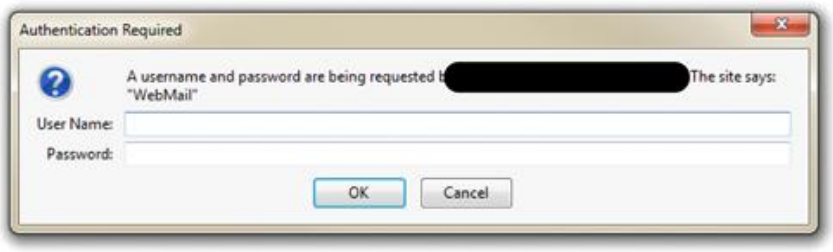
How to check your email using a browser?

Now your email account has been setup and ready for use, but how do you check your email? You can do that two ways (1) Use a browser OR (2) Use an email client like MS Outlook or other email client of your choice.

USING A BROWSER

1. Visit http://www.yourdomainname.com/webmail.

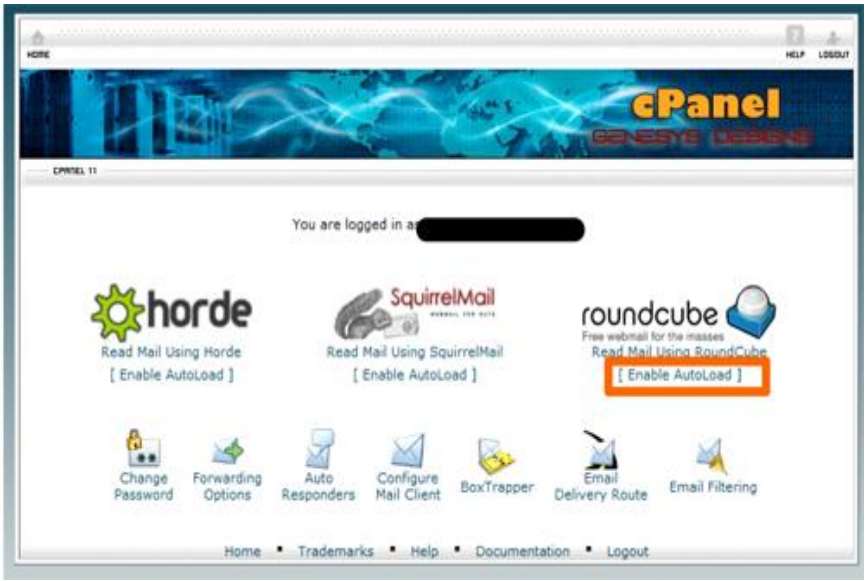
2. Enter your full email address as your username



3. All mailboxes have been setup with a default password. We will give you your default password. Before you proceed, click on 'Change password' and enter a password of your choice. Although there are no set requirements on the length and type of password, we always recommend that you use alphanumeric password which means a combination of alphabet and numbers.

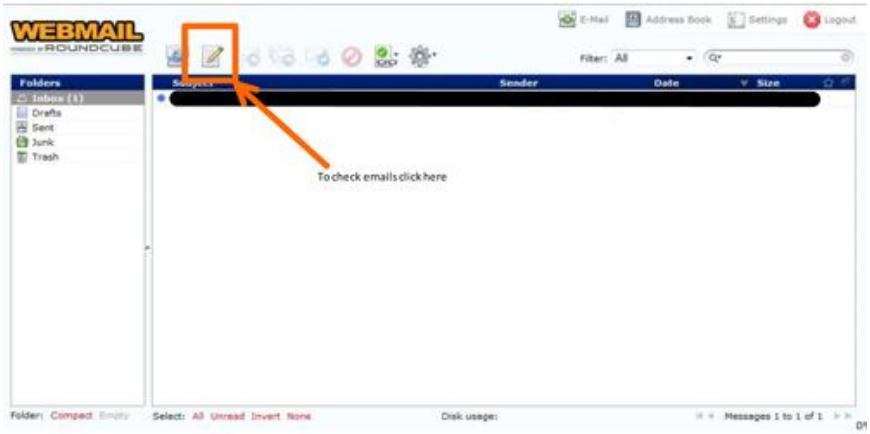
4. Once you log in you will get an option to use any one email client. You can pick either one. Your choices will be 'Horde', 'SquirrelMail' or 'RoundCube'. These are three different email clients. You can pick either one. We encourage you to use all three, one at a time. Once you know which

interface you like the best, you can click on 'Enable Autoload' underneath the client of your choice so you are not asked to make these choices every time you log in. Our favourite is Round Cube.



5. Once logged in and you have changed your default password, your email box is secured and safe. We will not have access to your mail or mailbox from this point forward. However if you do forget your password, we can reset it.

6. Once inside the client, say Round Cube, you can compose, send and check your email messages like you would with Gmail, Yahoo or other web clients.



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