Lokole User's Manual

Internet-in-a-Box (IIAB) Edition   Ascoderu - 2018-12-13
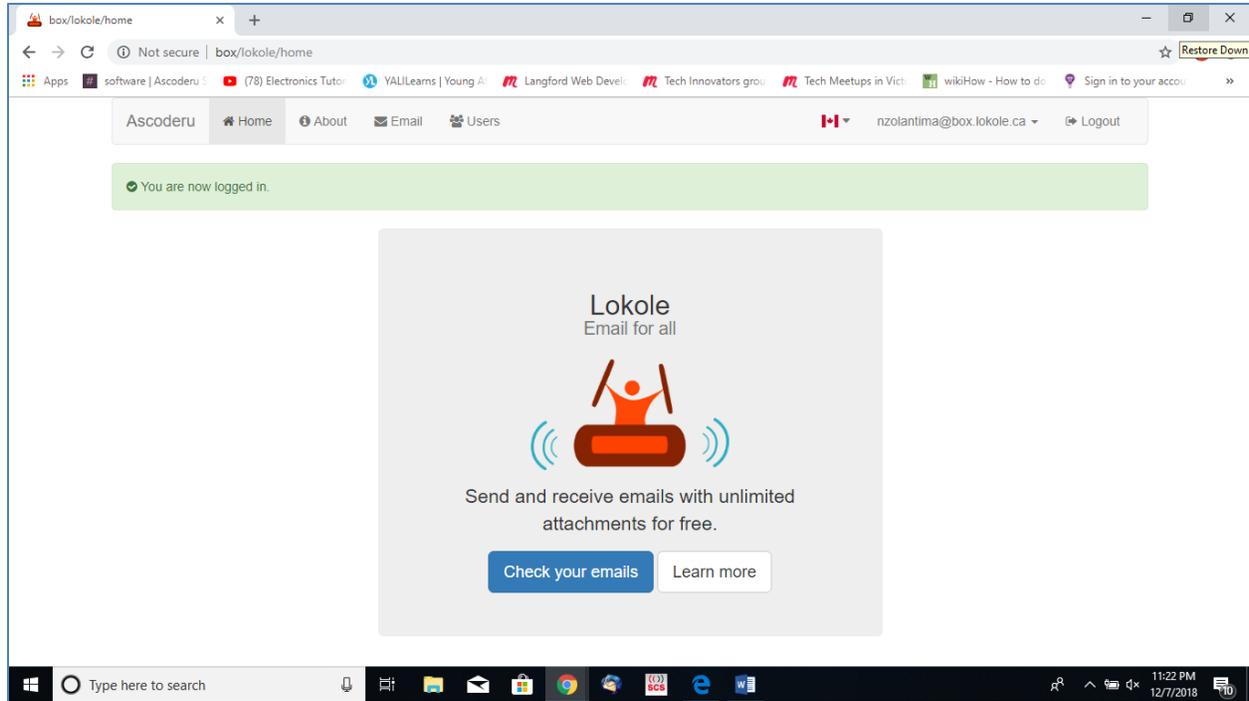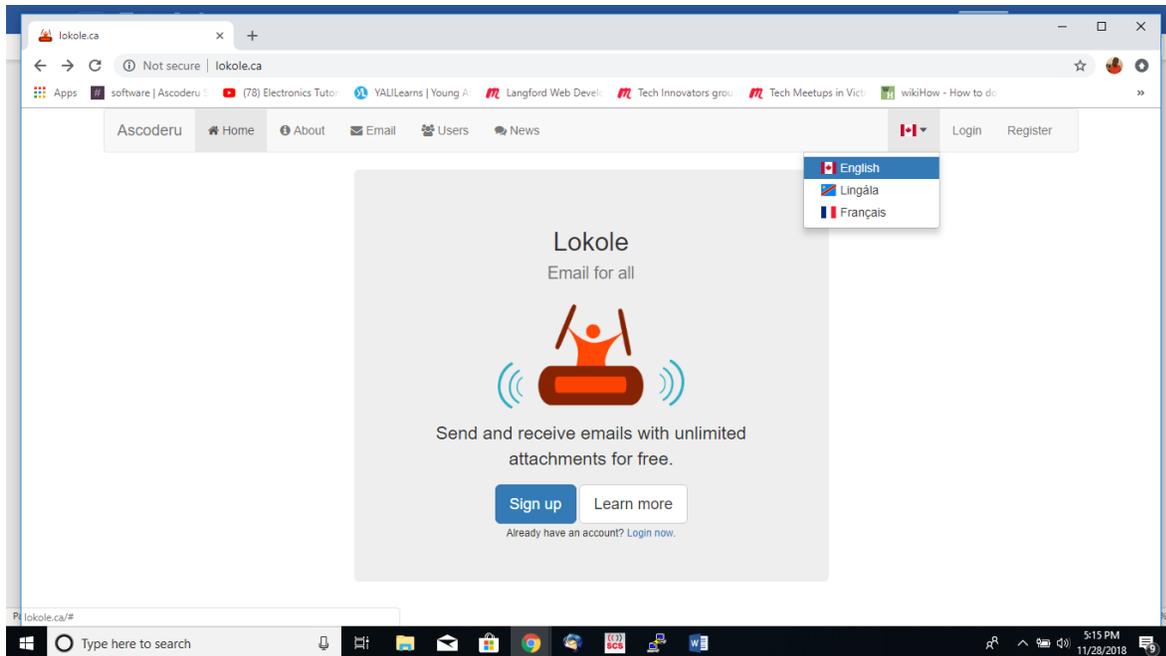
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1.0 CONNECTING TO LOKOLE

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.

