Webmail

Introduction

Webmail is a powerful tool that allows you to securely read and send e-mail from any PC connected to the internet. It's a program that you access like a webpage so it's quick and simple to use and you don't have to install anything.

Getting started

1. To get started you first need to open a browser widow and go to *ukmailexchange.com's* login page. To do this, enter the web address "www.ukmailexchange.com/login" in to your address bar.

2. Now enter your username (which is your mailbox e-mail address) and password in to the appropriate text box. If you are unsure what they are you can find then on your invoice or by logging on to your control panel.


3. Select "Read and send e-mail" and click login. Note: if you are on a private PC you may want to select "Remember me on this PC" if so your password will be stored by downloading a cookie (file) to your PC.

4. You should now be logged in and the webmail screen should be displayed.

Search

Deleted Items

Compose
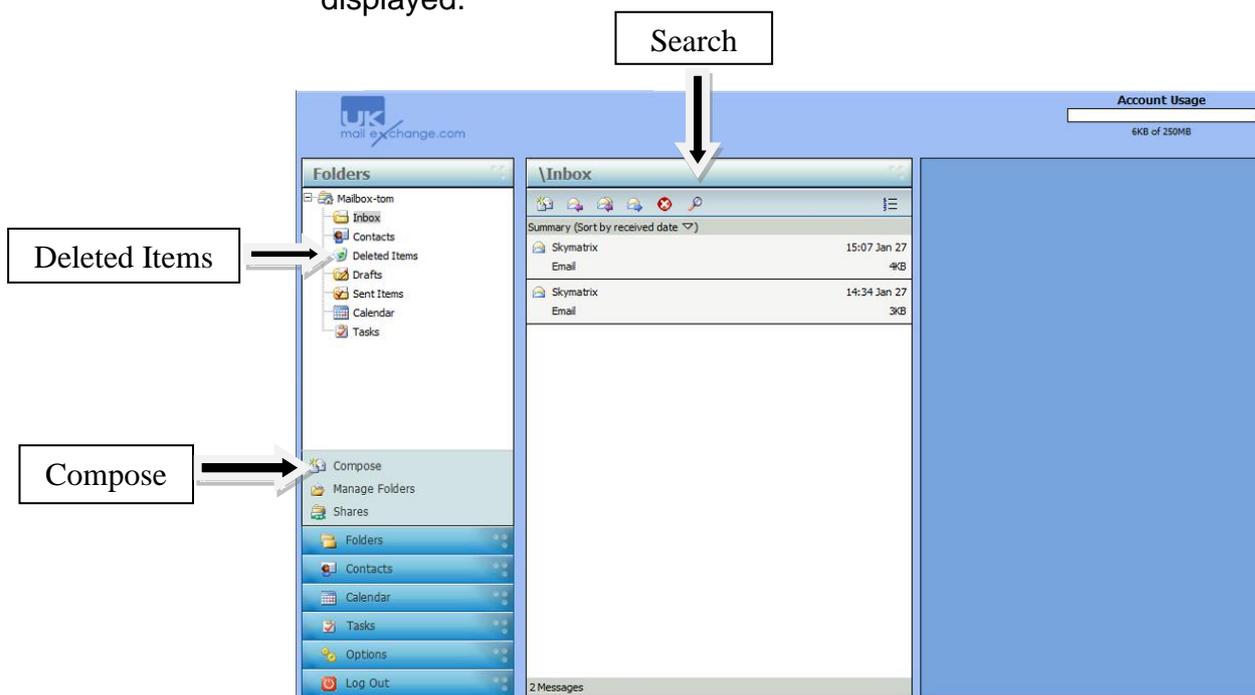
Reading Pane

Reading and sending e-mail

1. Your inbox is the default page this is where your e-mails will arrive you can also open your inbox using the menu on the right.

2. To read an e-mail simply click on it with your mouse once to open in the reading pain. To open the emails in a larger window double click the email.

3. You can also delete unwanted mail by clicking on the email and dragging it to deleted items or search for an e-mail using keywords or phases.

