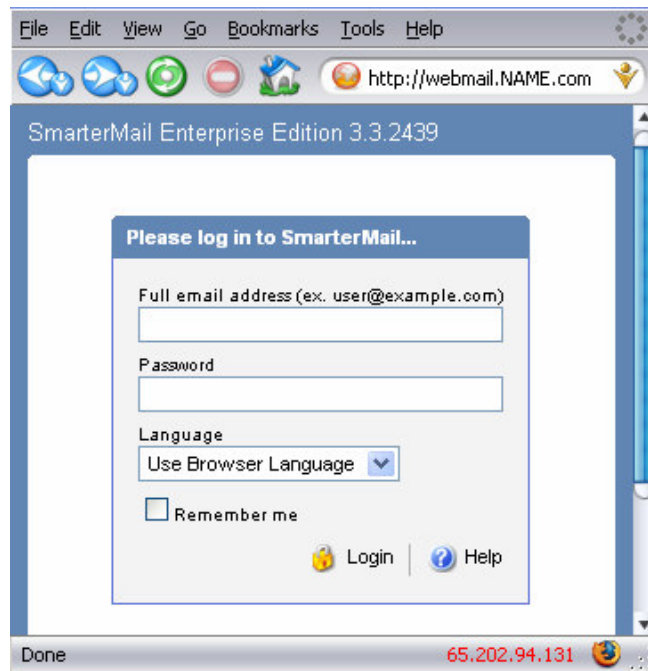


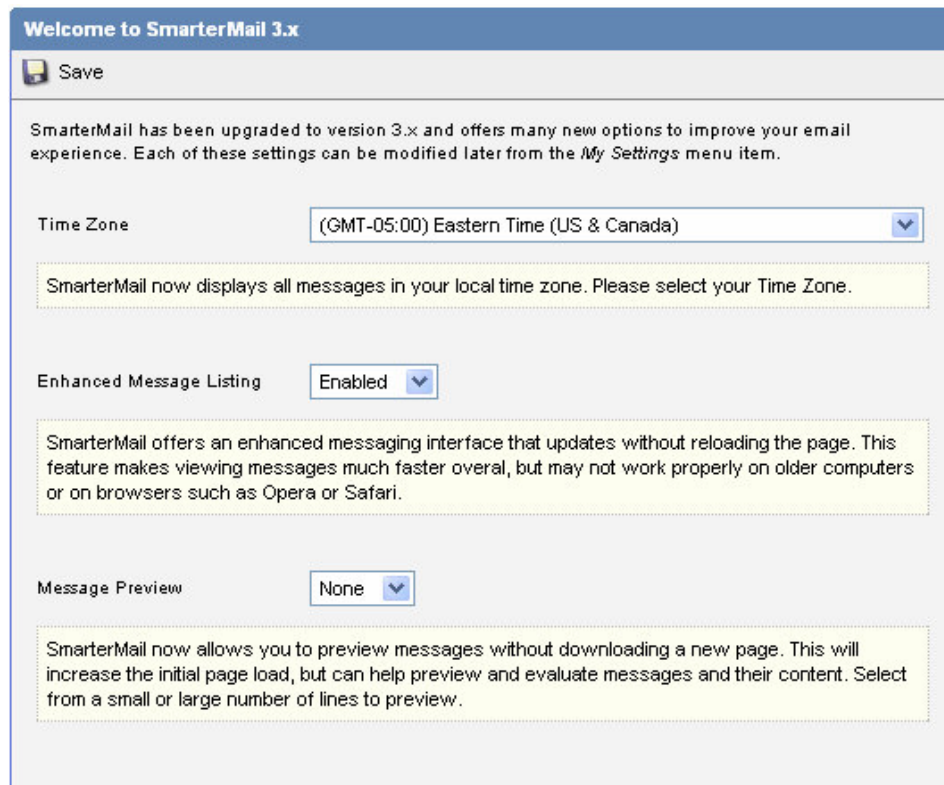
1. Log onto webmail by typing in “HTTP://webmail.NAME.COM”. Example: if your website is HTTP://WWW.MYSITE.BIZ, then you would get into webmail by typing in HTTP://webmail.MYSITE.BIZ and hitting Enter. See Fig. 1.

