

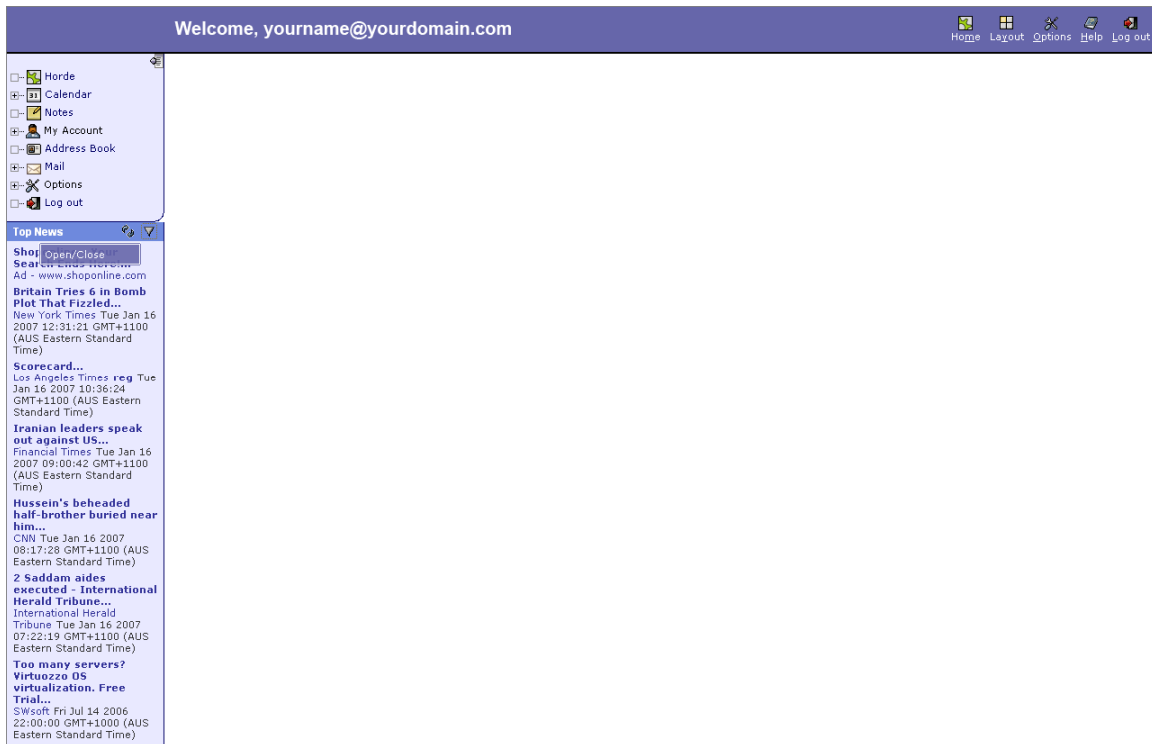


## **How To: Access your email through a web browser**

- 1) Open your web browser and enter '**webmail.**' followed by your domain name in the address bar. Eg: <http://webmail.yourdomainname.com/>
- 2) Enter your '**User name:**' If your email address was [youremail@yourdomain.com](mailto:youremail@yourdomain.com) your User name would be '**youremail**' (we ignore the '@yourdomain.com')



- 3) Enter your password
- 4) Click "Login" or "OK"
- 5) If this is your first time logging in, the system may ask you to enter some personal details so it can set your email up correctly.



- 6) You can now send, receive and view emails from your web browser just like Hotmail, Yahoo! or any other web based mail client!