

# Remote access instructions for bvres.org mailbox users



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Contact: [webmaster@bvres.org](mailto:webmaster@bvres.org)

**NOTE:** Email boxes and passwords are available to Bristol Village Computer Club members. Contact a club officer to set up a mail box and password.

To access your bvres.org mailbox from any computer connected to the internet, do the following:

- ✓ Open a web browser and enter **mail.bvres.org** in the address text box.
- ✓ In the *Login to SmarterMail* dialog box, enter **your email address**, then enter your **password**.

The first time you access your bvres.org mailbox, the Account Wizard will open a dialog box that requests your *time zone*, *country*, and *zip code*.

The system will also request an optional alternative email address. You do not need to enter an address in this dialog box.

When you select the *Finish* button, your *SmarterMail* window will open. Observe the column of tools on the left side of the window.

Select the *Inbox* option to see your messages. To create a new message, select the *New* option.

You may want to explore the other SmarterMail options.

**Be sure** to select the small arrow beside your email address to **logout**.