



## **How to use your Web Diary .**

If you have subscribed to G-Comm mail Web diary service, then you will be given a second email address, which you will use to access your personal diary area and post new information in text and picture format to create your own "Web Diary". Here's how it works.....

The style of web-page that you can make is a little like a diary, in that each article that you email in is a separate 'story' and these 'stories' are all shown together, on the page in date order (well reverse date order, ie newest first).

We don't assume any HTML know-how, and most users are expected to have limited internet connectivity, eg email over Iridium or similar. However Microsoft Outlook and most email programs already let you write lovely formatted emails with flashy text and embedded pictures .... so what better way to allow updates than get people to send in an email with their story!

So, in order to add a story to your home page, simply send an email to:

[youraddress+diary-546474@g-comm.net](mailto:youraddress+diary-546474@g-comm.net) (*this is an example only, please use the address provided when you subscribed to web diary services*).

This is a variation of your email address and is rather complicated and random to prevent other people adding information without your permission.

You can easily add pictures to your story - but you need to make sure your email is in HTML/Rich Text format (go to the Format menu and choose the option). However, pictures are best resized with a photo program first, otherwise you will spend a fortune uploading them. Resize to about 400-500 pixels works quite well and gives a large picture. When you save the picture, you also have a "quality" setting with JPEG's. Experiment with turning this down until the picture still looks pretty good, but is as small as possible.

Now in order to remove stories (or add emails sent by other people), simply log into the web-mail system as normal (do this by connecting to the internet and navigating to <http://webmail.g-comm.net> then login using your email username and password) and all your emails will be listed in a subfolder called "Diary". It is just a normal email folder like your INBOX, and so you can delete emails easily, or move emails from your INBOX into your Diary folder. Every time someone looks at your personal web-page/ web diary, the Diary folder will be re-scanned and all the contents turned into a web-page, in other words any changes you make will be immediately visible to the whole world.

*NOTE: by default the Diary folder may not be visible, you need to click the "Folders" link from the web-mail screen, then "subscribe" to the Diary folder, and finally click the refresh link to update your list of folders.*

### **WARNING**

1) **Please do NOT put your email address anywhere on your web page!!** Unfortunately "spammers" scan the Internet looking for email addresses in the same way that Google indexes the web. Putting an email address on the web will virtually guarantee you to start receiving large amounts of spam within just days...

2) **Please remember to resize your images before sending!** Not only does this save you time sending, but your viewers will also not spend ages waiting for your pages to appear!

## **How Do I See My Diary**

The web address to view your diary is personal to you and will be provided when you subscribe to the Web Diary service