

Web Mail Administration

This tool will allow you to enter the email addresses you require. Once you have entered the information, your email account should be set up and active. You may retain the same addresses as before.

Webmail administration requires a username and password for access. There are two ways to access this feature.

Accessing through Administrative Section

To set up webmail accounts:

Click on the Webmail Admin under the Administrative area.

Administrative

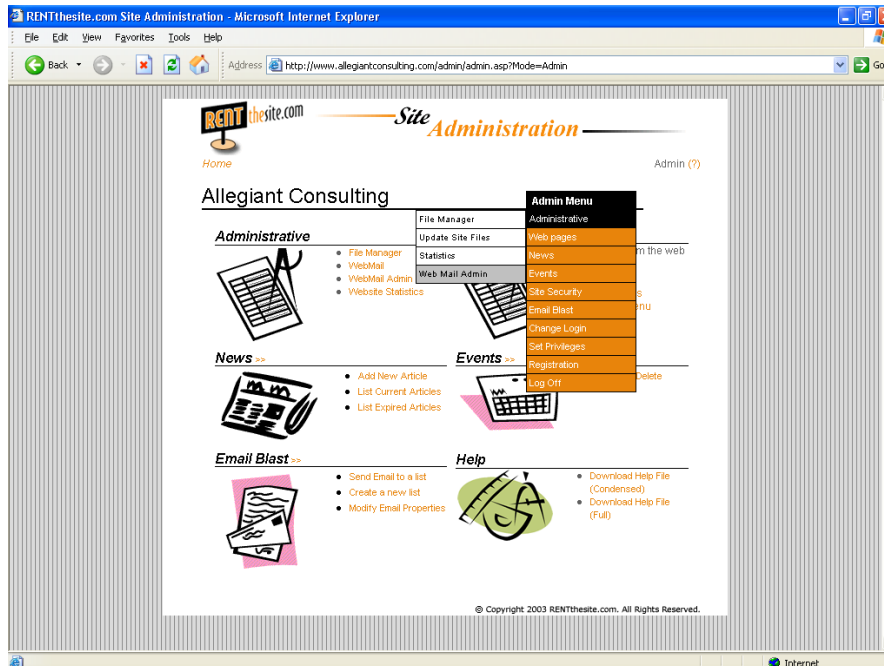


- File Manager
- WebMail
- WebMail Admin
- Website Statistics

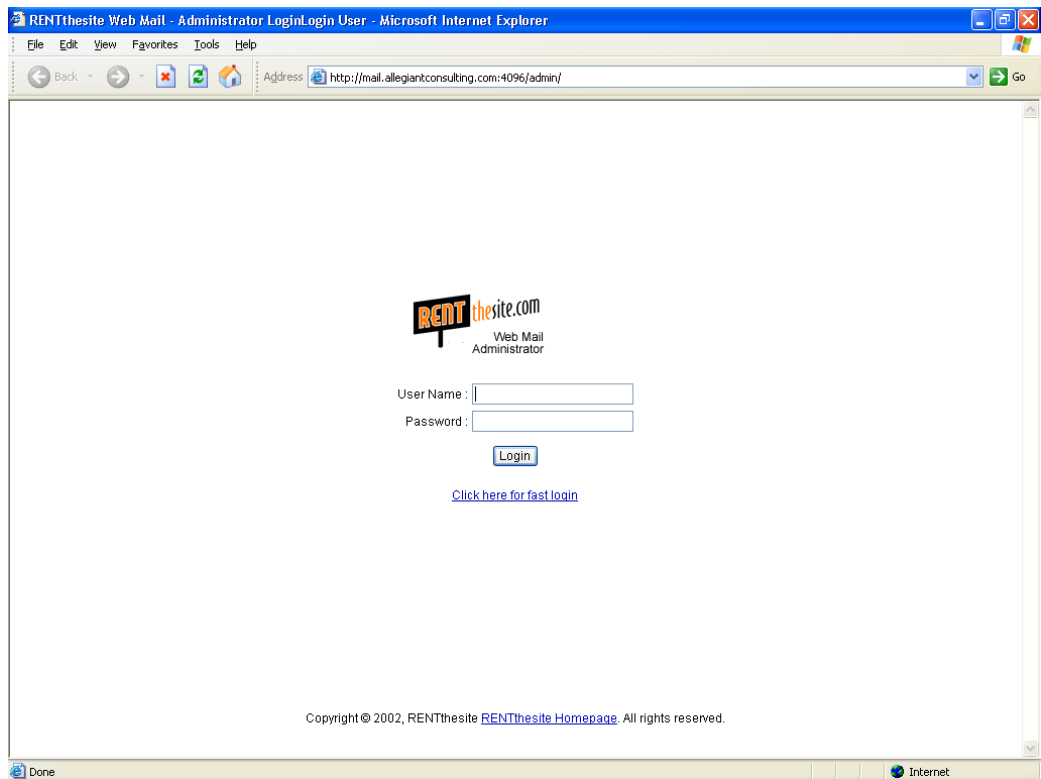
Accessing through Admin Menu

Click on the **Administrative** option – this will bring up another menu

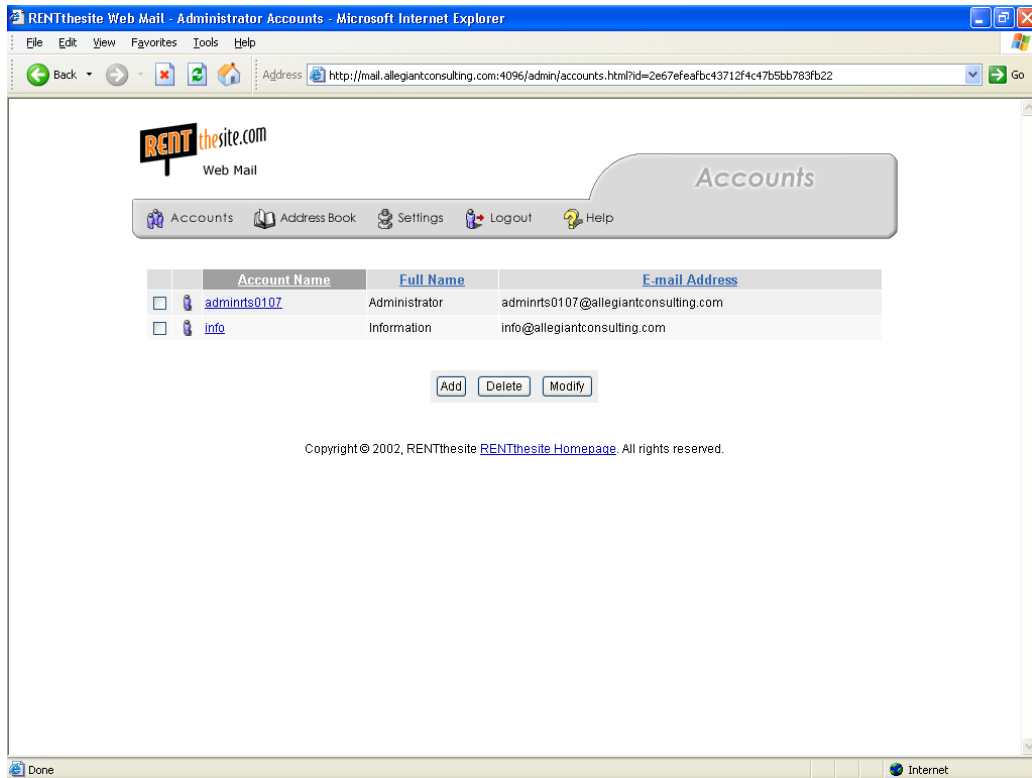
Click on **Webmail Admin**



Following either of these procedures will automatically bring up the Web Mail Administrator Login screen.

