

# ECA Family E-Mail

Each family is assigned a family e-mail address. This e-mail address will be used to send notifications from the teachers and staff as well as mid-term reports and report cards will be sent to the family email address. You may forward the family e-mail to another email address; check the email on the ECA website, or setup to check the e-mail on another computer or smart phone. Below are some instructions to help assist you in accessing the family e-mail. If you have any questions about your e-mail account please contact the ECA Webmaster ([web@ecalions.org](mailto:web@ecalions.org)).

The ECA Family E-Mail can be check by going to: <http://www.ecalions.org/ControlPanel/>

**NOTE: The User ID is everything before the @ symbol. Leave off the @ecalions.org**

## Forgot E-Mail Password

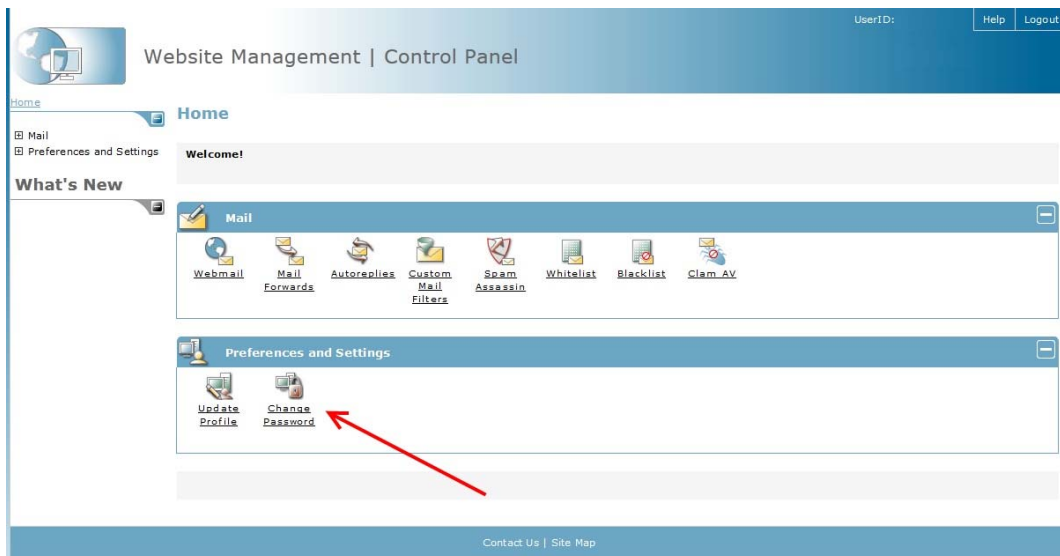
If you have forgotten your family e-mail password then email the ECA Webmaster ([web@ecalions.org](mailto:web@ecalions.org)). A default password will be set and you will be able to login and change the password. Please make sure to include in your e-mail:

- Student's Full Name

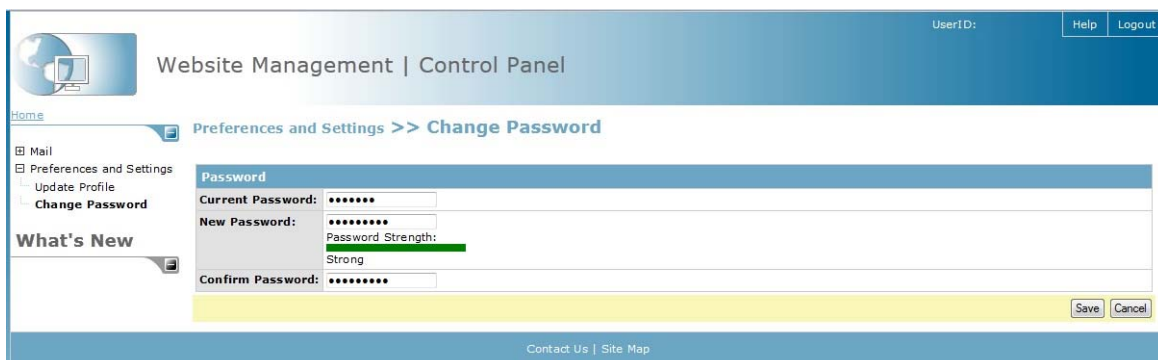
## Change E-Mail Password

If you know the password to the family e-mail account you can log into the [family email](#) and follow the following steps:

