

Using Your WebMail Account

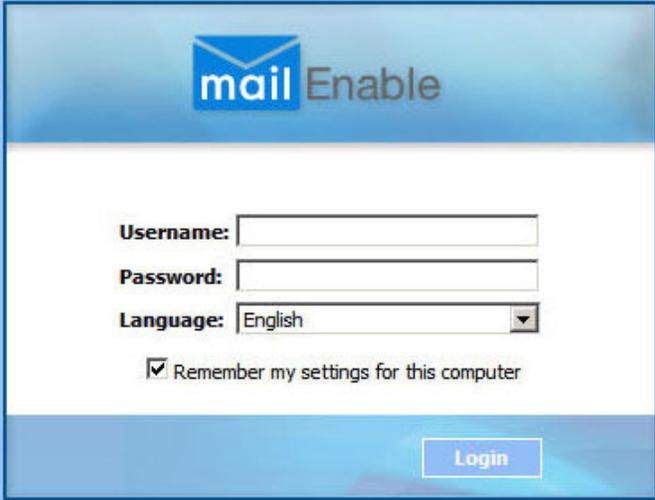
If you have questions or problems, you can email:
websupport@teamingenuity.com

If you can't use email call:
Mike Scott (205) 263-4577
Mack Baggette: (205) 263-4543

How to Log In To Webmail

To log in to your mail account over the web, browse to the following address using Internet Explorer or your usual web browser:
<http://webmail.yourdomainname.com>

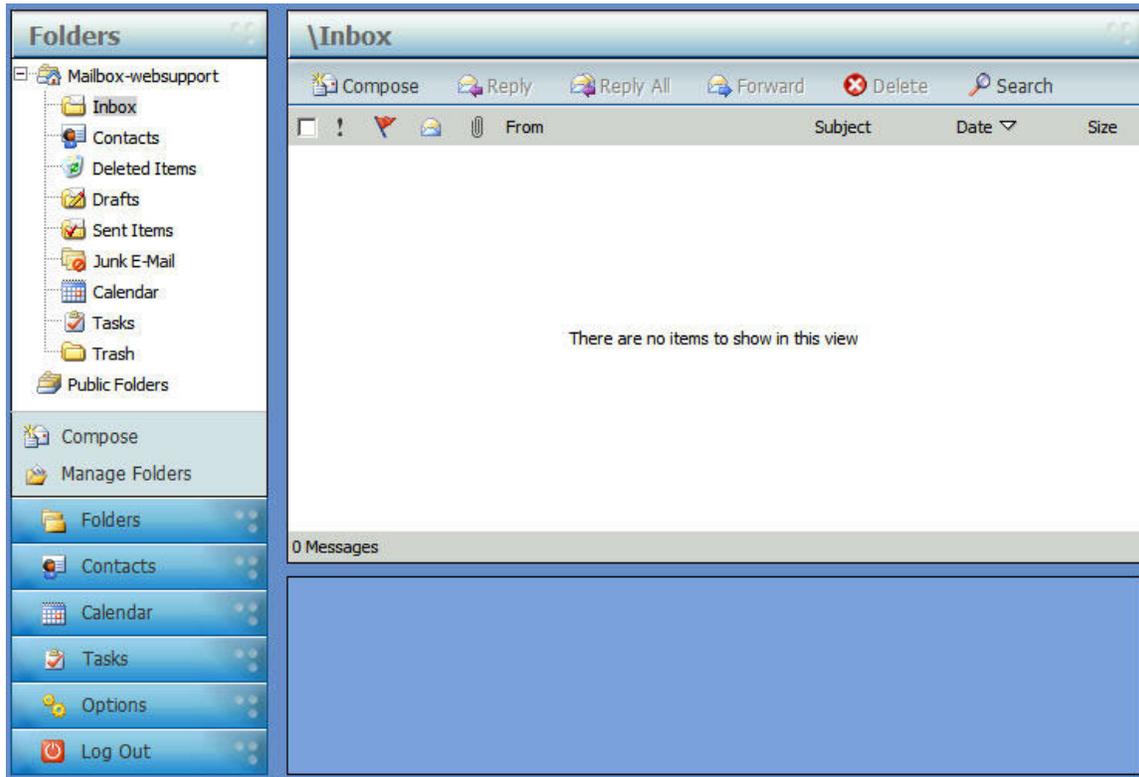
Enter your email address as the username, and then your password and click "Log In".



The screenshot shows the MailEnable webmail login page. At the top, there is a logo with a blue envelope icon and the text "mail Enable". Below the logo, there are three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "Language:" with a dropdown menu showing "English". Below these fields is a checkbox labeled "Remember my settings for this computer" which is checked. At the bottom right of the form area is a blue "Login" button. Below the form area, there is a copyright notice: "© MailEnable Pty. Ltd., 2001-2008. All rights reserved. This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties."

Using Webmail

After you log in, you will come to the main webmail screen, which shows any messages in your inbox. This screen operates in the same way as most email programs, showing a list of your emails in the center, a list of your folders on the left side, and a menu of operations at the top.



Using Your WebMail Account

The first time you log in to your mail account, you should change your password to something unique. To do this, click on the “Options” button in the top center of the page. This will bring up a dialog that will allow you to enter your old password and a new one.

Options

- MailEnable - Options
 - Login
 - POP Retrieval
 - Mailbox Redirection
 - Auto Response
 - Filtering
 - Spam Rules
 - Whitelist
 - My Directory Entry
 - Settings

Settings

This screen allows you to set generic mail options for your web mail client.

Settings

Friendly Name:

Default Address:

Compose my messages in the following format:

Move deleted messages to 'Deleted Items' folder:

Clear deleted items on Log Out:

Compose and view messages in a new window:

Preview Pane Orientation:

Startup Page:

Automatically insert meeting requests into my calendar:

Regional Settings

Character Set:

Time Zone:

Auto Signature

Auto Signature Enabled

For additional information you can check the MailEnable web site at <http://www.mailenable.com>, or feel free to contact websupport@teamingenuity.com with any questions.