

# Heritage Crest HOA @ 15473 Westbrook Way

## Getting Us Connected

Dear Heritage Crest HOA / Westbrook Way Residents,

This is your new HOA Treasurer, Rakesh Koul @ 15426. As a part of the new role, I recently picked up, I would like to get all Westbrook Way / Heritage Crest HOA Residents connected over email, and the resident information updated in HOA Records. It is just one step towards getting connected, and knowing how to reach the HOA members, when needed. As a part of this process, I am requesting you to activate and configure your Heritage Crest Email Accounts. These email ID's are one per property. The step by step instructions are at the HOA website

<http://www.HeritageCrest.net> → Configure-HOA-email.PDF

From the desk of:

Treasurer, Heritage Crest HOA

-Rakesh Koul [Residing @ 15426]

Email: [Treasurer@HeritageCrest.net](mailto:Treasurer@HeritageCrest.net),

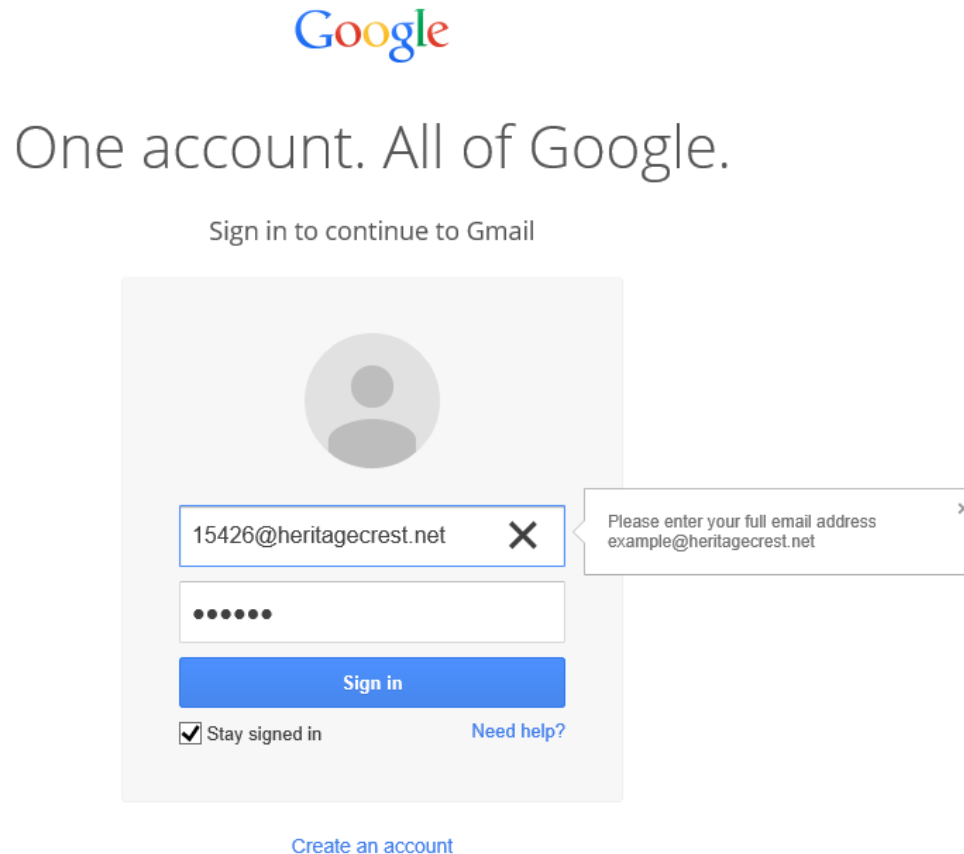
Google Voice Phone Number: 971-319-5678

Following is the sequence of steps, to activate these accounts and forward incoming email messages to your personal account. If you have any issues, please email me at [Treasurer@HeritageCrest.net](mailto:Treasurer@HeritageCrest.net). As a super-user with admin rights of the HOA website, I should be able to help with any technical support☺. Heritage Crest email ID's are hosted by Google (Gmail), so most of you should be familiar with the interface.

**Note:** If you are already using your heritagecrest.net email ID and remember the credentials, etc. you can jump to step 3 below:

**Step 1:**

- Go to <http://mail.HeritageCrest.net/>. Login as [15xxx@heritagecrest.net](mailto:15xxx@heritagecrest.net) where **15xxx** is your house number.
- Unless you have logged in before and changed the password to something else, the password should be 15**xxx**0 (e.g. for 15426, the password was 154260 before I changed it). A sample snapshot below.



**Step 2:** Google will very likely greet you with few screens like following. Please complete the process, as directed by Google.

## Gmail security Setting Page 1


### Welcome to your new account

Welcome to your new account: 15429@heritagecrest.net. Your account is compatible with many [Google services](#), but your heritagecrest.net administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your 15429@heritagecrest.net account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps [core suite](#) of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your 15429@heritagecrest.net account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).



Type the text:

C 🔊 ?

**I accept. Continue to my account.**

Cancel

## Gmail security Setting Page 2



**Verify it's you**

Something seems a bit different about the way you're trying to sign in. Complete the step below to let us know it's you and not someone pretending to be you. [Learn more.](#)

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**Enter a phone number**

United States

Receive via:

a text message (SMS)

an automated phone call

Standard text messaging rates apply.

[Continue](#)

Having trouble? [Ask Google for help](#) to get back into your account.

Please complete this authentication process with Google. Once complete, you should have access to email at [15xxx@heritagecrest.net](mailto:15xxx@heritagecrest.net).

**Step 3:** Please drop me a note at [Treasurer@HeritageCrest.net](mailto:Treasurer@HeritageCrest.net) that you completed the process. Please also mention in the email:

- House Number: 15xxx Format
- Your name(s), you would like to be on HOA record.
- Phone Number (optional)

At this time, you will be connected to the HOA community.

## **Step 4: Optional: Forwarding the Heritage Crest HOA email to your personal Email Address:**

Assuming you don't want to login every time to HOA Email account and would rather like to forward it to an existing personal account, please follow these steps:

- Login to your HOA email (<http://mail.HeritageCrest.net/>) with username ([15xxx@heritagecrest.net](mailto:15xxx@heritagecrest.net)) and your new password.
- Enable forwarding from Gmail → Settings → Forwarding and POP/IMAP as shown below.
- This will be 1-2 step standard one time Gmail forwarding authentication process.
- Once complete, you don't need to login to HOA email again, rather will receive all emails automatically in your personal ID.

### Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Labs](#) [Offline](#) [Themes](#)

**Forwarding:**  
[Learn more](#)

Disable forwarding  
 Forward a copy of incoming mail to  and

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP Download:**  
[Learn more](#)

**1. Status: POP is enabled** for all mail  
 Enable POP for all mail (even mail that's already been downloaded)  
 Enable POP for mail that arrives from now on  
 Disable POP

**2. When messages are accessed with POP**

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP Access:**  
(access Heritage Crest HOA Mail from other clients using IMAP)  
[Learn more](#)

**Status: IMAP is disabled**  
 Enable IMAP  
 Disable IMAP

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

0% full  
Using 0 GB of your 15 GB

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