



Instructions for Use Quest Funding Services Courtesy Email Address

Upon request from a confirmed, registered member of the Quest Funding Services website, a free email address will be assigned to the member, subject to these terms of use and with the understanding that the email address is issued as a courtesy by Quest Funding Services and is intended primarily to facilitate communications between the member and Quest Funding Services. In accepting and/or using the courtesy email address, the member agrees to the terms of use that are detailed following these instructions for use.

- A. Your user name for logging in will be your full email address. In other words, if you are assigned a user name of "bob" your login/username will be:

bob@questfundingservices.us --- NOT simply "bob"

Enter your email prefix, below, and your password, upon receipt:

Email Address/Username: _____ **@questfundingservices.us**

Password (case sensitive): _____

Remember, if your email prefix is "bob", then "Rob", "Robert" or "Bobby" will not work!

Remember, also, that email addresses, usernames, passwords and domain (URL) addresses can never contain spaces. They can contain letters, numbers and symbols, with a few exceptions. (**See Below) Thus, a user name, or prefix, of "**Bob.Jones**" would be OK, but "**Bob Jones**" would not.

Take note that our domain name ends in "Dot US" not "Dot COM".

- B. Log in to email by entering the member section of the Quest Funding Services website, or go here:

www.questfundingservices.us/webmail

- C. Your password is case-sensitive. That is, you must enter CAPITAL and lower-case letters exactly as they were when you chose your password initially.
- D. We will assign your password to be **password1** initially. That is NOT a secure password! Please change it after you log in for the first time.
- E. Inventing a hard-to-guess, easy to remember password is important. A hint is to use the first letters of an easy to remember phrase. For example, OSCYS is a good random password, but it represents the first letters of "Oh say can you see"...easy to remember, hard to guess! Adding a number and/or a symbol, such as "\$", makes the password almost impossible for another person, or evil computer, to guess. Just remember that the symbols \ ? : * ? " < > | are " reserved " (ie: not allowed).
- F. Once you have logged in, and before you even pick which email "engine" you want to use, notice that there are several options right up front. Help is available, so we won't repeat instructions here. You choose to:
- a. Change password. Note that, unfortunately, passwords should never be shared with anyone.
 - b. Forward your mail to another email address
 - c. Set up an auto responder, like "Thanks for the mail. I will respond ASAP"
 - d. Set up your mail to work with Outlook or other email programs
 - e. Set up the boxtrapper, or email filter, to eliminate some bad mail and process the rest. Help with setting up or using the boxtrapper and email filter is available online.
- G. Finally, you are ready to choose your online email handler, or "engine". SquirrelMail and Roundcube are similar, basic ones. Which one of those you choose would depend on your preference of how it looks, rather than how it functions. Horde, on the other hand, offers a full suite of functions in addition to email, similar to MS Outlook: Calendar, Notebook, Task list, and other options. These engines are either obvious to use, or instructions are in "Help" so instructions will not be repeated here.

Terms for Use

Courtesy Quest Funding Services Email Address:

- 1) The email address/box must not be allowed to become clogged with old emails, pictures or other file attachments that exceed the 100 megabytes of free storage provided. No assurance is made that the email address will function if the mailbox is allowed to fill to its capacity OR that mail will not be deleted at such time, without warning.
 - (a) To avoid a possible loss of email service, or loss of contents of your email box, you should ensure that emails with attachments are transferred to your personal computer, and/or printed out, and then deleted from the Quest mail server.
- 2) Courtesy email addresses are offered members for as long as each box-holder remains a member, in good standing, of Quest Funding Services and the box-holder does not abuse the service. Quest Funding Services reserves the right to define abuse, solely, as it see fit.
- 3) Quest Funding Services shall not be held responsible for loss of email box contents that are the result of circumstances beyond its control, nor for loss of such contents as a result of voluntary or involuntary termination of the email service as a result of a violation of these terms, or otherwise.
- 4) Quest Funding Services reserves the right to terminate this service and offer, at any time and without notice, though we will attempt to provide reasonable notice if such termination is voluntary and the email user is a member in good standing with Quest Funding Services at such time.
- 5) As mentioned above, the courtesy email address is provided primarily to facilitate communications between Quest Funding Services and the user. However, personal use of the address is not specifically prohibited, provided the address is not used for commercial, spamming or illegal purposes. Quest Funding Services will pursue and/or prosecute anyone who uses the email address for those illegal purposes, and/or we will report such use to the appropriate authorities.
- 6) Quest Funding Services respects your privacy, but reserves the right to examine these email accounts and mailboxes if it is suspected that they are being abused or used for illegal purposes.
- 7) Note that the assignment of the email address is a manual process, which the user should request by email. It is anticipated that the request will be handled within 24 hours, but that is an estimate, only, and we will not be held responsible if that account activation takes a longer period of time.
- 8) Users are warned that email is not guaranteed to be secure. You are advised to take precautions to password protect/scramble sensitive documents before emailing them; and the user is further advised that including confidential information within the email, itself, may also not be safe.
- 9) We recommend that the user download our safety/security recommendations for personal and ID security, from www.questfundingservices.us. While no assurance can be made that those recommendations are comprehensive or current, they will provide a starting point for personal/ID security and links to other resources that can be of value in terms of this protection. In addition to the above cautions, we further advise that you take/follow the following precautions as a minimal level of protection and security:
 1. Always have a current anti-virus program, a spam/spyware checker and a firewall functioning "in the background" on your computer. Occasional disk scans are not fully effective against viruses, hackers, "Trojan Horses", etc.
 2. Use a mail program that includes protective scans against viruses, as well as spam protection.
 3. Delete mail from unknown, unsolicited sources without opening the attachments. Note that, even, reading the email can be dangerous.
 4. Ask Quest Funding Services for help if you need to transmit sensitive materials and you are unsure how to do this securely. Quest has encryption "keys" available and can suggest other security measures you can take.