

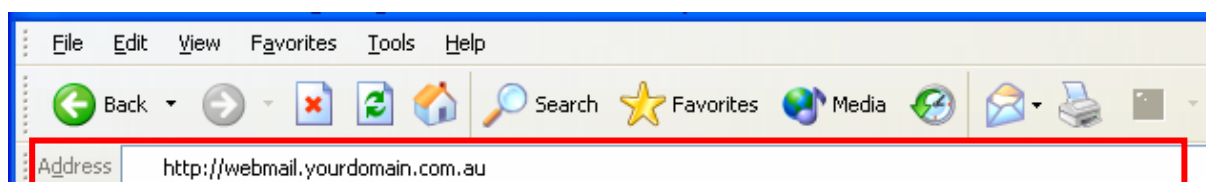
03.08.01: WEB MAIL ACCESS PROCEDURE

This document contains instructions on how to log onto your Webmail when you are working remotely from the office.

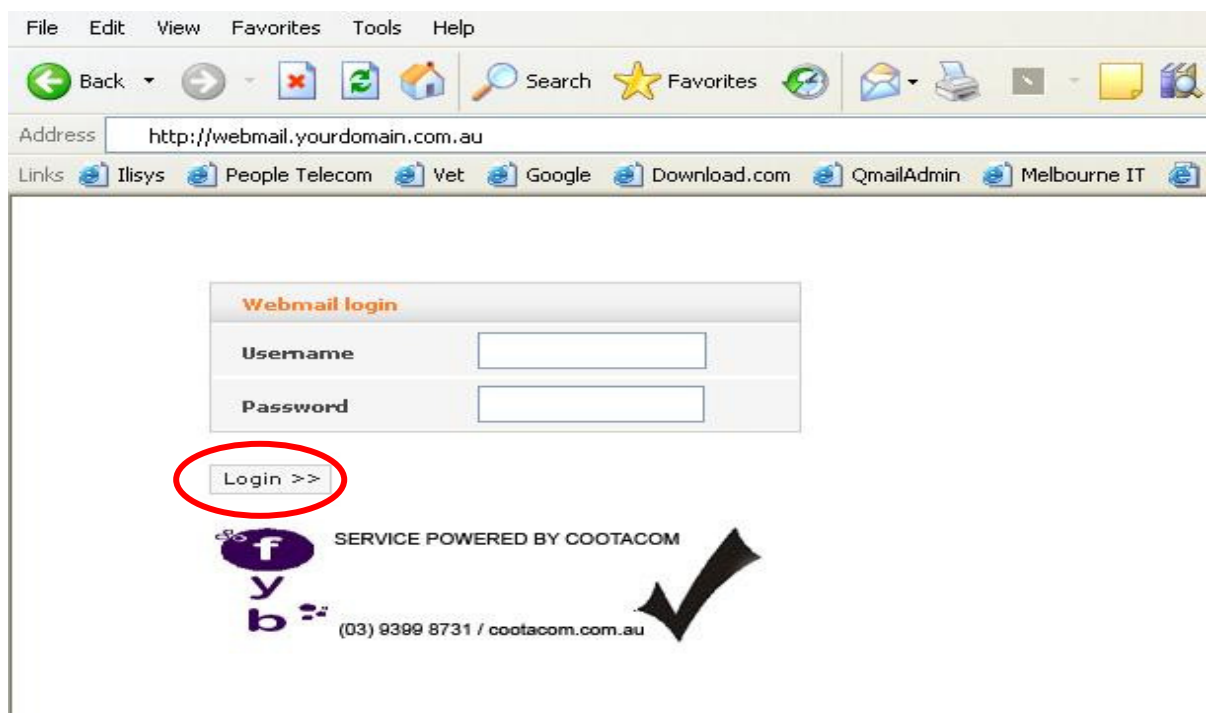
Your Details

Email Address:	
Username:	
Password:	

1. Open Internet Explorer and type <http://webmail.yourdomain.com.au> (replace yourdomain with your own domain name) into the Address Bar as demonstrated below, then hit the ENTER key.



2. A webmail login prompt will appear, as demonstrated below. Type your username and password into the two fields provided and then click the Login button.



This will then take you to your *Inbox* where you can view, reply and compose emails.



SUPPLIER OF:
*Broadband
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OnSite Support
Websites
Wireless Technology*

NOTE: The emails that appear in your Inbox when you are logged into Webmail are yet to be downloaded from the Email Server, therefore when you next perform a Send/Receive operation in Microsoft Outlook, the emails from your Webmail Inbox, will then be downloaded into your Microsoft Outlook Inbox.

If you encounter any problems with this procedure please send an email to webmaster@cootacom.com.au