

## Remote Email Instructions

The Exchange server is now in place. Therefore NEOMAIL is no longer used to access emails remotely. Follow these instructions to access your email outside of St. Paul's Facility

<http://srv.stpauls-ws.org/remote>

You will then be warned about the WED site's security Certificate. Click on the line that reads:

**Continue on to this website (not recommended).**

You will then enter your user name and password. (The same on used at St. Paul's)

Your next window will give you choices. You will choose:

**Read my Company Email.**

All of the same folders you have onsite will show just as if you were at the office.