Date: May 31, 2012

## The Foxridge Civic Association Board-members mail center – mail box

Accessing the Foxridge Civic Association Web Site assigned Mail Boxes

- 1. Logon to <a href="http://www.foxridgeop.org">http://www.foxridgeop.org</a>
- 2. Select the Mail option from the Home page
- 3. You should be directed to the mail logon page (see below)
- 4. Enter your complete Email Address
- 5. Enter your Password (all lower case)
- 6. Double click the log on option

In the event the password is forgotten or the account becomes locked, please email the webmaster indicating your name, position, and a brief explaination for the password reset. The webmaster will reset the password and send a new email just as before.