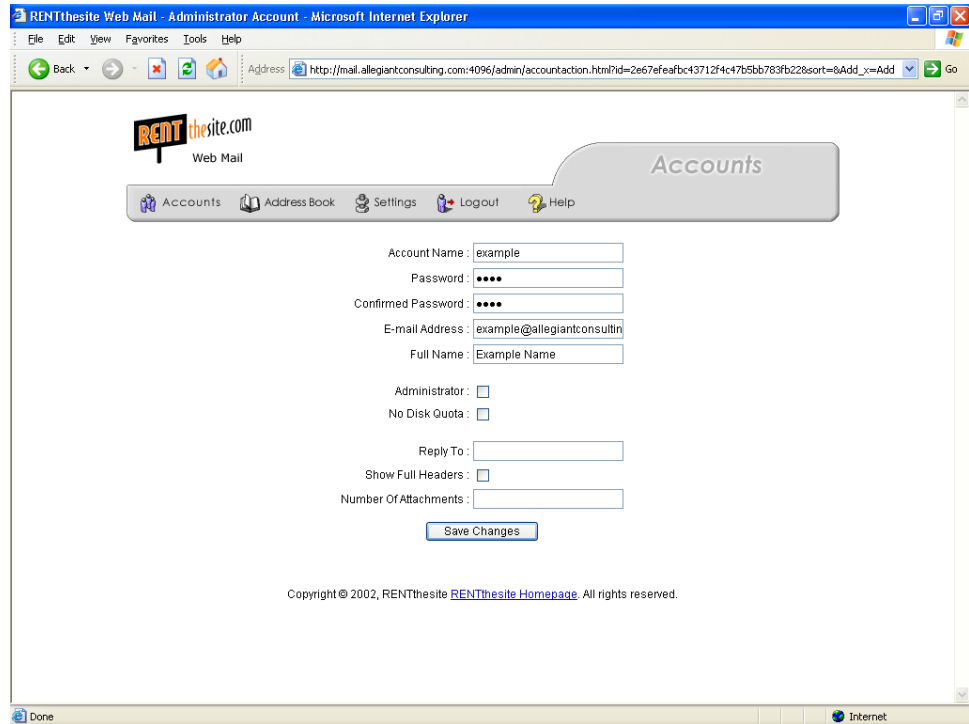


Login using the administrator username and password then click **Login**
Once logged in you will see the list of current accounts and several options.



To Add Email Account

1. Click the **Add** button
2. Type in account name – will also be the prefix of email address
Example : account name: **example**
3. Type in desired password
4. Re-type password (confirm)
5. Type in full email address – prefix of email address should match account name. **Example: example@yourdomain.com**
6. Type in persons full name. Example: Example Name
7. Click on **Save Changes**



To Delete an Account

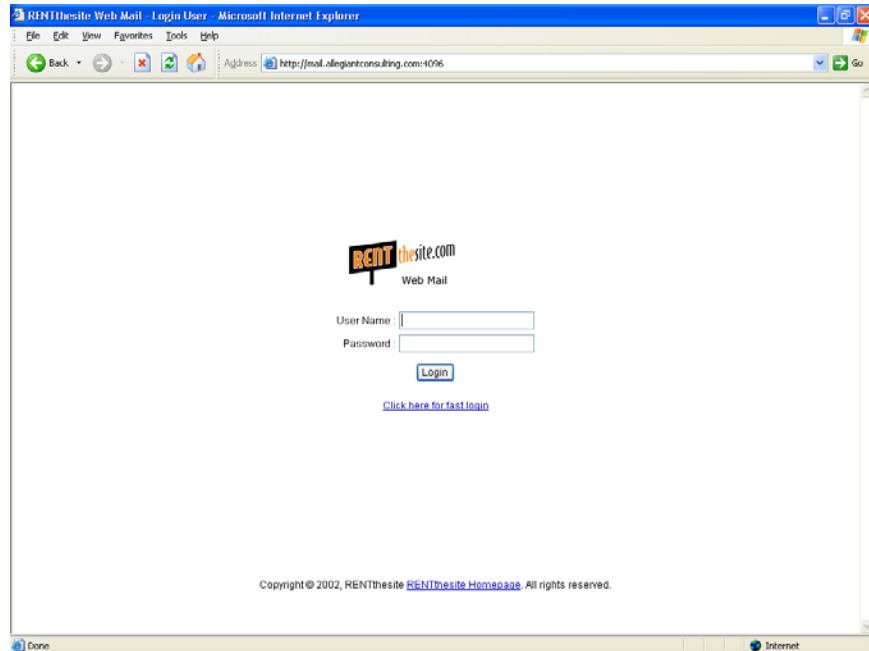
1. Check the box next to the address(es) to be deleted.
2. Click on the **Delete** button – Done!!

Web Mail

Webmail allows you to access your mail from anywhere, at anytime, as long as there is an internet connection. It can also be easily linked to Outlook if you require: your IT person should know how to do this.

To access your Web Mail account follow either of the two procedures for accessing Web Mail Administration, except you will click on the **WebMail** option. Another option is to type <http://mail.yourdomain.com:4096>