4. To send a message select "Compose" from the menu at the top of the page.
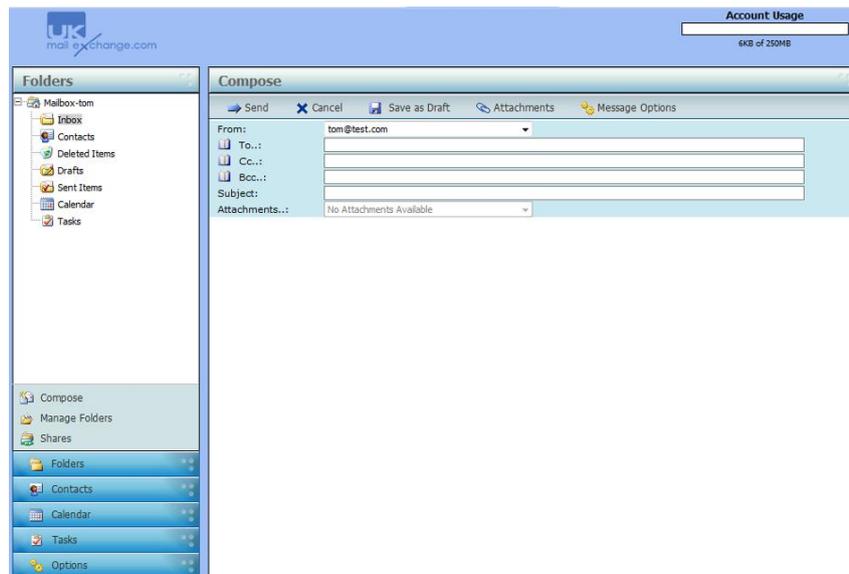
5. You will then be able to add all required information e.g. To, Subject, message etc. You can also add attachments and set the e-mails priority.

6. When you are happy click send, a copy will be saved in your sent items folder which can be found in the menu on the right.

Advanced tools

1. Webmail is not just about sending e-mail you can also use it to help stay organised with the "Calendar" tool which can be found in the left hand menu.
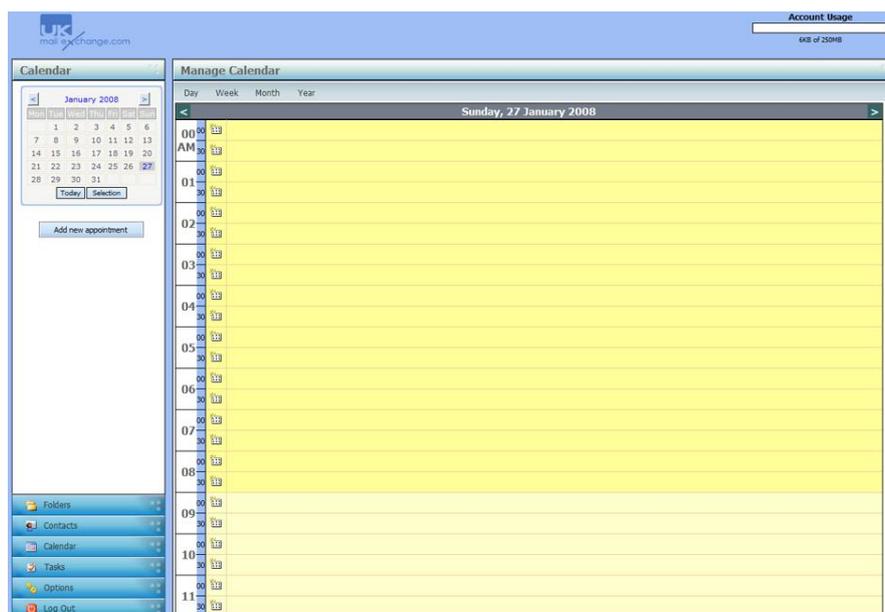