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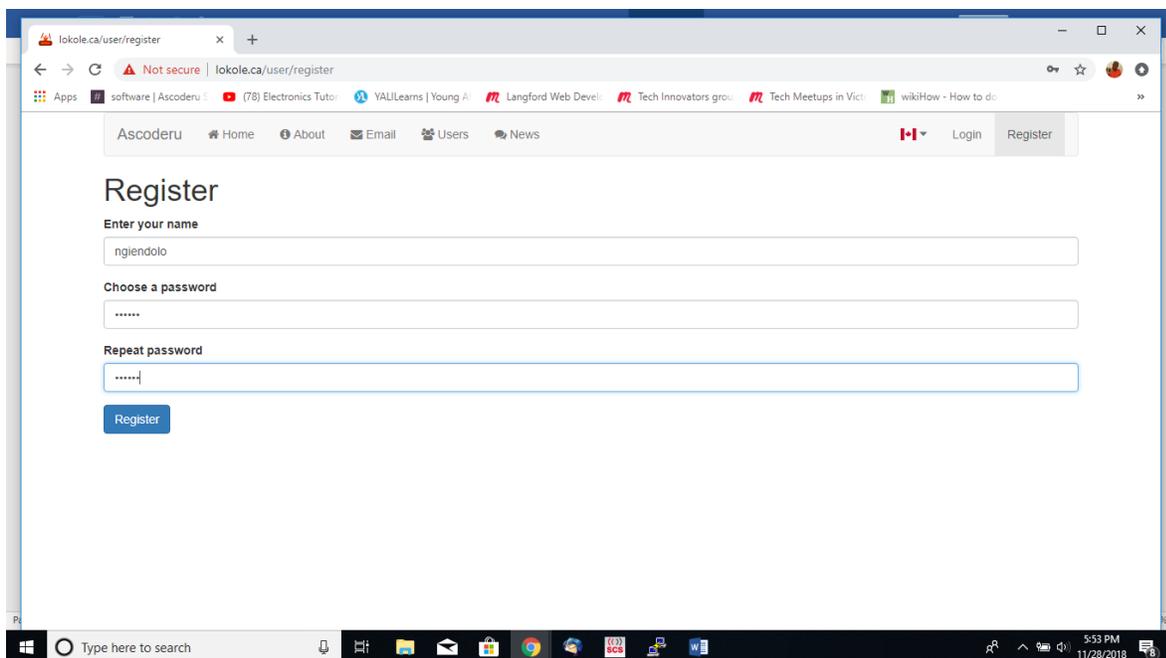
3. After you click **Register**, the Lokole system will send an email to your **Inbox** right away with a welcome message and your newly assigned email address.