Fig. 1



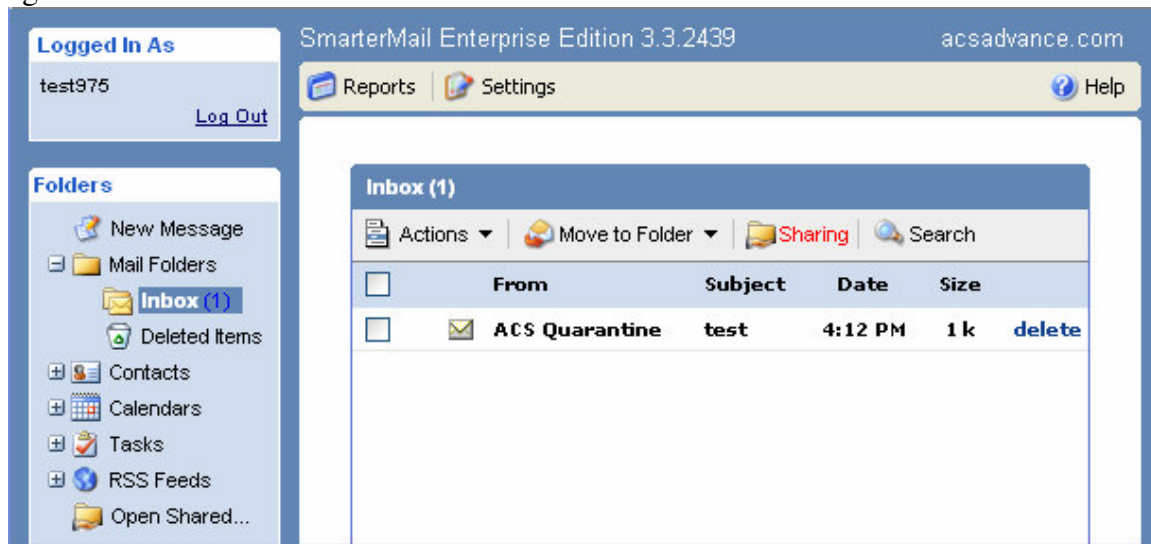
2. If this is the first time you are logging onto webmail, you will receive the window shown below. Make sure your Time Zone and Message Preview options are set, then choose Save.

Fig. 2



- Once you are into webmail, you will see the screen in Fig. 3. In the right hand window you will see any current messages; in the left hand window you will see your current folders, contacts, calendars, tasks, and new message options you may have.

Fig.3



- To create a new message, look in the left hand pane of the window the New Message link. It will bring up a new message window. You can attach files by the Add Files link in the top menu panel.