2. One of your most useful advanced features is the "Contact" tool this can be found in the top menu and allows you to save your contacts so

you can quickly send an e-mail to a friend or business colleague without carrying around their details.
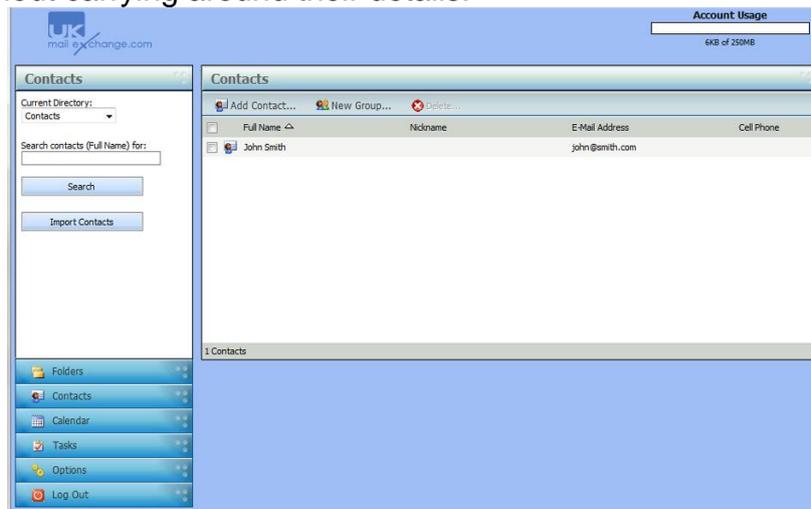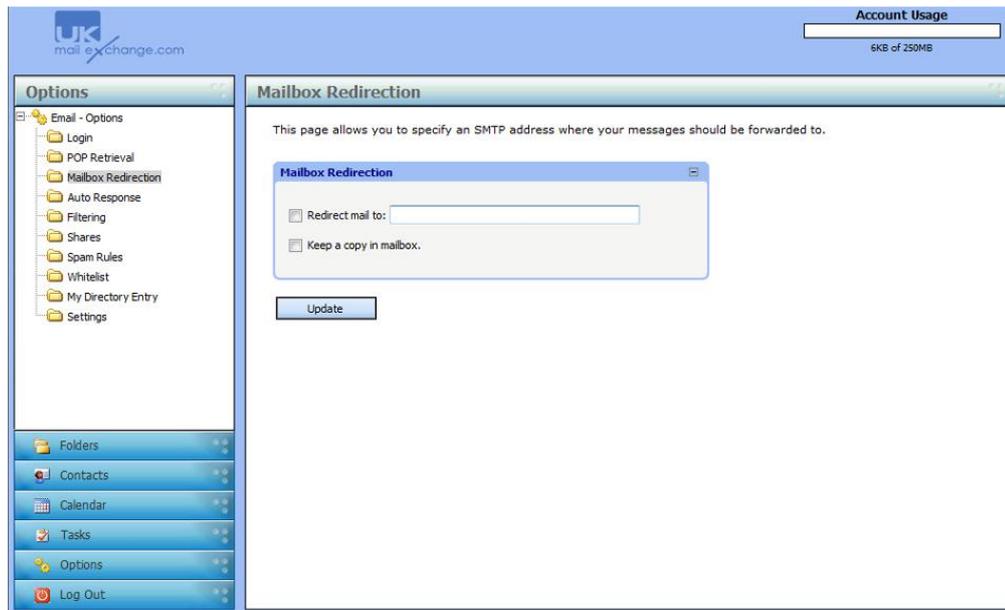

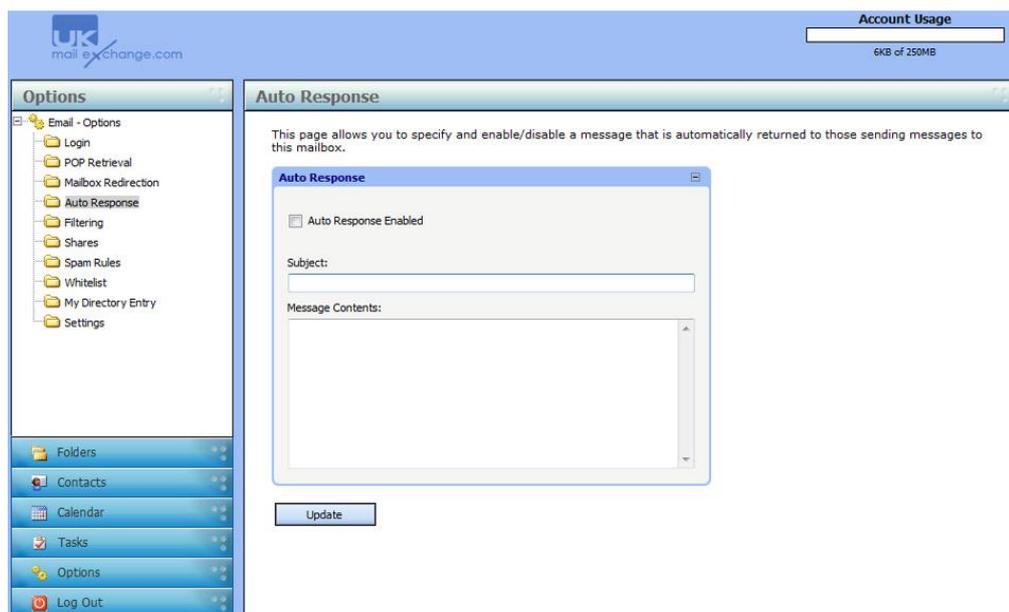3. **Options:** The options tool allows you to customise webmail to your own specifications.

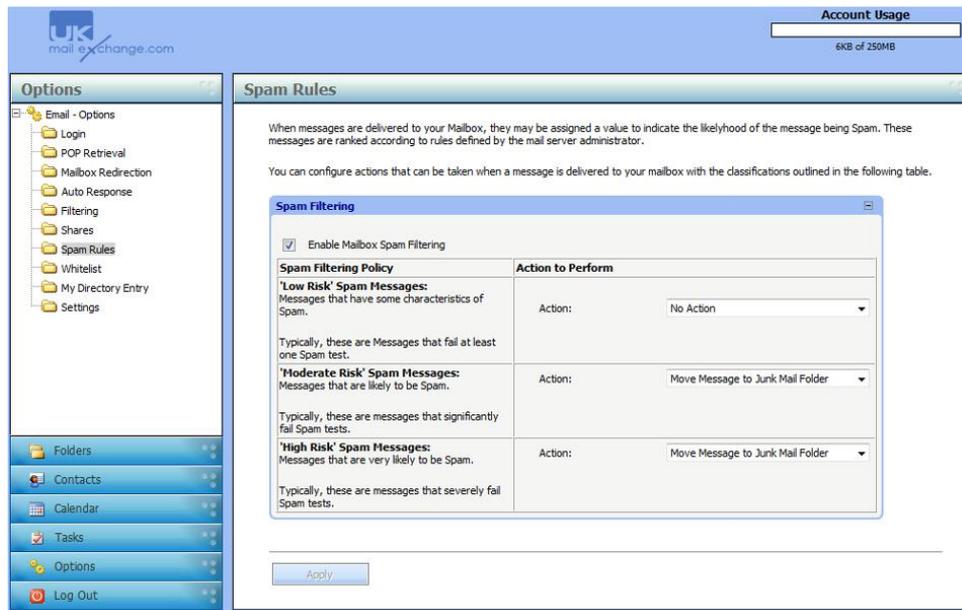   a) Login; you can change your password to anything you want.
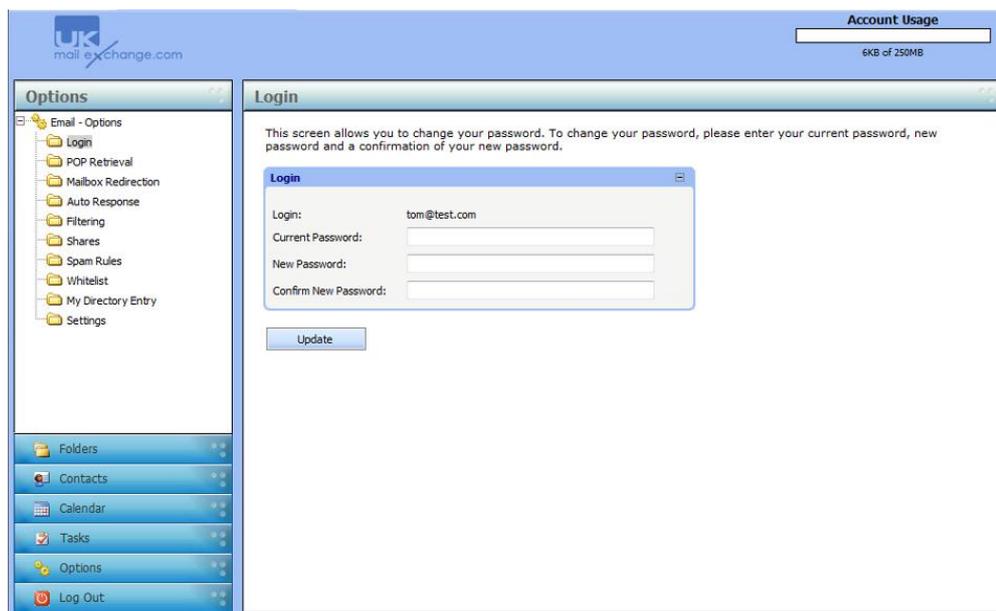
    b) Mailbox Redirection; redirect your mail to another mailbox

c) Auto Response; If you are going away on holiday set an auto response to let people trying to contact you know.
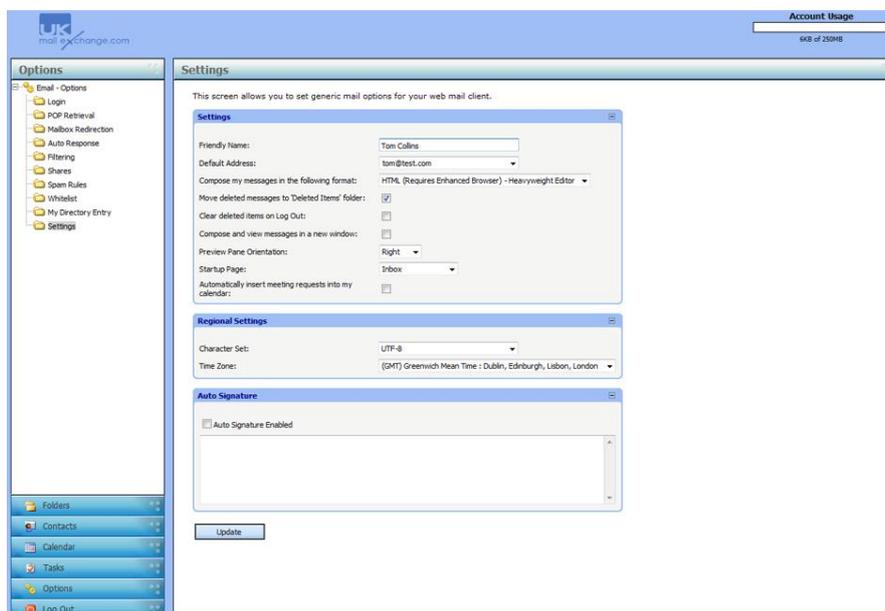

d) Spam; if you are receiving a lot of spam email you can change your settings here. If you still receive a lot of spam please contact us.

e) Settings;

    I. Set your friendly name this will replace the e-mail address as the "From" name when e-mailing.

    II. Signature; set a default signature to go on the bottom of each e-mail you send.

Logging out

1. When your finish click log out from the top menu and your session will be terminated, you will then return to the ukmailexchange.com main site.

Version

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