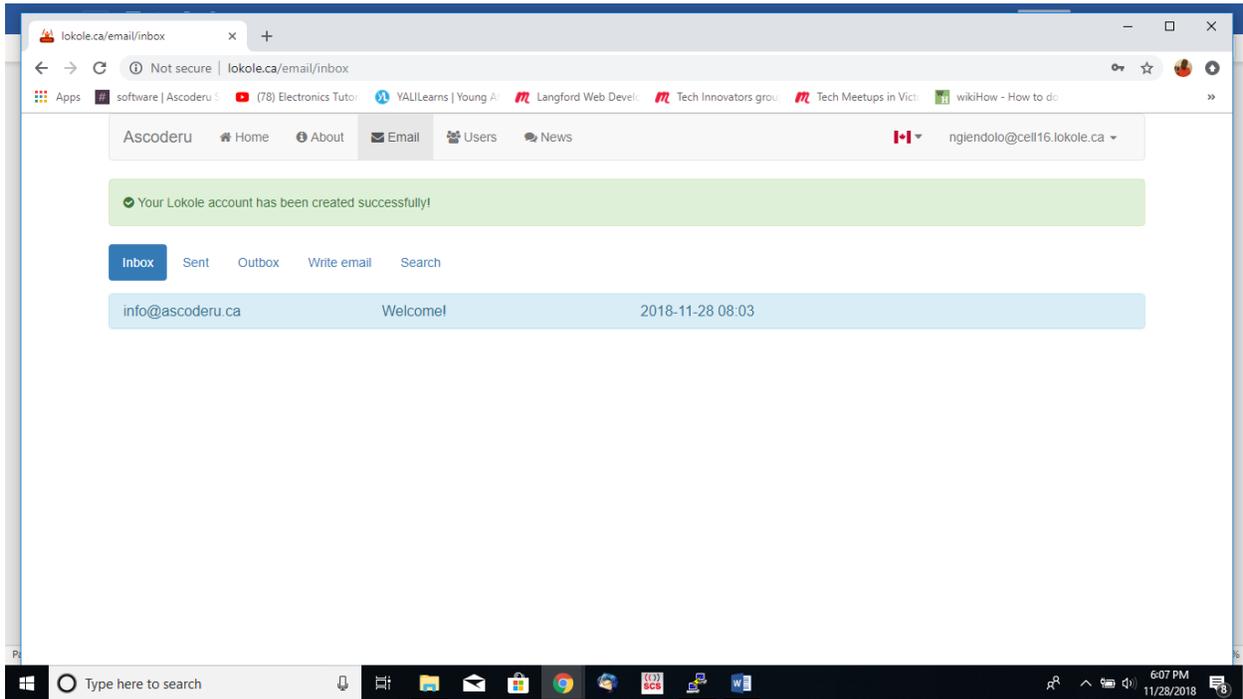

4. Open the email from info@ascoderu.ca in your **Inbox** to see your email address within the email.
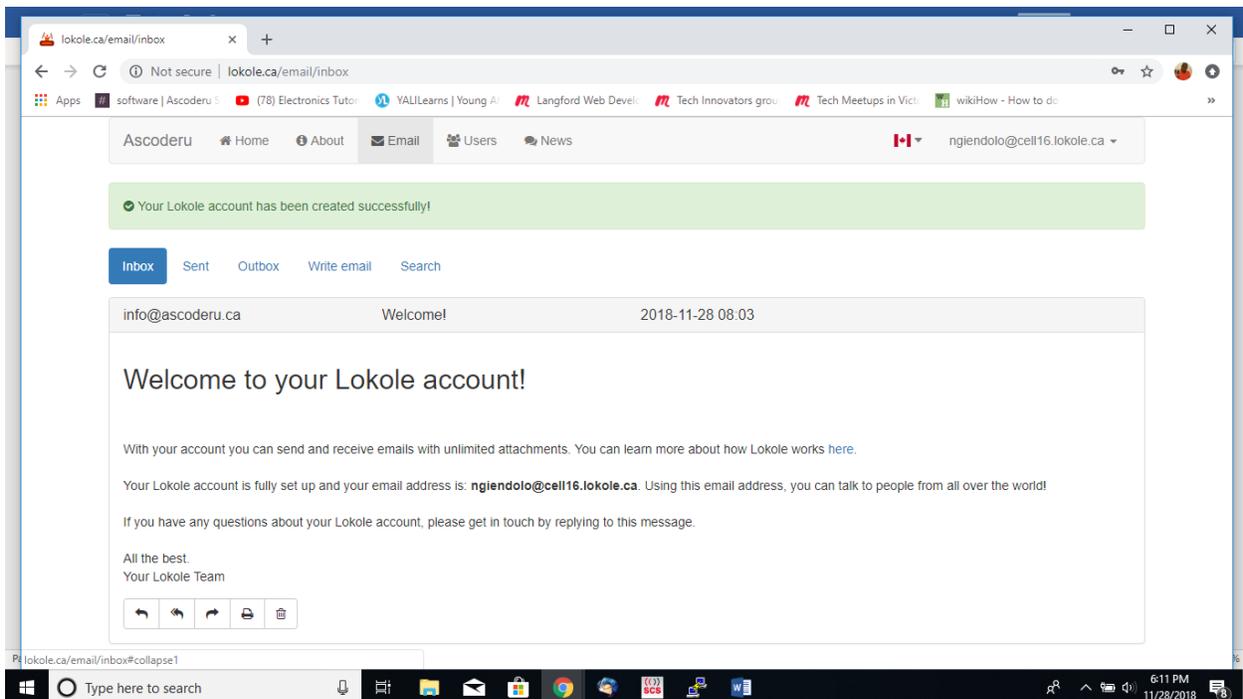
3.0   SENDING EMAIL

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.
