

Webmail

GETTING STARTED GUIDE

Revision 1, OCT 07

This short guide will show you how to get started with our webmail facility.

Using our webmail works much like any other web-based email clients (e.g. Hotmail, Google Mail, etc) in that it enables you to have access to your email and attachments wherever you are and there is a internet connection.

Our webmail facility uses the IMAP protocol which allows you to organize your messages in to folders, as well as accessing them from any PC in the world. ***If you have a desktop e-mail client that is not set up to use IMAP (e.g. it is set up to use POP3) it will download all the messages from our mail server and then delete them, which means that you will not be able to access them via the webmail.***

Please also note that blind carbon copies 'BCC' are disabled in the webmail.

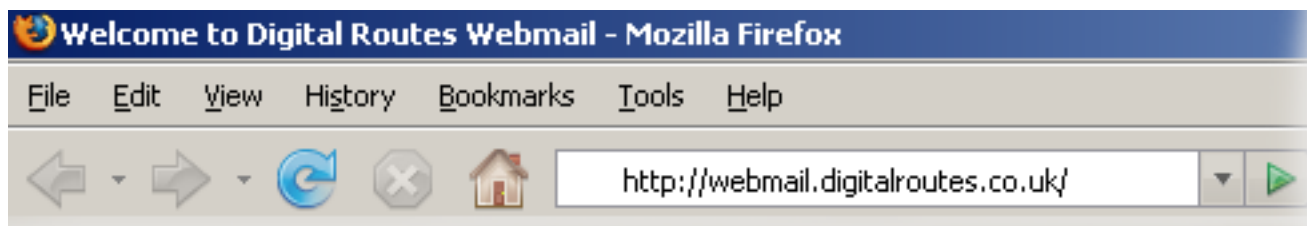
To be able to use our webmail there are a few simple steps you need to follow to set up your 'identity'.

- This simply means that you're providing the webmail software with some basic configuration information (name, full e-mail address) which it will use for all messages.

You will only need to follow these steps once per mail account.

Webmail

The first thing you will need to do is point your browser to the following URL:



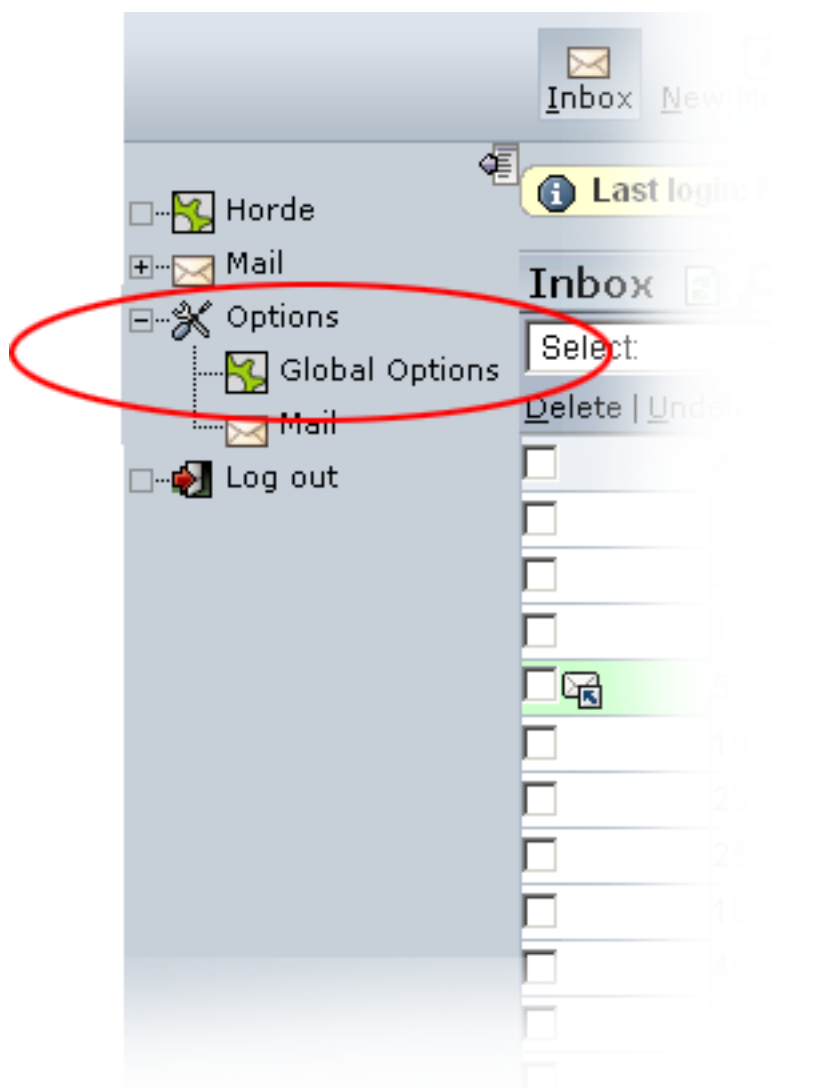
When you've typed in the URL you should reach a login page with a Digital Routes Ltd logo under the 'Log in' button:



Please use the login details we've provided you with to login to your mail account using the form illustrated here:

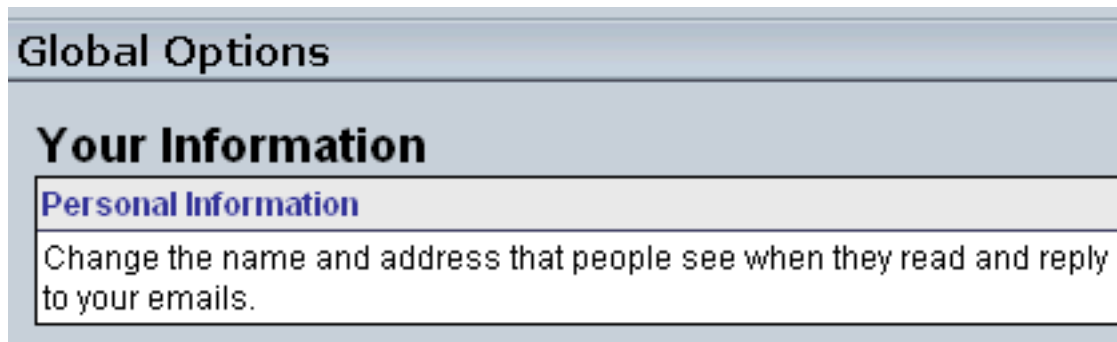
Once you've logged in you need to set up your default 'identity'.

This is done by clicking on Options and then Global options (in the left-hand menu):



Webmail

Once you've selected global options, click on 'Personal information':



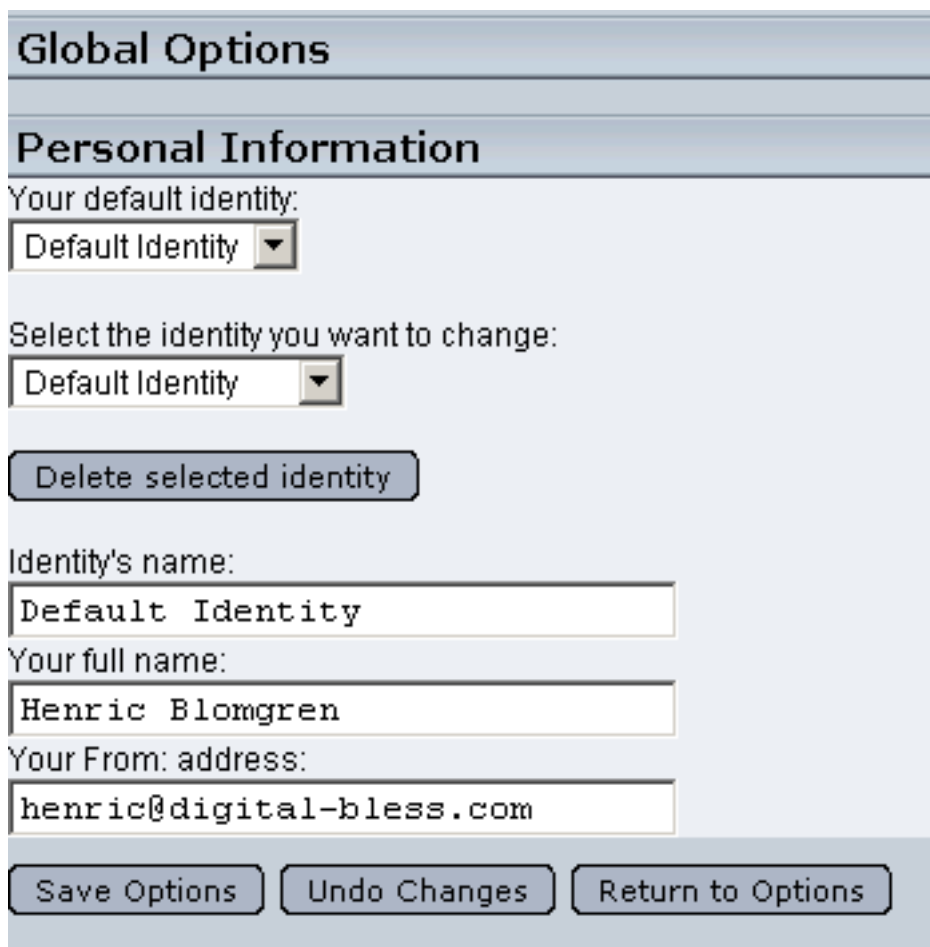
Global Options

Your Information

Personal Information

Change the name and address that people see when they read and reply to your emails.

This will present you with the following screen:



Global Options

Personal Information

Your default identity:
Default Identity ▼

Select the identity you want to change:
Default Identity ▼

Delete selected identity

Identity's name:
Default Identity

Your full name:
Henric Blomgren

Your From: address:
henric@digital-bless.com

Save Options Undo Changes Return to Options

Enter your name in the 'Full name' field, and your e-mail address in the 'Your From: address:' field.

You've now completed all the necessary steps to start using webmail!