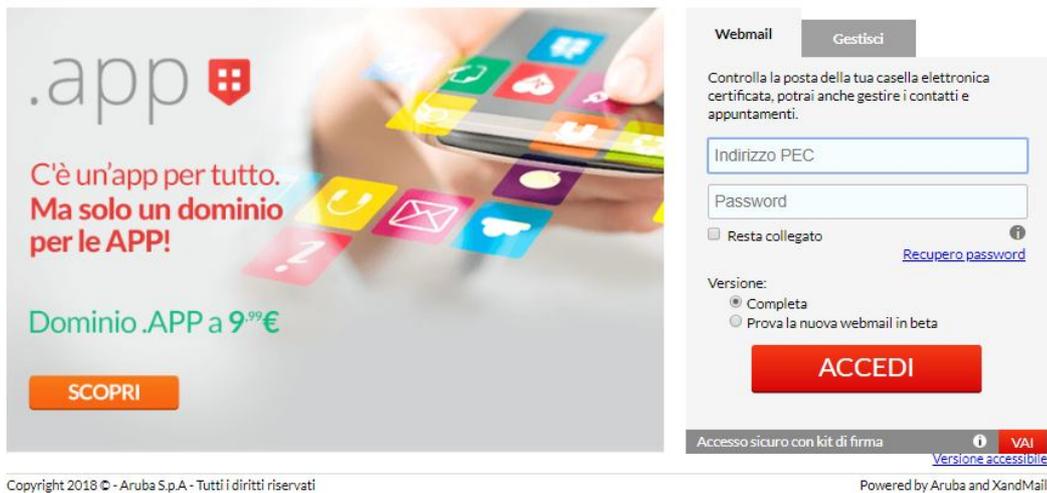


PROCEDURA 2 – Ricezione mail da indirizzi di posta non certificata

- 1) Collegarsi all'indirizzo <https://webmail.pec.it>

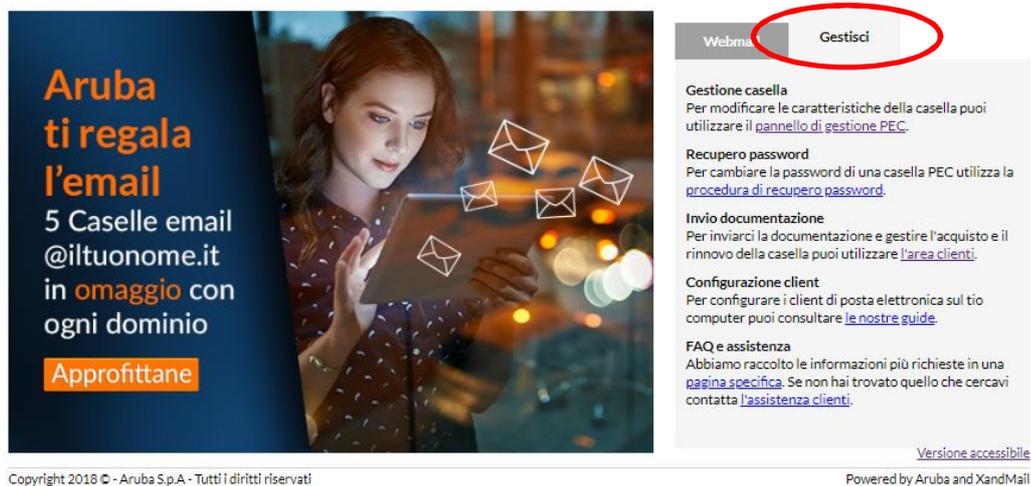


The image shows two screenshots. The left one is an advertisement for the .app domain, featuring a hand holding a smartphone with various app icons. The text reads: ".app", "C'è un'app per tutto. Ma solo un dominio per le APP!", "Dominio .APP a 9⁹⁹€", and a "SCOPRI" button. The right screenshot is the webmail login page. It has a "Webmail" tab and a "Gestisci" tab. The main text says: "Controlla la posta della tua casella elettronica certificata, potrai anche gestire i contatti e appuntamenti." Below this are input fields for "Indirizzo PEC" and "Password", a "Resta collegato" checkbox, and a "Recupero password" link. There are radio buttons for "Completa" (selected) and "Prova la nuova webmail in beta". A large red "ACCEDEI" button is at the bottom. At the very bottom, it says "Accesso sicuro con kit di firma" and "VAI" with a "Versione accessibile" link.

