

Using the CEV Central Web Mail Client

This document describes the basic functions of the CEV Central Web Mail interface for Clyde Electronic Village, a method for accessing your mail online. If you have questions that are not covered in this document or have other questions about the webmail system, please call ABT customer support at 1-866-765-AMBT (2628) or e-mail support@ambt.net

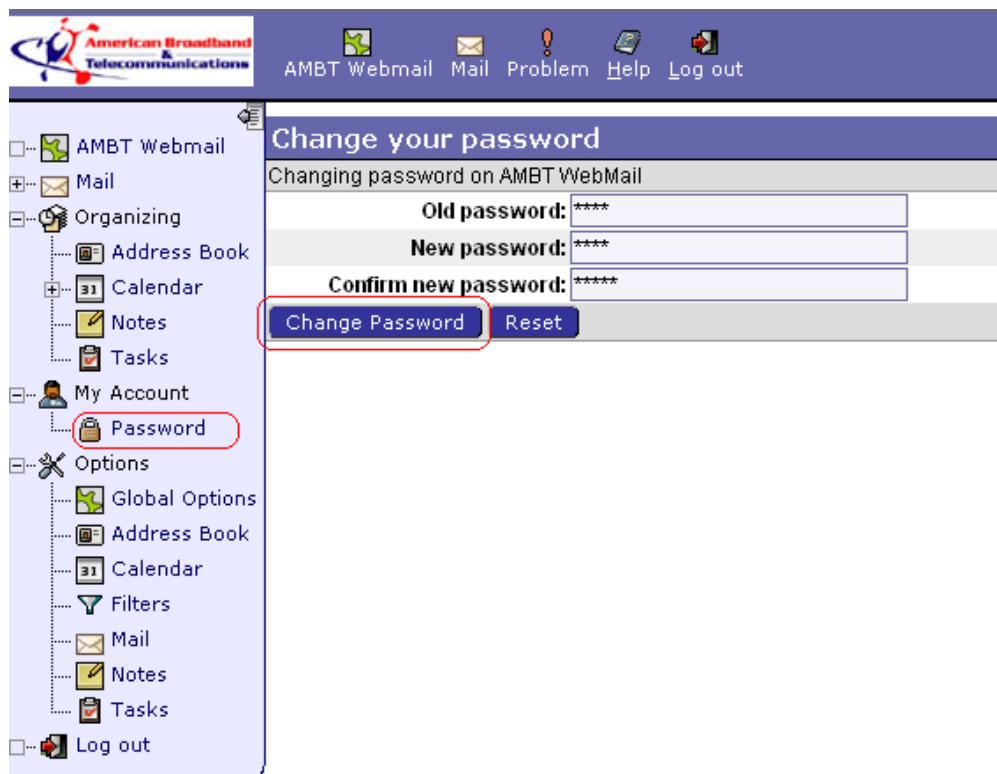
How to Log In Online

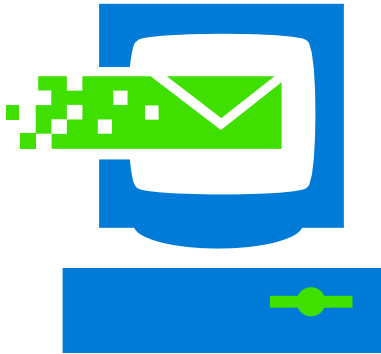
1. Open your browser, usually Firefox or Internet Explorer
2. Go to <http://webmail.ambt.net>
3. Next to username, type in your email address (example - jsmith@cevcentral.com)
4. Tab or Click in the password field and type in your password
The default password is the first portion of your email address plus the number 1 (for example - email address jsmith@cevcentral.com default password is [jsmith1](#))
5. Click the Log In button.

Changing Your Password

The first step you should take is to change your password.

1. Click on the text **Password** in the left-hand side of the webmail page. If you do not see the Password – click on My Account and it should appear below My Account
2. Fill in the three boxes – first your old password (ex. [jsmith1](#)) then your desired password once in each of the boxes labeled new password.
3. Click on **Change Password button**





POP mail settings

(Outlook, Outlook Express, Incredimail, etc)

Full email address for logon: jsmith@cevcentral.com

Incoming: mail.cevcentral.com

Outgoing: smtp.cevcentral.com

You must check the box that says "my outgoing mail server requires authentication"

If the option does not appear during initial mailbox setup – go back into the account options – you may need to click on “Advanced options” or “More settings” to access the outgoing mail server authentication (SMTP).

**Default password is portion of email address before @ plus the number 1
example: *jsmith@cevcentral.com* password is *jsmith1***

It is recommended that you log into webmail and change your password before you set up you POP mail, as per webmail instructions. You may also wish to change your password periodically. If you change your password using webmail – you must then edit your POP settings – in most programs – select “Tools” “Account Settings” “Edit” or “Change”