



CALABASH REAL ESTATE

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Instructions for Accessing Web Mail

1. Open Internet Browser Window.
2. Type: www.calabashrealtors.com/controlpanel
3. Login using your Calabash user id and password....
4. Under Mail, select from the following options:
 - Webmail
 - Mail Forwards
 - Autoreplies
 - Custom Mail Filters
 - Spam Assassin
 - Whitelist
 - Blacklist
 - Clam AV
5. Under Webmail, select from the following options:
 - Inbox
 - Compose
 - Address Book
 - Folders
 - Options

Note: If you are downloading email to MS Outlook, review the option to keep or delete email on the server. If the option to delete is selected, the mail will be downloaded once and then not be available online. If the option to delete is off, the mail will be downloaded every time Outlook is started on a different computer. So, if you wish to download email on more than one computer, i.e. laptop as well as desktop, make sure that the delete option is not on. Note also when sending email from a local Outlook interface, the email is stored in the local Sent folder, not the web Sent folder, so it will only reside on the local machine. It is possible to work around this by always blind copying your emails to yourself. If the delete option is not on, then it is necessary to periodically use the web interface to delete old email.

6. Under Preferences and Settings, see option to Change Password. If you forget your password, contact Becky@calabashrealtors.com to have your password reset.