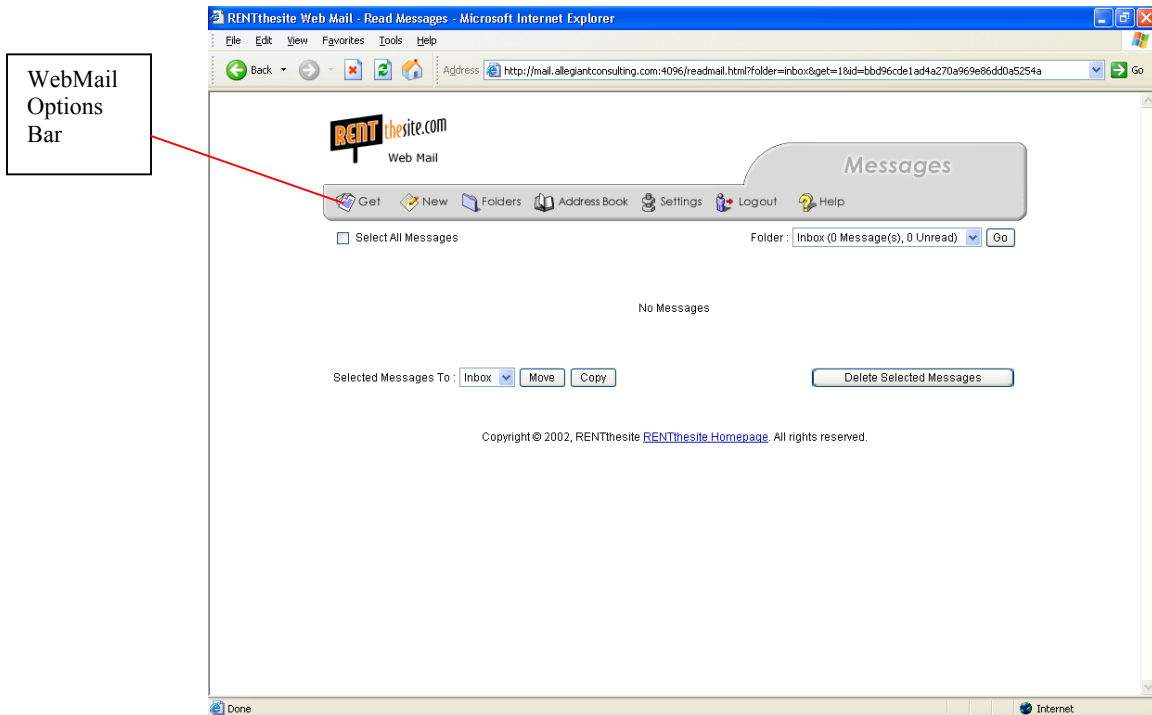
Once you have done this, a browser window will automatically load the Web Mail login screen.



- Type in your username and password
- Click **Login**

You should now see a listing of current messages in you mailbox; however, if your mailbox is empty you will see *No Messages* in the middle of the screen.

You will see some options for your WebMail account.

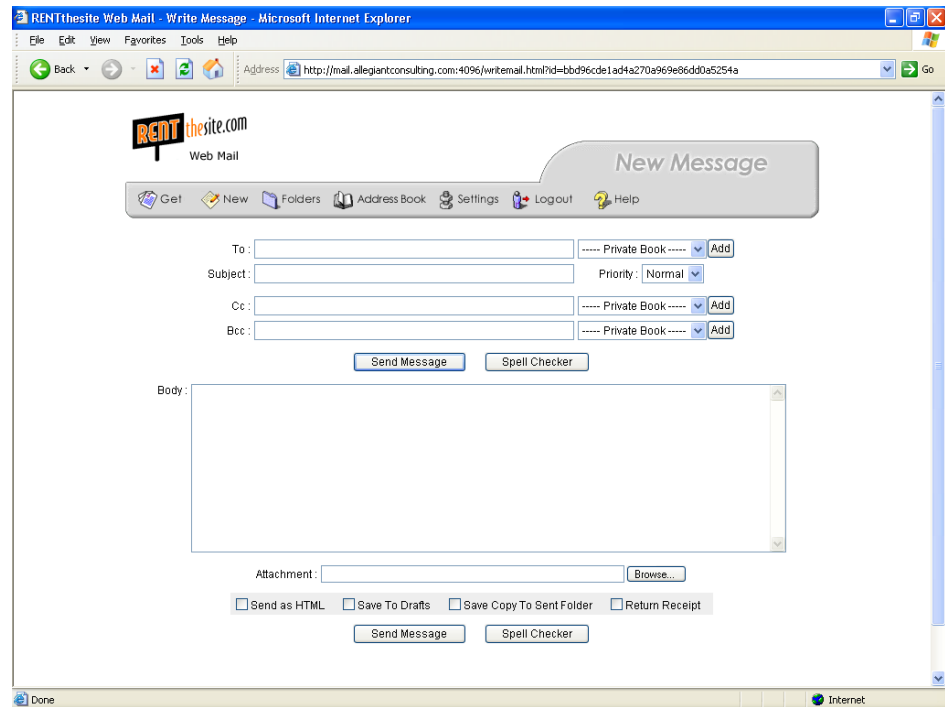


To Check for New Messages

To check for new messages, simply click on the **Get** option. This will retrieve any new messages that have arrived since you logged in.

To Compose New Message

1. Click on **New** option – new screen will open



2. Type in the email address you are sending the message to
3. Type in the subject of the message
4. (OPTIONAL) In the Cc and Bcc type in other addresses that you would like to receive this message.
5. In the **Body** section, type in your message.
6. (OPTIONAL) To include an attachment, click on the **Browse** button, and locate your file on your computer.
7. (OPTIONAL) Click on **Spell Checker** button.
8. Click on **Send Message** button

To Delete Messages

1. Place checks on message(s) to be deleted
2. Click on **Delete Selected Messages** button