

To access the GBI.NZ webmail go to –

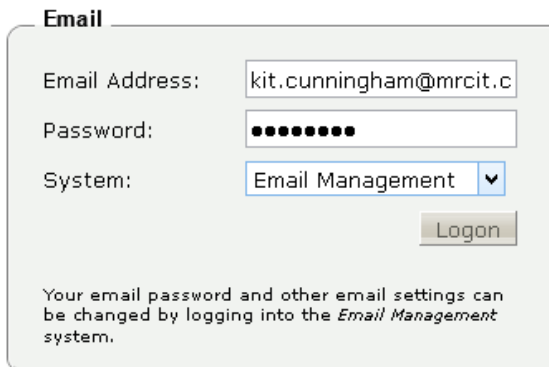
<http://www.gbi.nz> and follow the link on the top of the page to access webmail

or

https://controlpanel.secureserver.co.nz/?webmail_only=1

Enter your full email address (you@gbi.nz) and your password

To change your email password –



The screenshot shows a webmail login form titled "Email". It contains three input fields: "Email Address:" with the value "kit.cunningham@mrcit.c", "Password:" with masked characters "••••••••", and "System:" with a dropdown menu showing "Email Management". A "Logon" button is located below the fields. A note at the bottom states: "Your email password and other email settings can be changed by logging into the *Email Management* system."

Access the webmail site above.

In the System selection list change it from “@Mail Web Mail” to “Email Management”.

Login with your full email address and current password

If you have forgotten your password you will need to contact support (details below) and request a password change.

Configuring an email application

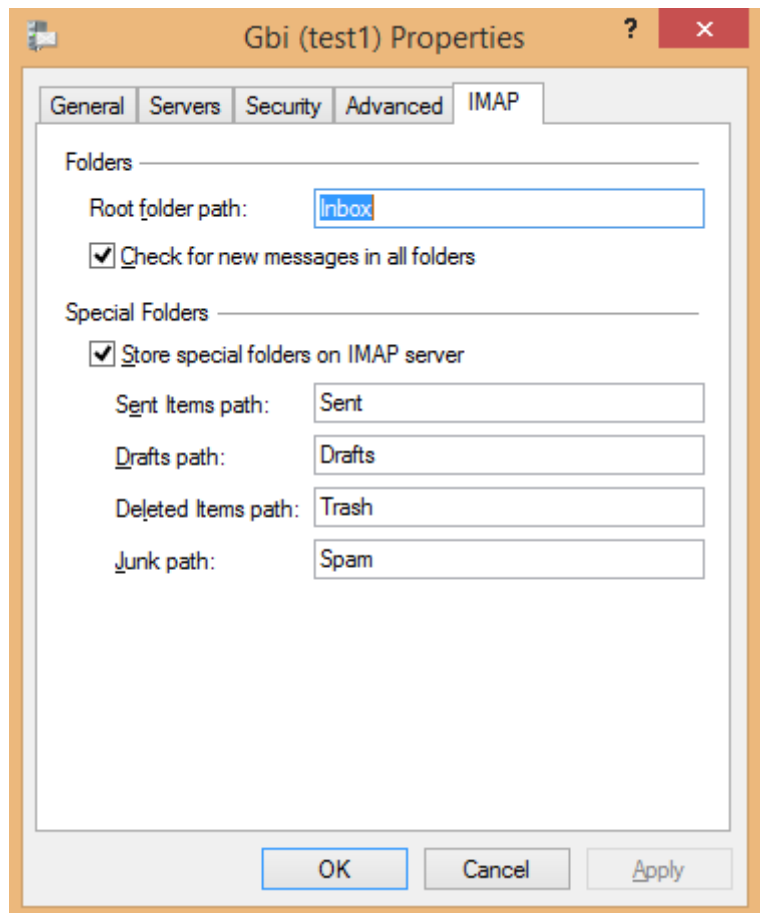
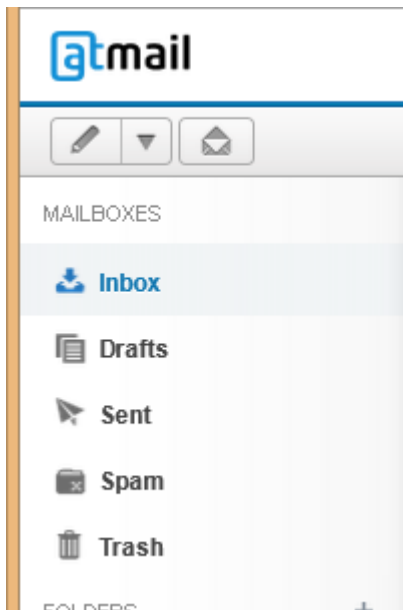
IMAP Server	imap.gbi.nz See other notes below for IMAP	using SSL on port 993
POP server	pop.gbi.nz	using SSL on port 995
SMTP server	smtp.gbi.nz OR smtp.webhost.co.nz	using SSL on port 465
Note 1 - The server login must be the full email address i.e. you@gbi.nz Note 2 - SMTP Authentication using your full email address is required.		

For any issues send an email to support@gbi.nz or call us on
Ph (09) 4290 745 or 021 448 444
Mr C IT Ltd, 87 Hector Sanderson Rd, Claris, Great Barrier
Island (opposite the Art Gallery)

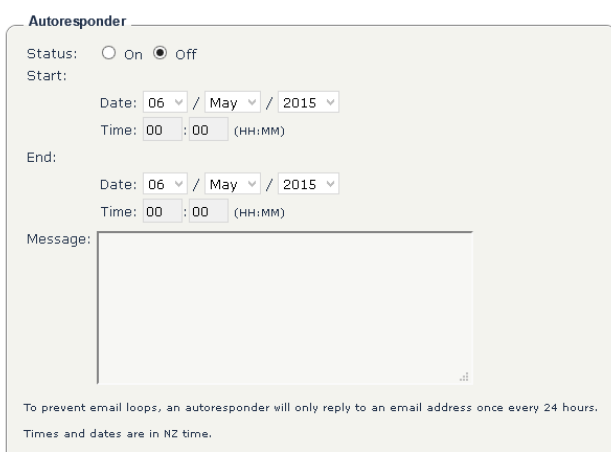
IMAP Setup.

The root folder must be set to “Inbox”. This is case sensitive i.e. must be in the same case as shown.

The various standard folders are shown below from the web page with an example setup is shown here from Windows Live Mail.



To Configure an Autoresponder or Vacation Message –

A screenshot of the 'Autoresponder' configuration form. It has a 'Status' section with 'On' and 'Off' radio buttons, where 'Off' is selected. The 'Start' section has date and time pickers set to '06 / May / 2015' and '00 : 00 (HH:MM)'. The 'End' section has similar pickers also set to '06 / May / 2015' and '00 : 00 (HH:MM)'. Below is a large text area for the 'Message:'. At the bottom, a note states: 'To prevent email loops, an autoresponder will only reply to an email address once every 24 hours. Times and dates are in NZ time.'

Access the webmail site above.

In the System selection list change it from “@Mail Web Mail” to “Email Management”.

Login with your full email address and current password

Turn the Autoresponder on, configure the dates and the message. The message will be sent to the recipient in response to an email every 24 hours.