1. Once you log in from the main screen click on the "Change Password" button.



2. On the change password screen enter the current password and then enter the new password. You will have to enter the new password twice. Click the "Save" button **NOTE: It will show you how strong the password is that you enter.**

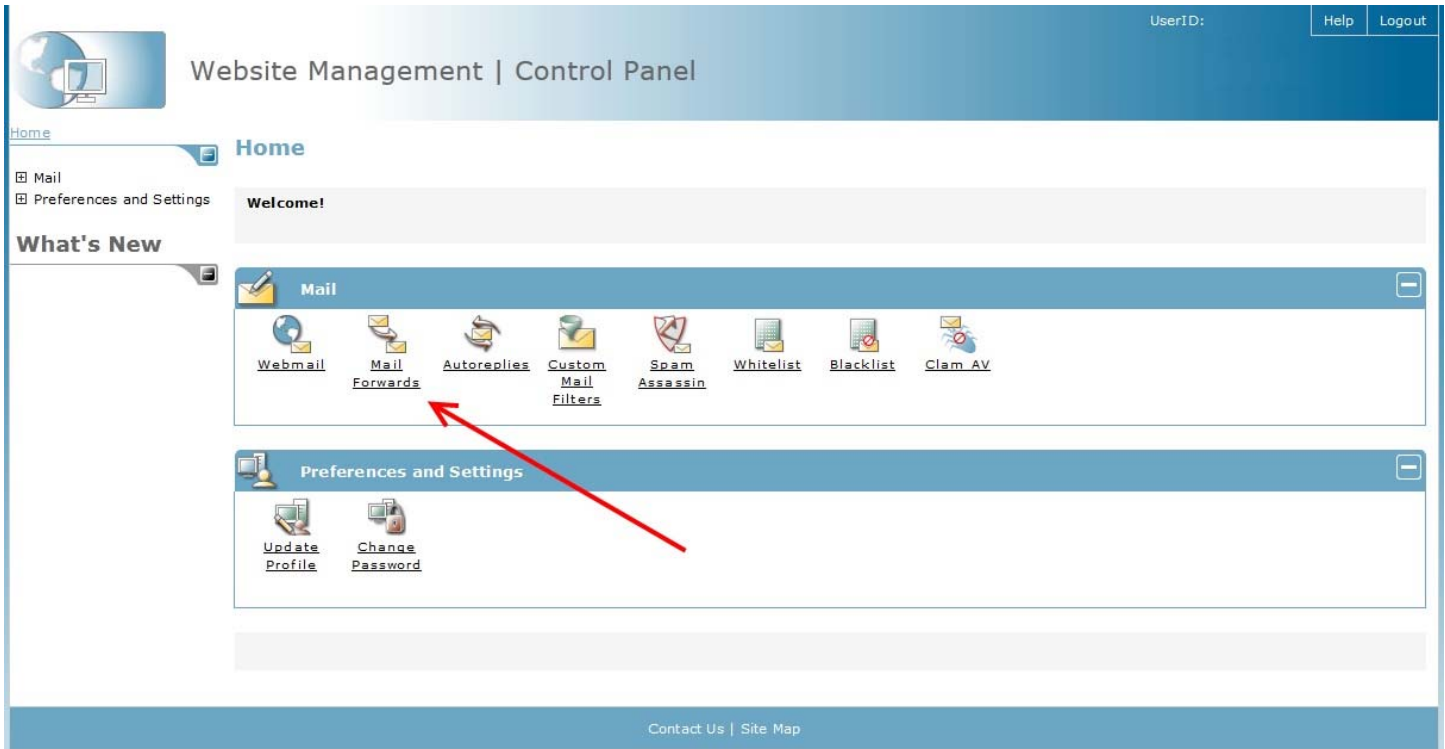


3. You have successfully changed the password!

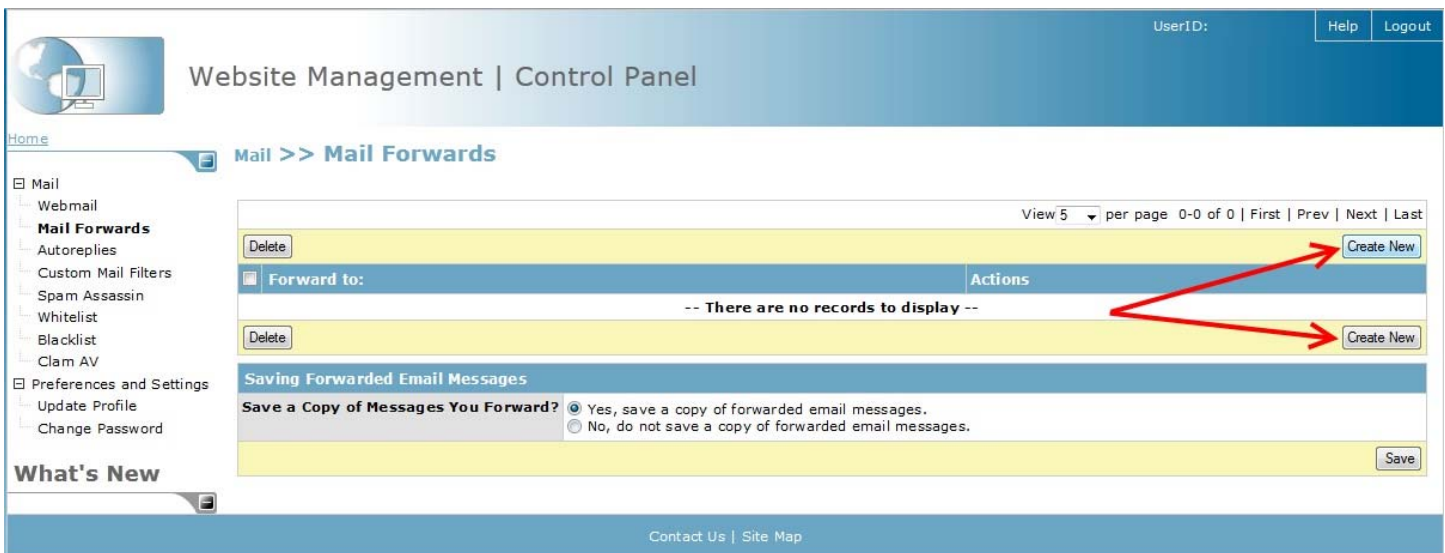
## Forward ECA E-Mail to Another E-Mail Address

If you wish to send your ECA Family E-Mail to an existing account then follow the steps below:

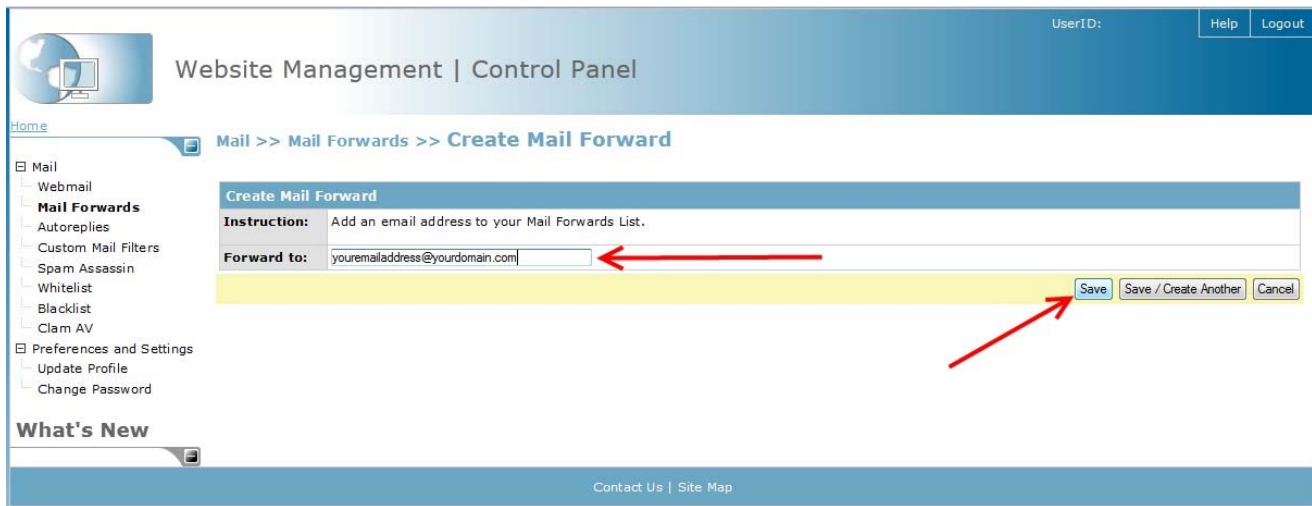
1. Once you log in from the main screen click on the "Mail Forwards" button.



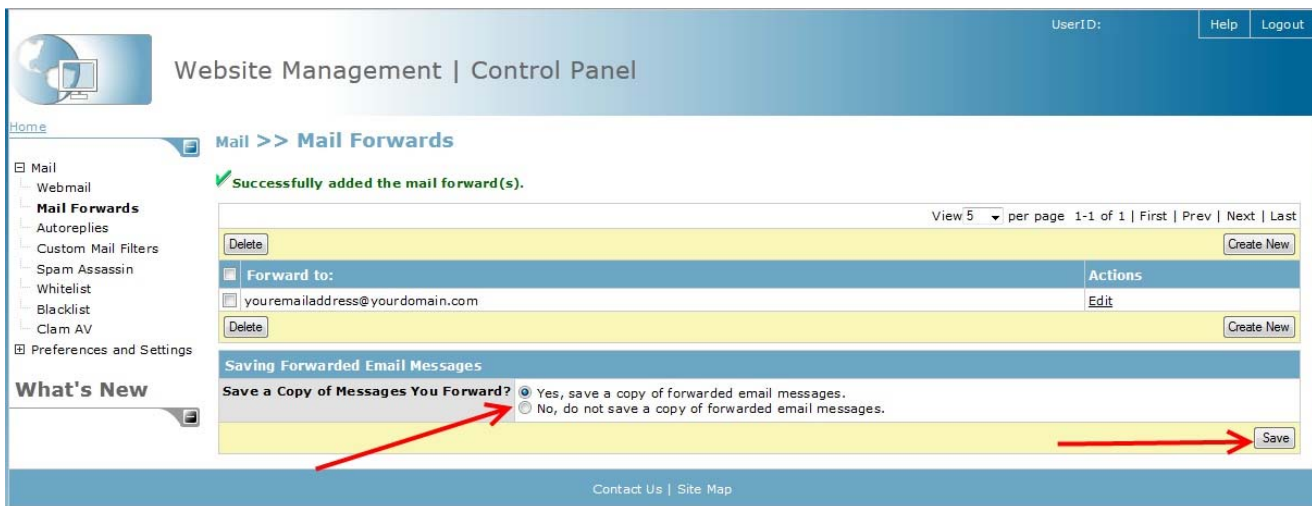
2. On the Mail Forwards screen click either of the "Create New" buttons.



3. On the Create Mail Forward screen enter your email address in the Forward to box. Click the "Save" button.



4. You will see your email address listed on the Mail Forwards screen. Now choose to either save a copy of the e-mail in your ECA mailbox or don't save a copy of the e-mail and click the "Save" button.