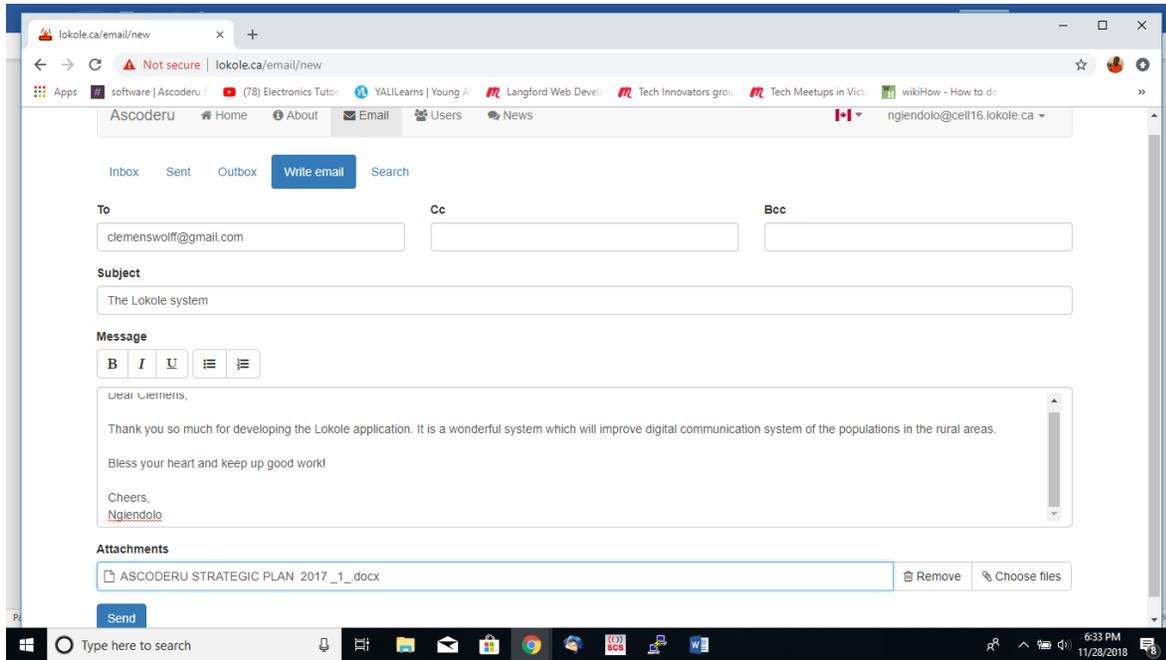
2. The outgoing email will be held in the *Outbox* awaiting the scheduled time when Lokole will connect to the Internet to send the messages outside of your local network.
