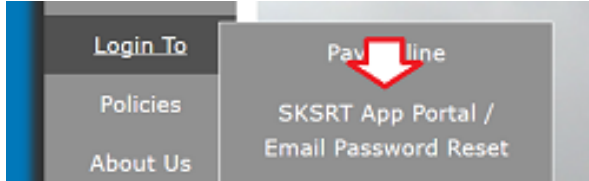


Setting up your SKSRT Email

Important: You are provided a complimentary email with SKSRT internet service. Please visit our website to set up your EMAIL ACCOUNT INFORMATION: www.spruceknob.net. If you have problems please call SKSRT or Internet/Email 24hr Tech Support 304-567-8911 or 800-753-7228.

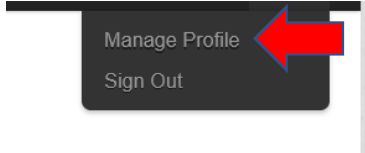


Log in with your spruceknob.net email address and password to access your account services


Username:

Password:

Upper right corner; Click on Manage Profile. Fill in your Account information Fields



Important: Fill in the Security/Account section, so you can reset your password if you forget it.



Security/Account Management

Cellphone	<input type="text"/>
	Must use a smartphone.
Alternate Email	<input type="text"/>
Secret Question 1	What is the last name of your... <input type="text"/>
Secret Answer 1	<input type="text"/>
Secret Question 2	Who was your childhood hero? <input type="text"/>
Secret Answer 2	<input type="text"/>
Secret Question 3	What was the color of your s... <input type="text"/>
Secret Answer 3	<input type="text"/>

Account Information

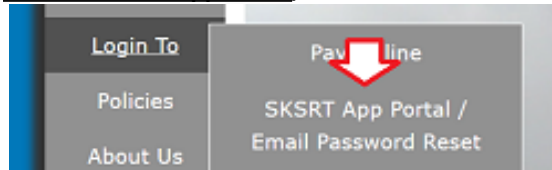
- Manage Profile
- Change Password
- Bulletins
- Email Aliases
- Security/Account Recovery**
- Social Media Login

Display Settings

- Select Gadgets

How to Reset Password:

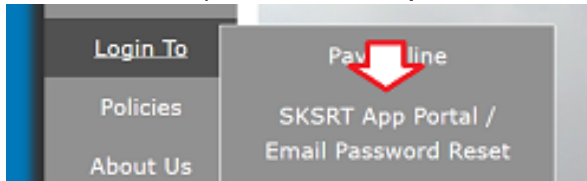
1. Go to website www.spruceknob.net
2. Click on **Login To**
3. Click on: **SKSRT App Portal/Email Password Reset**



4. Click on: **Manage Profile**
6. Click on: **Change Password**
Minimum Length of 8 characters
Maximum Length of 16 characters
Must have a number
Cannot have semicolons

Forgotten Password:

1. Please visit our website at www.spruceknob.net
2. Click on **LOGIN TO, SKSRT APP Portal/Email Password Reset**



- 3.
4. Click on **FORGOT YOUR PASSWORD** (password must be at least eight characters, at least one character from three of the following categories for password: Uppercase Letters, Lowercase Letter, Numbers, Special Characters).

How to Check your email:

1. Go to our website www.spruceknob.net
2. Click on LOGIN TO
3. Click on the link for **spruceknob** or **skprt** depending on the ending name of your email.