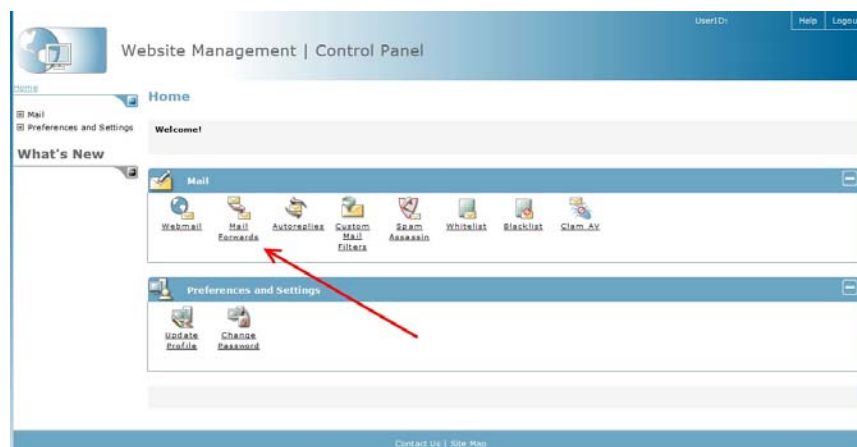


5. If you wish to forward to another e-mail address repeat steps 1-4.

## Delete a Forward to Another E-Mail Address

If you wish to delete a forward that you setup to send your ECA Family E-Mail to an existing account then follow the steps below:

1. Once you log in from the main screen click on the "Mail Forwards" button.



- On the Mail Forwards screen click the box next to the e-mail address you want to delete and click the "Delete" button.

Website Management | Control Panel

UserID: Help Logout

Home Mail >> Mail Forwards

Mail  
Webmail  
Mail Forwards  
Autoreplies  
Custom Mail Filters  
Spam Assassin  
Whitelist  
Blacklist  
Clam AV  
Preferences and Settings

What's New

View 5 per page 1-1 of 1 | First | Prev | Next | Last

Forward to:	Actions
<input checked="" type="checkbox"/> youremailaddress@yourdomain.com	Edit

Deleting Forwarded Email Messages

Save a Copy of Messages You Forward?  Yes, save a copy of forwarded email messages.  No, do not save a copy of forwarded email messages.

Save

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- On the "Are you sure you want to delete" screen click the "OK" button.



- You will see a message confirming the e-mail address has been deleted.

Website Management | Control Panel

UserID: Help Logout

Home Mail >> Mail Forwards

Mail  
Webmail  
Mail Forwards  
Autoreplies  
Custom Mail Filters  
Spam Assassin  
Whitelist  
Blacklist  
Clam AV  
Preferences and Settings

What's New

Successfully deleted the mail forward(s).

View 5 per page 0-0 of 0 | First | Prev | Next | Last

Forward to:	Actions
-- There are no records to display --	

Deleting Forwarded Email Messages

Save a Copy of Messages You Forward?  Yes, save a copy of forwarded email messages.  No, do not save a copy of forwarded email messages.