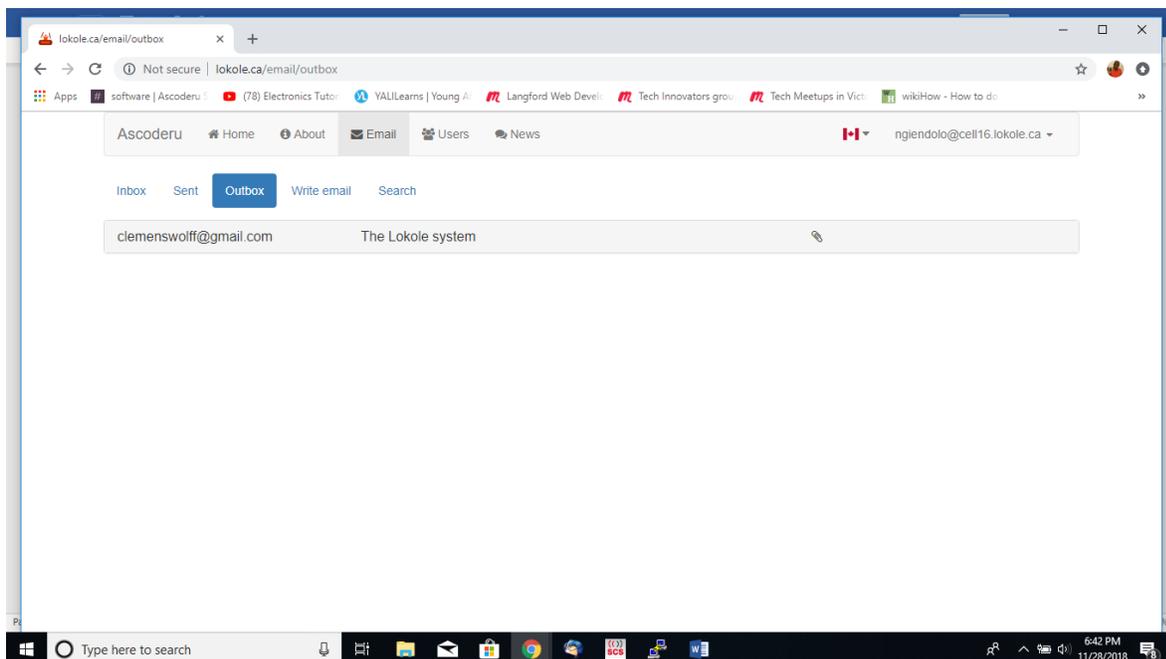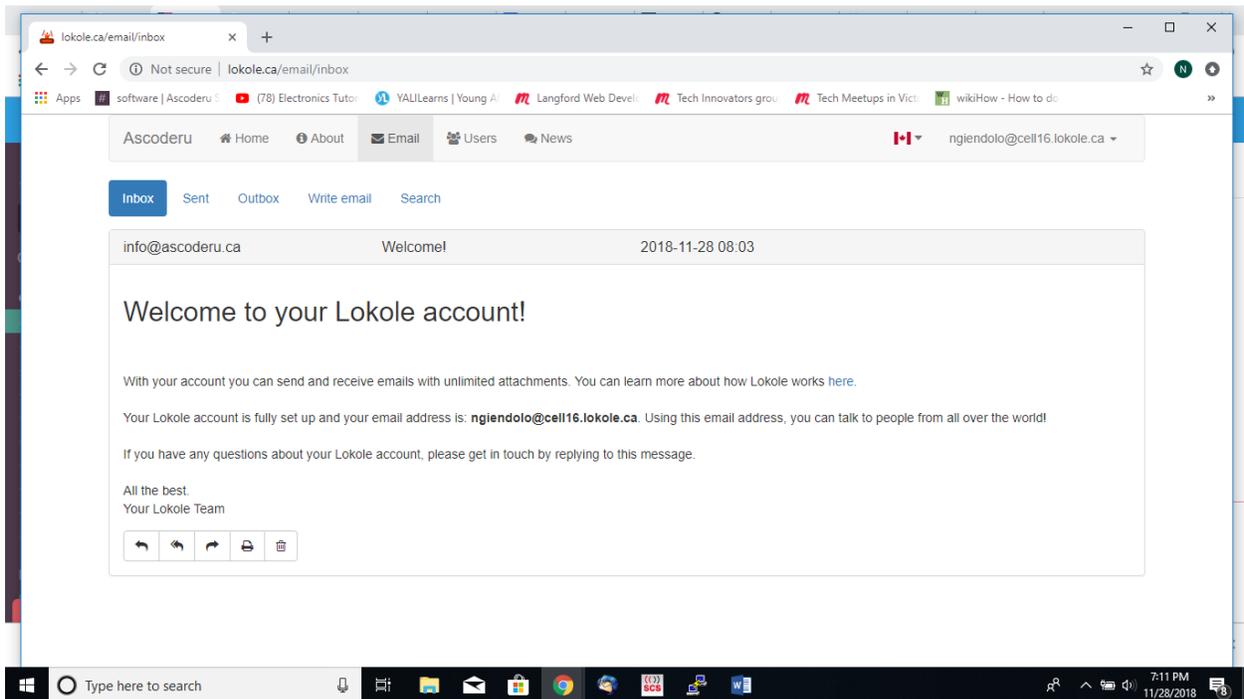
3. Once your message has been delivered, it will appear in the *Sent* box.
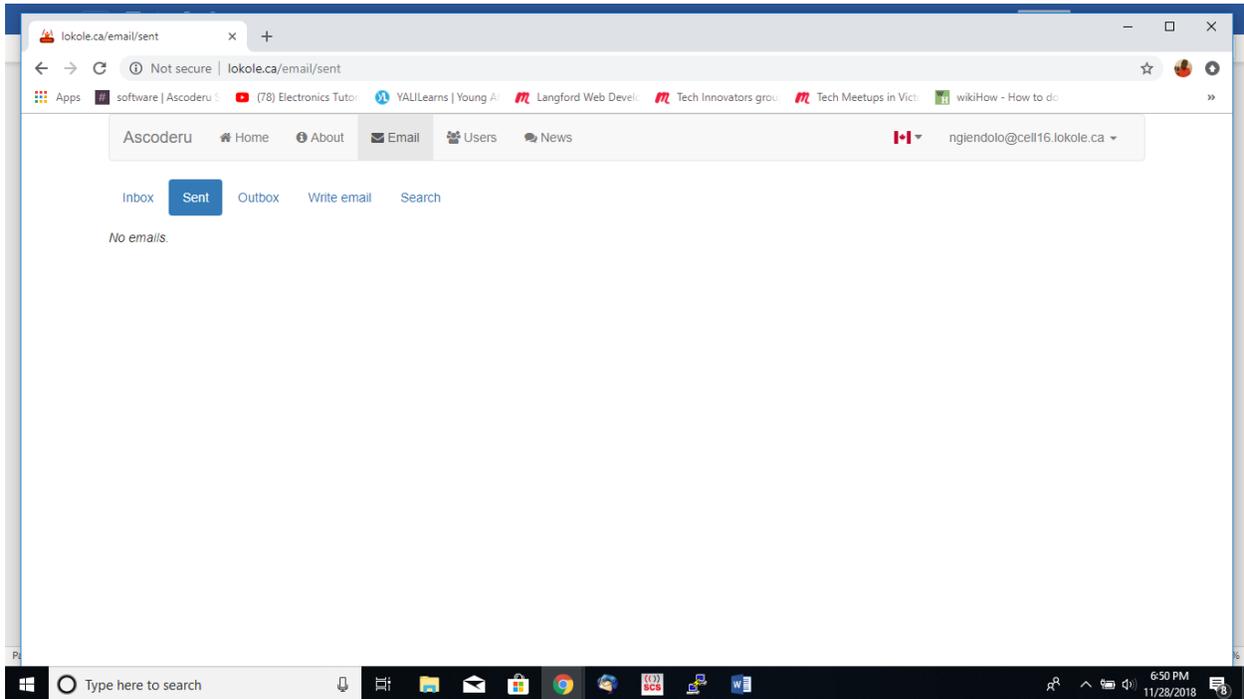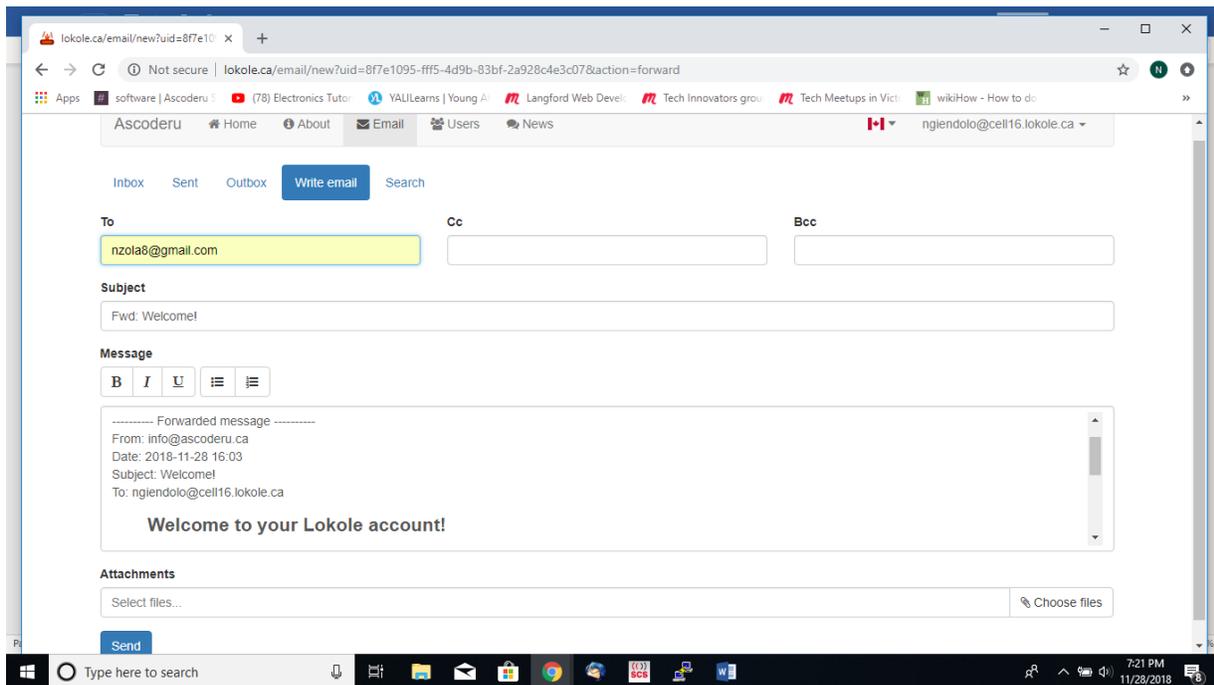

