



NCDTech: FAQ Using Webmail

This is just a quick note from NCDTech reminding all users of their ability to access email, calendaring and address book via web browser, from anywhere in the world. To access this service:

Open **"Internet Explorer"**

Go to your mail link: <http://mail.yourdomain.com> (net, org, etc.)

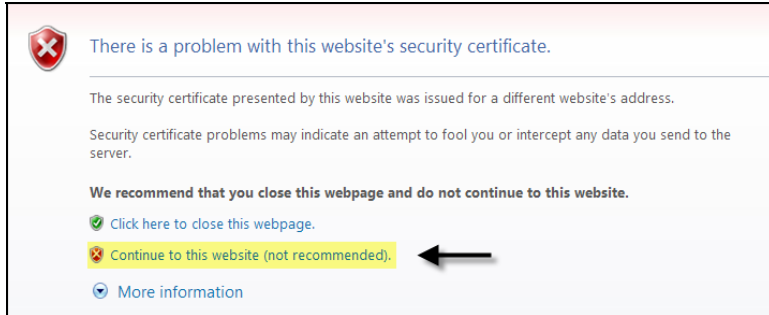
User name = Your FULL email address (JSmith@yourdomain.com)

Password = *password* (or whatever you requested)

Once logged in use the drop down box to access all the features.

Note: If you do not have or remember your password, please contact NCDTech at 314.968.2237 ext 3 to have it reset.

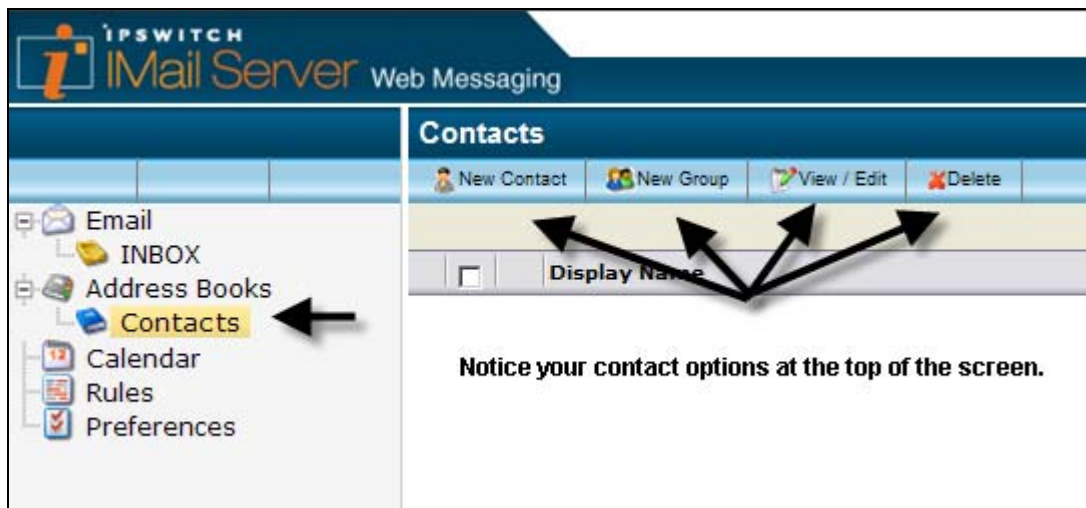
Step 1: If prompted click “CONTINUE TO THIS WEBSITE”



Step 2: Type your username and password



CONTACTS



INBOX (your new home screen)

The screenshot displays the IMail Server Web Messaging interface. At the top, the header includes the IMail Server logo, the text "Web Messaging", and a "Logged in as:" status with links for "Log Out" and "Help". Below the header, the main area is titled "INBOX (0/0)" and features a toolbar with buttons for "New", "Delete", "Reply", "Reply All", "Forward", "Move/Copy", and "Check Mail". A search bar with a "Go" button is also present. The left sidebar contains a navigation menu with "Email", "INBOX", "Address Books", "Calendar", "Rules", and "Preferences". The main content area shows a table header with columns for "From", "Subject", and "Received", and a "Size (kb)" column. Below the header, a message is not present, and the text "There is no message to preview." is displayed. A large arrow points from the text "These are your inbox options. Some, such as delete, reply, etc. require you to have an email selected." to the toolbar buttons. The bottom status bar shows "Done" and "Internet" with a 95% zoom level.

INBOX (0/0) Empty the INBOX folder

New Folder New Delete Reply Reply All Forward Move/Copy Check Mail Search: Go

Email INBOX Address Books Calendar Rules Preferences

From Subject Received Size (kb)

These are your inbox options. Some, such as delete, reply, etc. require you to have an email selected.

There is no message to preview.

Done Internet 95%

CALENDAR

Clicking Calendar will open up a new window with your Calendar. Options are at the top and to the left.

RULES

The rules option will allow you to customize how new email messages are handled by IMail.

PREFERENCES

IPSWITCH Mail Server Web Messaging

User Preferences

Save

User Settings | Viewing | Sending | Deleting | Auto Responder | Signature | Vacation Message

General User Settings

Display name:

Reply to:

Forward to:

Encoding:

Change Password

The password you choose must be at least three characters in length and cannot exceed thirty characters.

New password:

Retype password: