

# **Lokole User's Manual**

Internet-in-a-Box (IIAB) Edition Ascoderu - 2018-12-13

Action Swasisa Pour la Connexion et le Development Rural www.ascoderu.ca © 2018

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### 1.0 CONNECTING TO LOKOLE

- 1. Connect to the Internet-in-a-Box network.
- 2. Open your browser and type *box/lokole* in the address bar. The Lokole home page will appear.



#### 2.0 CREATING AN EMAIL ACCOUNT

1. From the Lokole home page, select the language you want to use: Click the flag logo at the top right corner of the menu bar and choose a language from the dropdown list.

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2. From the home page, click on the *Sign up* button to create a personal email address. The *Register* page will open. Use the *Enter your name* field to compose your email user name, supply a password of your choice in the *Choose a password* field and use the same password in the *Repeat password* field. Click *Register* at the bottom of the page to proceed.

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3. After you click *Register*, the Lokole system will send an email to your *Inbox* right away with a welcome message and your newly assigned email address.



4. Open the email from info@ascoderu.ca in your *Inbox* to see your email address within the email.

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#### 3.0 SENDING EMAIL

1. To write and send an email; click on *Write email*. Supply the recipient('s) email address(es), enter the subject of the email and then compose your message. Click *Send* when you are finished. For file attachments, click *Choose files*. To remove an attachment, click the *Remove* button to the right of the attachment filename.

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2. The outgoing email will be held in the *Outbox* awaiting the scheduled time when Lokole will connect to the Internet to send the messages outside of your local network.

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3. Once your message has been delivered, it will appear in the *Sent* box.

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#### 4.0 FORWARDING AN EMAIL

1. To forward email received in your *Inbox* to another person (or persons), open the message and click the forward ARROW( $\rightarrow$ ) at the bottom of the message window

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	Welcome to your Lokole account! With your account you can send and receive emails with unlimited attachments. You can learn more about how Lokole works here.			
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2. Write the address(es) of the person(s) you want to forward to in the address box(es) and compose a message

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#### 5.0 REPLYING TO AN EMAIL

1. To reply to the email received, click the reply ARROW (←) for one person or reply ALL for multiple persons at the bottom left of the message screen.



2. Now write your response and click the *Send* button at the bottom of the page.

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#### 6.0 CHANGING YOUR PASSWORD

3. To change your password, click on your email address on the top right corner of the menu bar and select *Change password*.

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## 7.0 LOGGING OFF

To log off, click on *Logout* on the menu bar at the top right corner of the page.

