

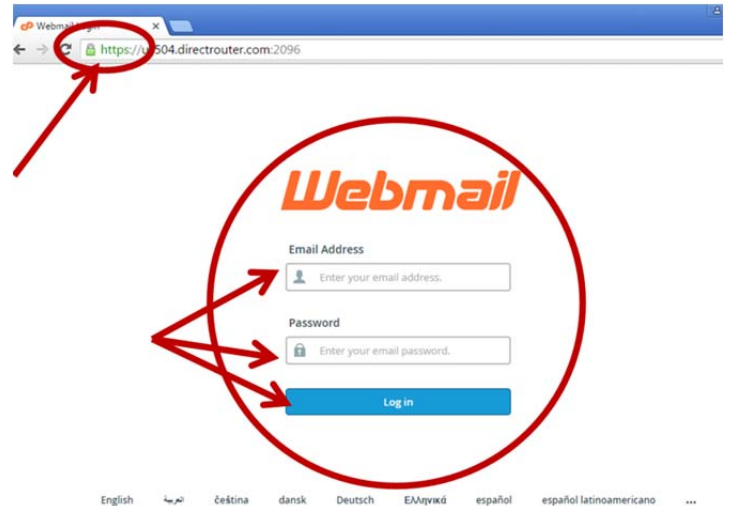
# Accessing Your NHI Email Box

## - FOR SECURITY PURPOSES -

Your login credentials have been sent to you separately from these instructions. You must use the user name and password you were provided. Please keep them in a safe place. When your service term expires with the group or you choose to leave NHI altogether, please notify the website committee chair so they can reset the account credentials for your replacement.

### Web Browser Access

1. Go to <http://oanewhampshire.org/webmail>  
  
This will transfer you to a secured site to access your email box.
2. Enter your user name, password and click the “Log In” button.
3. Once logged into your email account, you will be able to send and receive emails for the purpose of OA only.



### NHI Email Address Book

For your convenience all NHI email addresses have been entered into your email account’s address book. In order to maintain anonymity, the names of the records for each email address coincide with either a meeting (Day, Location & Group #), or an NHI position. This means you must know the given name of the person and what meeting they represent or what position they hold within NHI to select the right person from the address book. For easy reference, you can access a list of all current NHI members and what positions they hold here:

Also, you will notice that an email signature is set up in each account. It includes your position, the URL to our website and our phone numbers. If you would prefer to not include these in your email messages, you can either delete it each message or disable the setting in the “Settings” section.

### Email Client Access (Outlook, Mobile Device, etc.)

For those of who you wish to access your NHI email account via an email client such as Outlook or your mobile device, below is the information you will need. If you need further assistance setting up your email account in your client of choice, please contact your mail client’s tech support.

**Username:** NHI email address\*

**Password:** password\*

**Incoming Server:** us504.directrouter.com

**IMAP Port:** 993      **Encrypted Connection:** SSL

**Outgoing Server:** us504.directrouter.com

**SMTP Port:** 465      **Encrypted Connection:** SSL

\* Your email address and password were sent to you separate from these instructions.

### NHI Email Address Book

For your convenience, a vCard file has been created with all the NHI email addresses. In order to maintain anonymity, the names of the records for each email address coincide with either a meeting (Day, Location & Group #) or an NHI position.

This means you must know the given name of the person and what meeting they represent or what position they hold within NHI to select the right person from the address book. For easy reference, you can access a list of all current NHI members and what positions they hold here: