will be corrected soon. Any new e-mails I create from today will NOT have "email" for a password. I will actually give the person their password, until this is corrected and everyone can change their password should they wish.

Please note, that only you know your password. And it would be your responsibility for any mails that are written to/from your cetpa.org e-mail. Please keep your password confidential.

If you have any questions, please contact me on:  
X113 (from the office)  
678-778-1248 (from outside the office)

Or via e-mail  
[paolo@cetpa.org](mailto:paolo@cetpa.org) (from the office)  
[paolomancini823@gmail.com](mailto:paolomancini823@gmail.com) (from outside the office)

Thanks

Paolo Mancini