



Thunder Promotions



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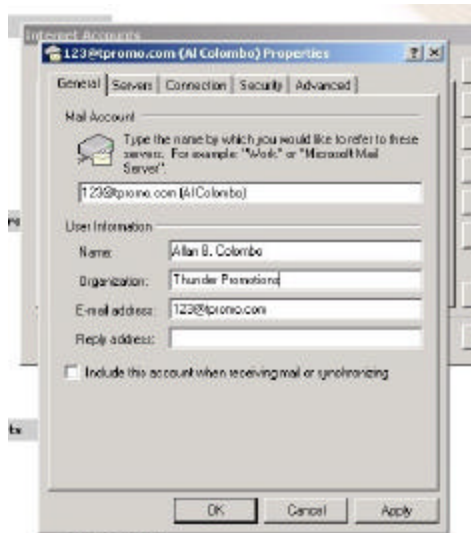
Webmaster@Tpromo.com

Welcome to Tpromo Mail

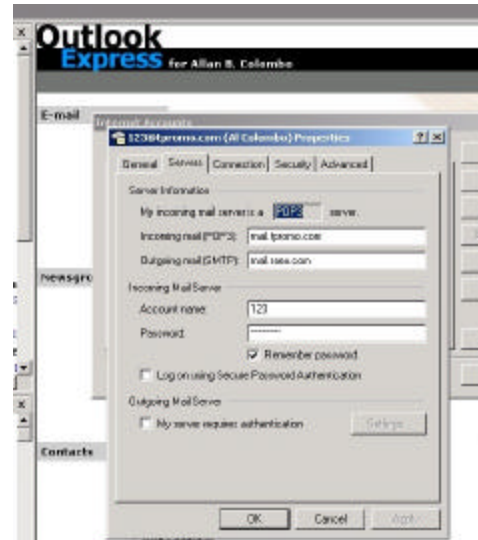
Thank you for purchasing a Tpromo mail box account. As you know, the need for electronic mail (E-Mail) in today's business environment has become a foregone conclusion. It's imperative that you stay in constant contact with others who intend to purchase, or continue to purchase your wares or services.

There are two ways to access your Tpromo mail box: *pop3 mail* and *web mail*. To use pop3 mail, you must enter the proper data into your mail client. In Account Settings, in the outgoing SMTP field you must place *mail.tpromo.com* and in the incoming POP3 field you must place *mail.tpromo.com* as well.

MICROSOFT OUTLOOK EXPRESS



If you are using Outlook Express, click on *Tools* and then *Accounts*. Once the *Internet Accounts* window is open, click on *Mail*. To install your new Tpromo mail box, click on *Add* then select *Mail*. In the *General* category, fill in the blanks (see illustration above), being sure to place the full Tpromo E-Mail address where it asks for it as well as your name.



Next click on the *Server* button and fill in the blanks. In both the SMTP and POP3 fields, place the string *mail.tpromo.com*. In the *Account Name* place just the first portion of your new Tpromo mail account, up to the ampersand symbol (@). In the *Password* field, place the password you were given when you took out your new mail box.

The remainder of the settings in your Outlook Express should be filled out with the help of your ISP (Internet Service Provider) or network administrator.

TPROMO WEB MAIL

The second method used to send and retrieve Tpromo mail is that of *Web Mail*. Web mail provides several advantages over that of POP3 mail clients. First and foremost you have more control of your incoming mail. You have ready access to your individual spam filter where you can add senders to that list to exclude them from sending mail to you.

Secondly, you can scan your mail before downloading, which means that dangerous viruses remain on the Tpromo mail server for deletion instead of first downloading them on your computer. Also, unlike Outlook Express, Tpromo Web Mail does not interact with incoming mail by opening and displaying posts before you have a chance to delete them. This is how dangerous viruses find their way onto your computer.

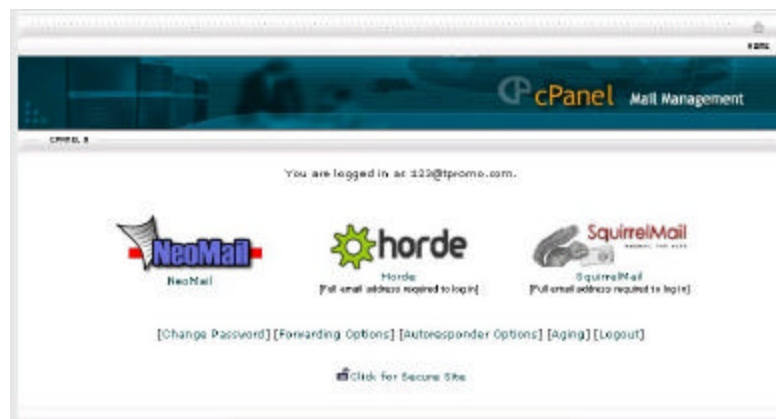
Be aware that Tpromo Web Mail may not be as colorful as Outlook Express, but if you follow directions and you stay ever vigilant, you shouldn't have any problem with incoming virus files. Our advice also is to never open any file, compressed or otherwise, unless you know the sender and were expecting the attachment to arrive. Even if you know the sender, before opening his/her attachment, send them a return post and ask if they sent it. If their machine were infected, he/she could unknowingly send you virus files to infect your machine.



To open your new Tpromo Web Mail box, go to the Tpromo.com front page. Scroll down if necessary until you find the *Tpromo Webmail Portal* box (see above). To log into your Tpromo mail box, fill in



the dialog box. Place your new Tpromo mail address in the *User Name* field and your passcode where indicated. If you wish to save these settings in your computer so login is painless and fast the next time you login, check the square. Now click on the OK button.

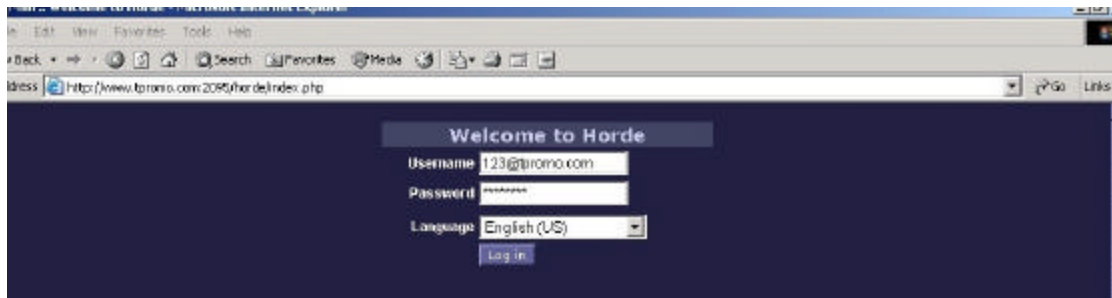


Once you have clicked on the OK button a Tpromo cPanel window will open up in your browser. From this panel you can perform a variety of functions. You can change your password, forward mail to another E-Mail account, create an Autoresponder message that will automatically be sent to everyone sending you mail. This is an ideal feature for

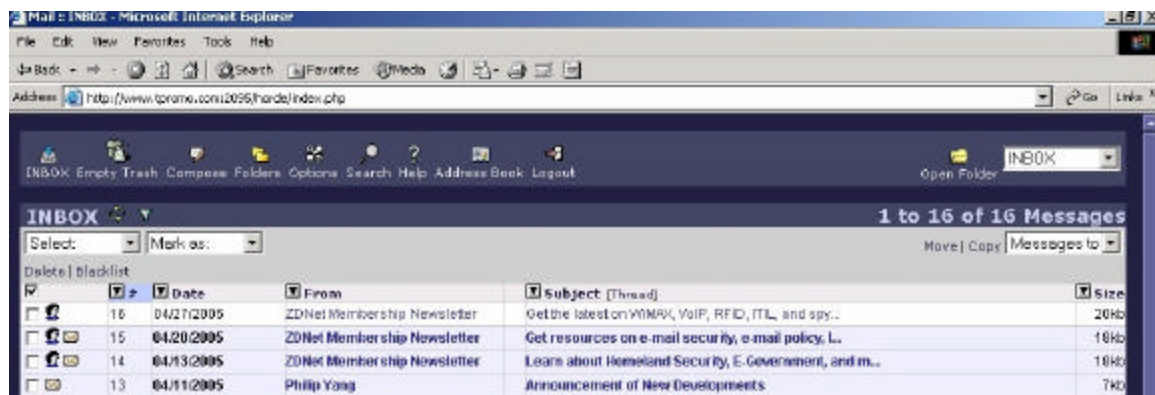
a vacation notice, for example. The *Aging* feature pertains to the number of days you wish to retain mail in your POP3 mail box on the Tpromo mail server. The *Logout* button assures that you are logged out of the Tpromo server, even if you have logged out of the e-mail client of your choice.

As pointed out earlier, there are three flavors of E-Mail to choose from. The two most commonly used are Horde Mail and Squirrel Mail. Horde offers a host of features that Squirrel Mail does not have. Within Horde is a daily/monthly calendar function with an alarm feature. You also can automate certain maintenance functions and you have ready access to a spam filter. Horde is the top mail client on the Tpromo system.

Squirrel Mail is a fast and dirty way of reading and replying to mail. Keep in mind that when using Squirrel, your spam filter and blacklist settings you inputted into Horde do not apply. In order to derive benefit from those features, you have to use Horde Mail.



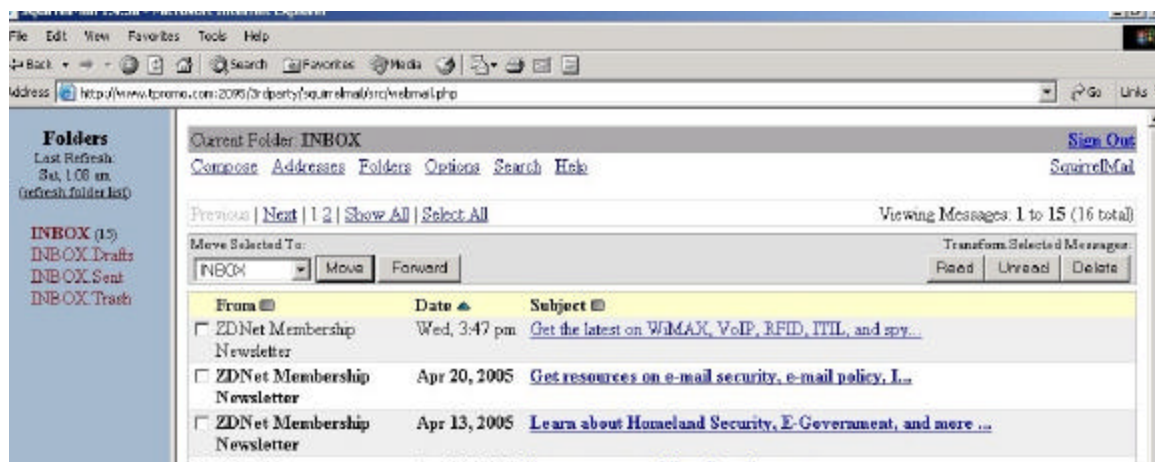
When using Horde Mail, another log-in box will appear (see above). Be sure to fill in the entire Tpromo mail address including what comes after the ampersand (@tpromo.com). You can select a language using Horde as well.



Once you are logged into Horde Mail, you will see a maintenance window. If you wish to view your inbox, click on the appropriate link. The above window will open and you will have ready access to all the various features built into Horde Mail. Many of the same features are also available when you first perform a Horde login using the maintenance window spoken of earlier.

As mentioned earlier, Horde Mail has a spam filter, also called a blacklist, that allows you to select incoming mail for permanent deletion. Through the *Options* menu, click on *Filters*. Here you will be able to examine all the E-Mail senders that you have blacklisted. Through this display you can also deselect an E-Mail address if you should find that you made a mistake.

Another nice feature associated with Horde is the *Calendar* and the *Memo* functions. These are value-added functions that make Horde one of the preferred web mail clients on the Tpromo Mail system. A Help file is available on Horde if you should need it.



As mentioned earlier, Squirrel Mail is a fast method of reading and replying to E-Mail in your inbox. You can create folders, customize your outgoing mail to include a signature, and can also specify an in-coming and out-going mail address, if different from your Tpromo mail address. This technique is often used when using a forwarding mail service as part of your web domain forwarding package.

To create a Signature or to use the alias feature built into Squirrel Mail, click on the *Options* button and then the *Personal Information* button. Fill in the appropriate fields, including your name and the desired Signature. If you intend to use an alias E-Mail designation, fill in the *E-Mail Address* and *Reply To*. The former is the E-Mail address that you want people to see when receiving mail from you and the *Reply To* is the E-Mail address their mail client will use when replying to your E-Mails. Either one can be the same or different from your Tpromo E-Mail address, but if the same, you do not have to fill in these fields.

ADDITIONAL TPROMO SERVICES

Tpromo Mail is only the beginning of the services that *Thunder Promotions* can provide individuals and organizations. We offer Web Design and Web Hosting services as well as general promotional services, including:

- Print- and E-Mail-based Newsletter Design
- Search Engine Enrollment
- Press Release composition
- Professional Photography
- Custom Graphics

For the professional security market, we also offer a Professional Writing service through Al Colombo, long-time trade journalist and book author. Colombo has more than 30 years of experience in the security field, has written for every major national security and locksmith magazine in the United States, and is currently Technical Editor for Security Sales & Integration and Campus Safety magazines.

For more information concerning these additional Tpromo services, call 330-324-6852 or 330-353-2205 or send E-Mail to sales@tpromo.com. Be sure to visit our web site at www.tpromo.com. For help with your web site, send E-Mail to webmaster@tpromo.com, and for help with your new Tpromo Mail Box, send to postmaster@tpromo.com.

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