Fig. 4a

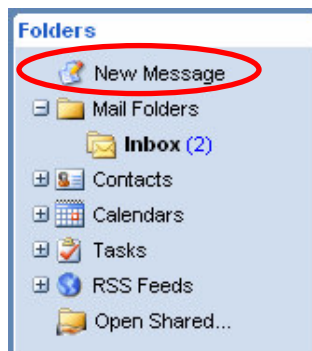
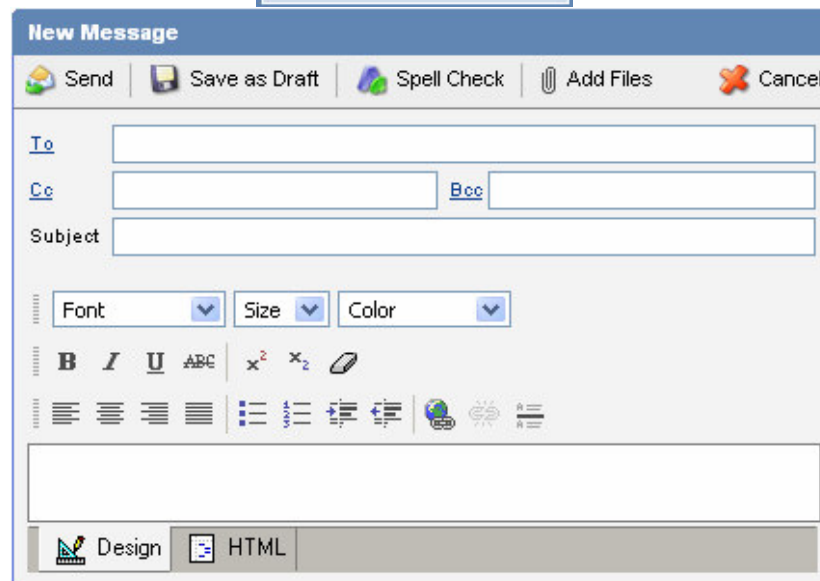
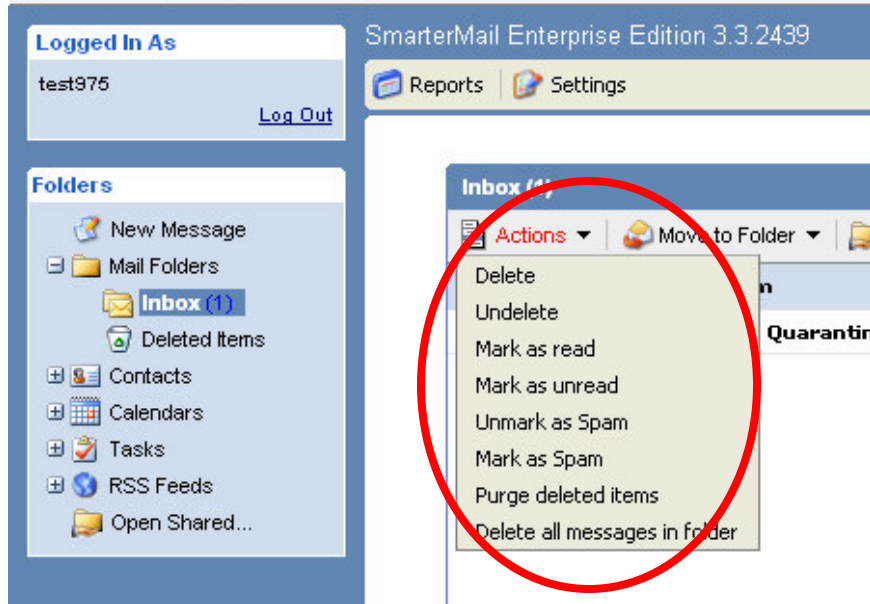


Fig. 4b



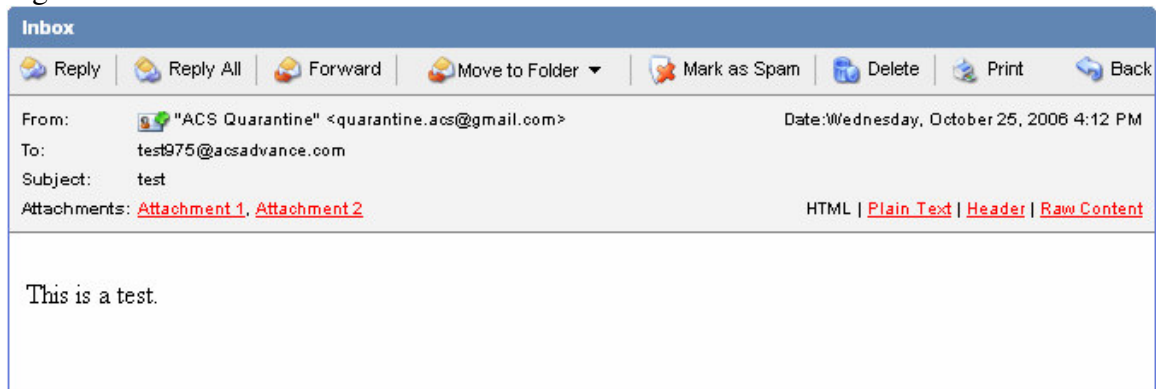
5. If you look in the right hand pane, you will see an Actions menu that will allow you to take action on selected emails without having to open each one.