4.0 FORWARDING AN EMAIL

1. To forward email received in your *Inbox* to another person (or persons), open the message and click the forward ARROW(→) at the bottom of the message window
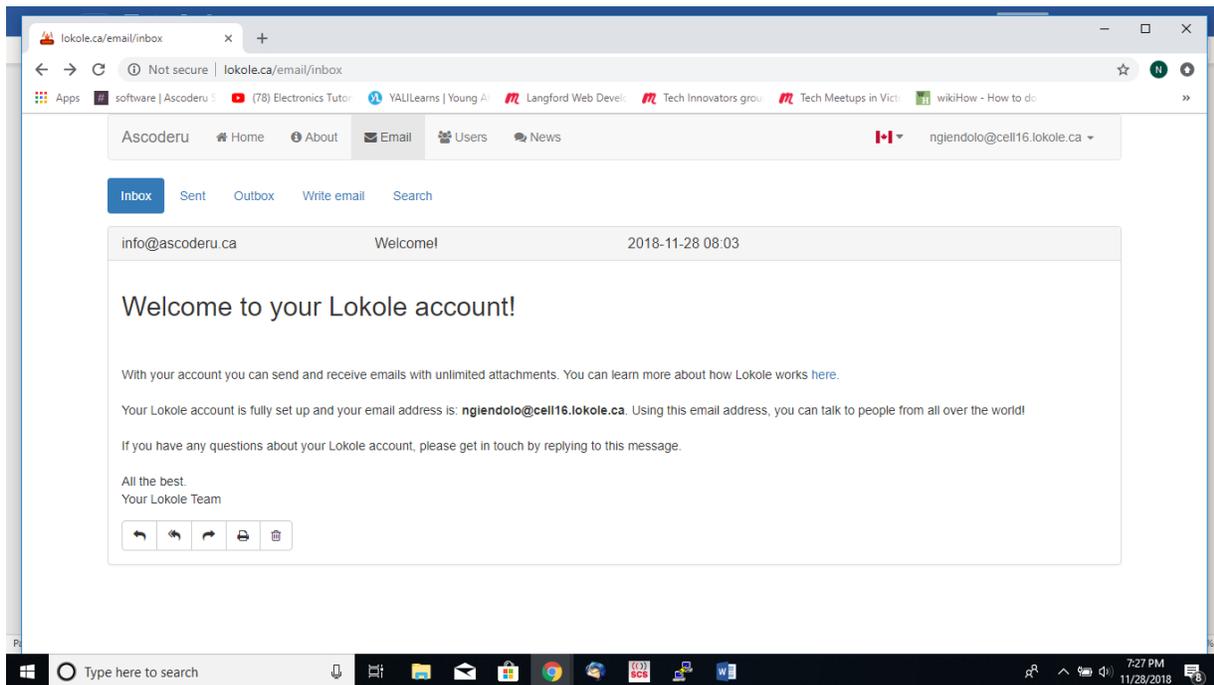
