



## Accessing your Email using Webmail

All our email accounts can be accessed using Webmail which enables you to access your emails from any computer with internet access.

To access webmail go to:

[webmail.yourdomainname.co.uk](mailto:webmail.yourdomainname.co.uk)

This address is just like your website address but 'www' is substituted with 'webmail'. To log in to webmail enter your full email address alongside 'Mailbox' and then enter your email password.

Once you have logged in you will see all the emails in your Inbox. To read an email click on the Subject of the email you want to read, whilst looking at an email you can:

- Click on 'Back to Messages' to return to your Inbox.
- Click on 'Printable' to print out the email.
- Click on 'Reply' to reply to the sender.
- Click on 'Delete' to delete the email.

From your inbox you can also create a new email, to do this click on 'Compose', you can type in the email address of the person you want to send the email to or select them from your address book and move them to your email. Alternatively if the person you want to send an email to has recently sent you an email and their email is still in your inbox you can click on their email address listed in your inbox and this will compose a new email to them.

You can also store peoples email addresses in your address book, click on 'Addresses' to view your address book where you can add email addresses and then edit them to complete the 'Forename' and 'Surname'.

Once you have finished with your emails please remember to log out.

For more help on using Webmail please see our dedicated help by clicking on the 'Help' link near the top of the screen. If you still need assistance please visit our support pages by clicking 'Support' located near the top left corner of the screen. You can visit our website by clicking on the 'Home' link.