Fig. 5



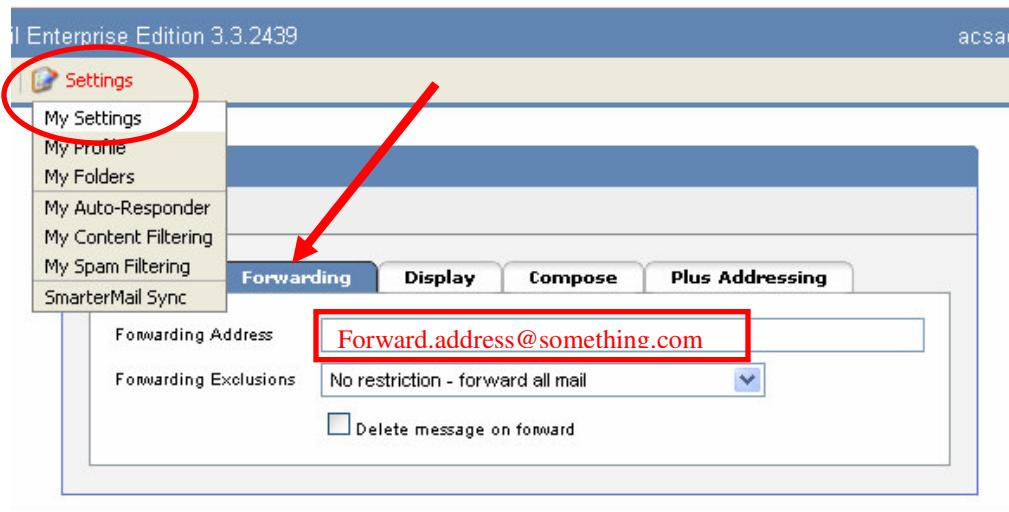
6. By clicking on an email in the list, you bring up the email where you can Reply, Forward, Move, Mark as Spam, Delete, Print and view attachments.

Fig. 6



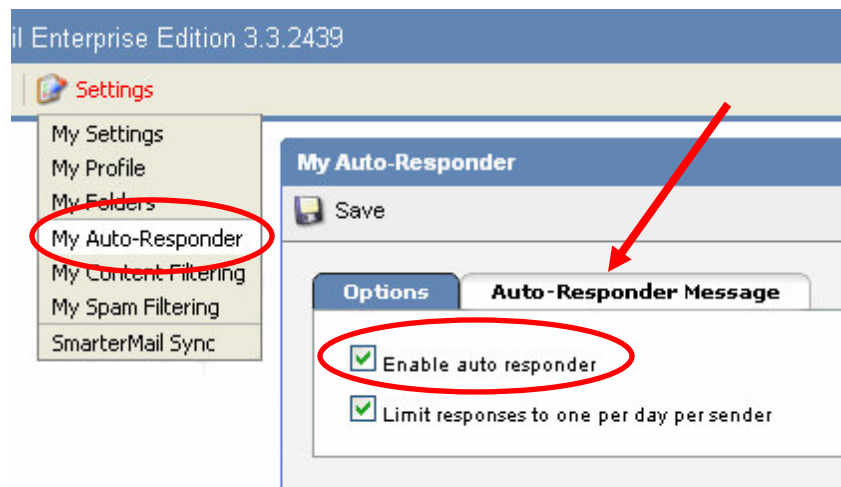
7. ****OPTIONAL FEATURE**** When setting a forwarding address there is the option to have the email copied to your inbox or deleted after it is forwarded. To set a forwarding address look at the very top menu selection, and you will see a Reports link and a Settings link. Click on the Settings menu and choose the "My Settings" option from the drop down list. The Settings window will have a tab called "Forwarding". Click on this tab and enter in the email address you want to forward. Check the box labeled "Delete Message on Forward" if you do not want a copy left in your mailbox. Now click the Save button to save your settings.

Fig. 7



8. ****OPTIONAL FEATURE**** Another feature is the Auto-Responder option that can be used when you are unavailable. Click on the Settings menu and then select the “My Auto-Responder” selection. When the “My Auto-Responder” window comes up, look at the “Options” tab and check the box labeled “Enable Auto Responder”. **NOTE:** It is a good idea to keep the “Limit Responses to One Per Day - Per Sender” check box selected. Now click the “Auto-Responder Message” tab.

Fig. 8



9. Once you have selected the Auto-Responder Message tab, you will see the window shown in Fig. 9. Fill out the Subject line and a short email that will be sent to the person that emailed you. Once you are done, click the Save option in the top left corner.

Fig. 9

My Auto-Responder

 Save

Options

Auto-Responder Message

Subject

HTML Plain Text

This is just a sample message that would be sent to people sending you emails.