

How-To : WebMail

Provided below is a step-by-step walk through on how to access your email via the web-based interface. Though this access you will be able to check your email anywhere in the world from an internet enabled computer.

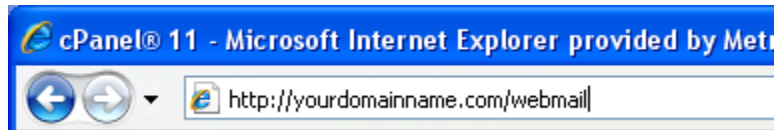
Step 1 : Open up Internet Explorer



Step 2 : In the Address Bar type the Name of your domain and at the end add /webmail

Hit the *ENTER KEY*

Example :
www.yourdomainname.com
Becomes
www.yourdomainname.com/webmail



Step 3 : A Pop-up will show up asking for your username and password. If you do not have this information please check with your System Administrator. Otherwise enter the information into the fields. And Click the *OK BUTTON*

Example: Username (email address)

Good : User+yourdomain.com

Bad : User@yourdomain.com



Step 4 : Next you will be asked to Choose a Program to read mail with. This is completely a personal decision, but this how to will use NeoMail for the remainder of the walkthrough.



Step 5 : If this is your First time accessing your email account via WebMail you may receive a brief note asking you to set up the basic information. This will be general information and should be easy to fill out. Please do so.

Step 6 : You are now Logged in. By hovering your Mouse over any Icon will give you a webnote as to what that icon represents. From here you can check mail, send mail, and Reply to email.