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- 2) Cliccare con il tasto sinistro del mouse la voce **Gestisci**

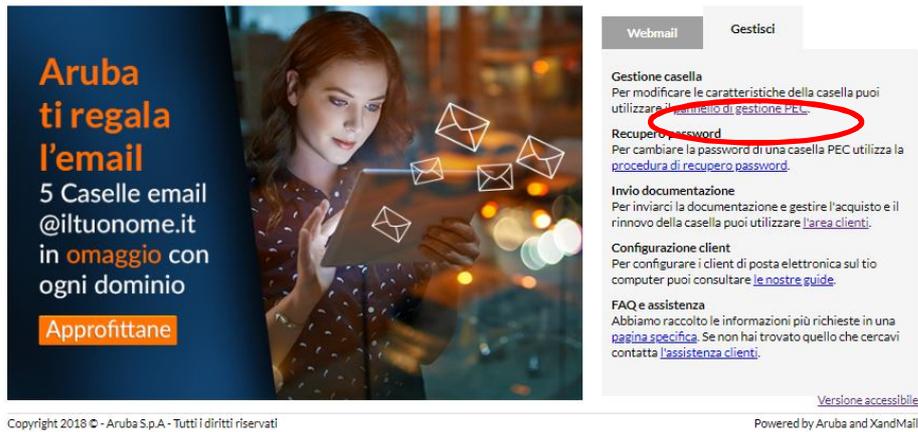


The image shows two screenshots. The left one is an advertisement for Aruba email services, featuring a woman looking at a tablet with floating envelope icons. The text reads: "Aruba ti regala l'email", "5 Caselle email @iltuonome.it in omaggio con ogni dominio", and an "Approfittane" button. The right screenshot is the webmail management page. It has a "Webmail" tab and a "Gestisci" tab, with the "Gestisci" tab highlighted by a red circle. The main text says: "Gestione casella", "Recupero password", "Invio documentazione", "Configurazione client", and "FAQ e assistenza". At the bottom, it says "Versione accessibile" and "Powered by Aruba and XandMail".

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3) Cliccare la voce **pannello di gestione PEC**



The image shows a promotional banner for Aruba on the left and a management panel on the right. The banner features a woman looking at a tablet with floating envelope icons and text: "Aruba ti regala l'email 5 Caselle email @iltuonome.it in omaggio con ogni dominio Approfittare". The management panel has tabs for "Webmail" and "Gestisci". Under "Gestisci", there are sections: "Gestione casella" (with a red circle around "pannello di gestione PEC"), "Recupero password", "Invio documentazione", "Configurazione client", and "FAQ e assistenza".

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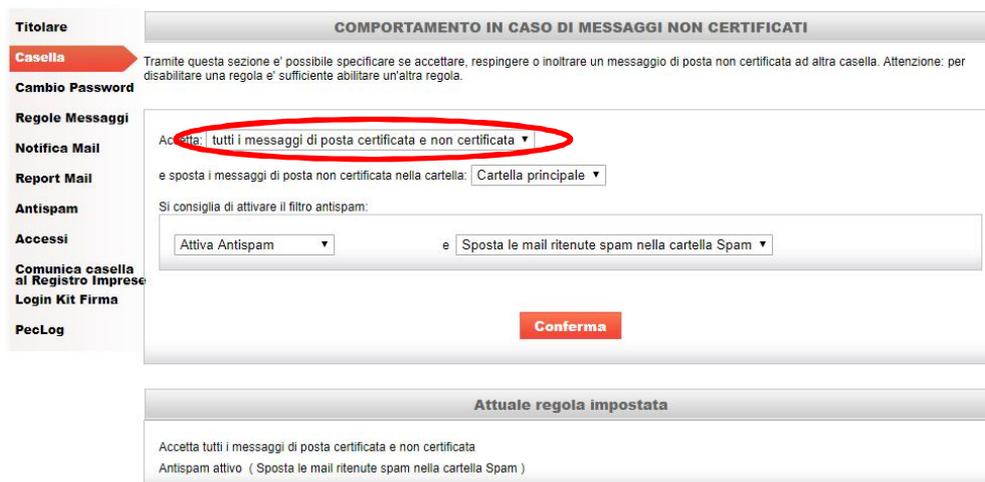
Powered by Aruba and XandMail

4) Accedere alla propria casella elettronica di posta certificata *nome.cognome@ingpec.eu*



Form titled "Gestione Mail - Posta Certificata". It asks for "Nome completo casella" and "Password" with input fields and a "Login" button. There is a "Password dimenticata?" link and a "Webmail" link.

5) All'interno della sezione casella, scegliere l'opzione *Accetta: tutti i messaggi di posta certificata e non certificata*



Configuration page titled "COMPORAMENTO IN CASO DI MESSAGGI NON CERTIFICATI". A sidebar on the left lists options: "Titolare", "Casella", "Cambio Password", "Regole Messaggi", "Notifica Mail", "Report Mail", "Antispam", "Accessi", "Comunica casella al Registro Imprese", "Login Kit Firma", and "PecLog". The "Casella" option is selected. The main content area shows a dropdown menu for "Accetta" with the option "tutti i messaggi di posta certificata e non certificata" circled in red. Below it are "Attiva Antispam" and "Sposta le mail ritenute spam nella cartella Spam" options, and a "Conferma" button. A summary section at the bottom shows "Attuale regola impostata" with the selected options.