2. Write the address(es) of the person(s) you want to forward to in the address box(es) and compose a message
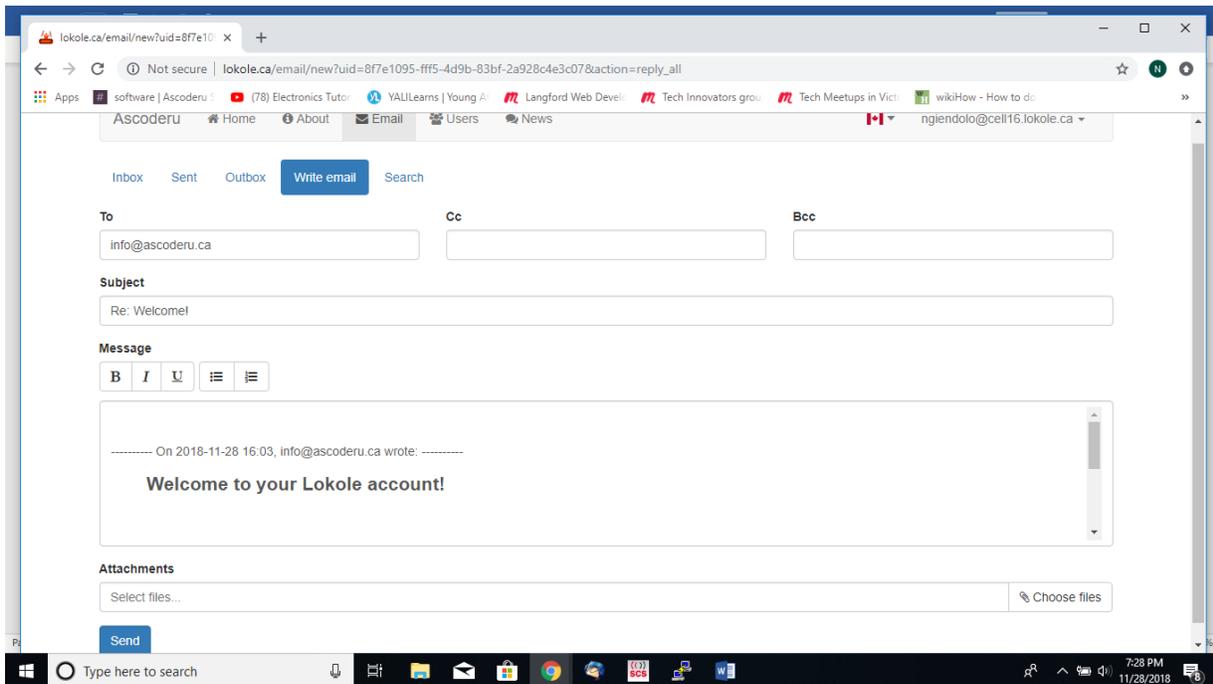

5.0 REPLYING TO AN EMAIL

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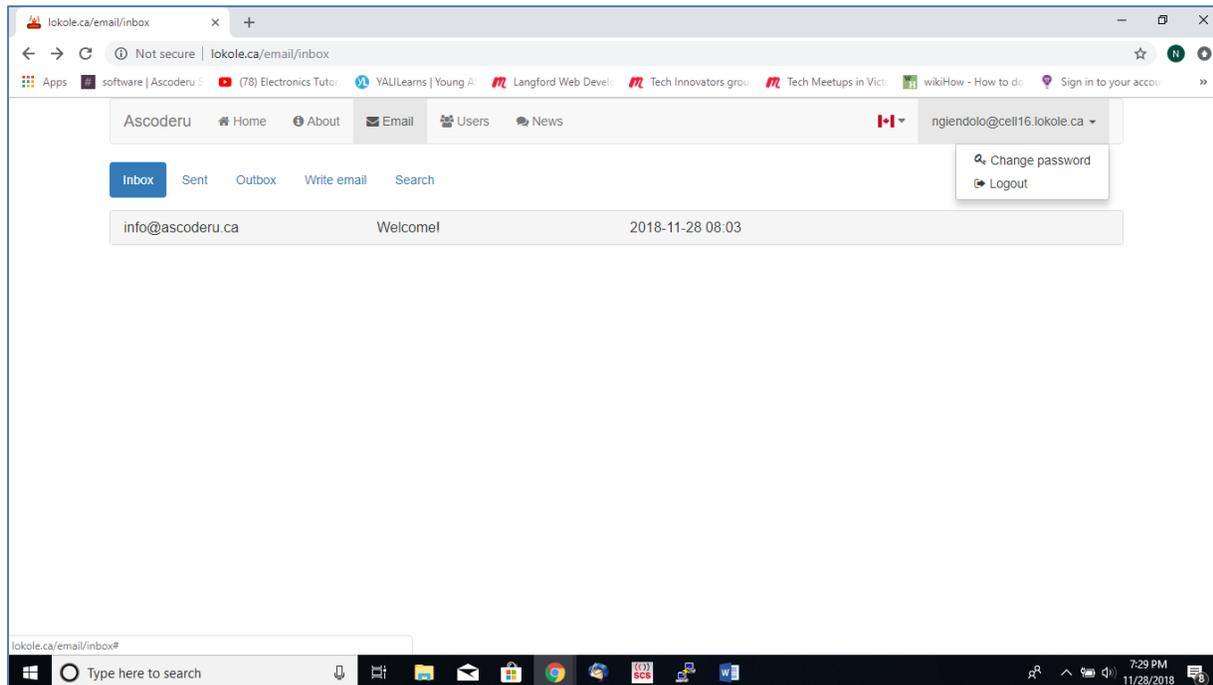
2. Now write your response and click the **Send** button at the bottom of the page.

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***.

7.0   LOGGING OFF

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