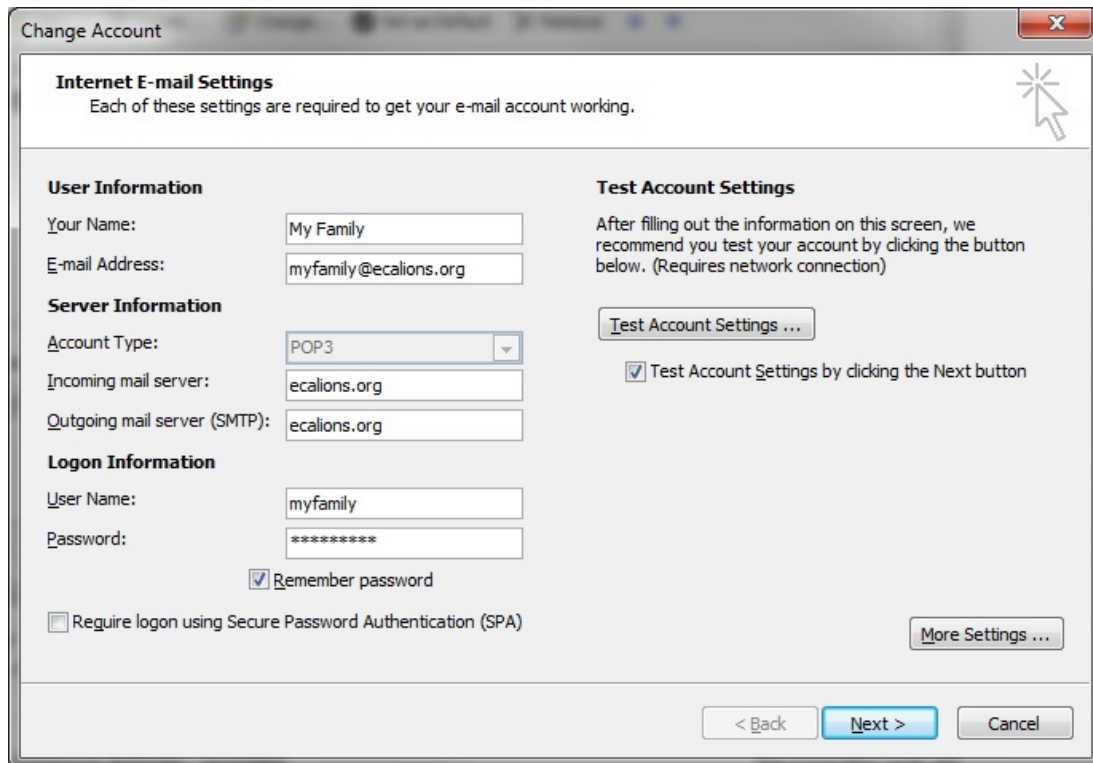
Save

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## Check ECA Family E-Mail from Computer or Smart Phone

If you wish to have your computer or smart phone access the ECA Family E-Mail then follow the steps below. **NOTE: Since all e-mail programs are different exact steps cannot be given. If you will search on how to setup email using your program or device you should be able to find instructions.** If you can't find instructions then please contact the ([web@ecalions.org](mailto:web@ecalions.org)) and he will assist you if possible. Below are the settings you will need to configure checking the email.

- Account Type: **POP3**
- Incoming Mail Server: **ecalions.org**
- Outgoing Mail Server (SMTP): **ecalions.org**
- Username will be everything before the @ symbol. Leave off the @ecalions.org
- Incoming Server (POP3) Port: **110**
- Outgoing Server (SMTP) Port: **25**
- Example of settings from Outlook 2010



The screenshot shows the 'Change Account' dialog box in Outlook 2010, specifically the 'Internet E-mail Settings' tab. The window title is 'Change Account' and it has a close button (X) in the top right corner. Below the title bar, there is a section titled 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' and a mouse cursor icon pointing to the right. The settings are organized into four main sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Account Settings'. 'User Information' includes 'Your Name' (My Family) and 'E-mail Address' (myfamily@ecalions.org). 'Server Information' includes 'Account Type' (POP3), 'Incoming mail server' (ecalions.org), and 'Outgoing mail server (SMTP)' (ecalions.org). 'Logon Information' includes 'User Name' (myfamily) and 'Password' (masked with asterisks), with a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. 'Test Account Settings' includes a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Change Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: My Family  
E-mail Address: myfamily@ecalions.org

**Server Information**

Account Type: POP3  
Incoming mail server: ecalions.org  
Outgoing mail server (SMTP): ecalions.org

**Logon Information**

User Name: myfamily  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...  
 Test Account Settings by clicking the Next button

More Settings ...

< Back   Next >   Cancel