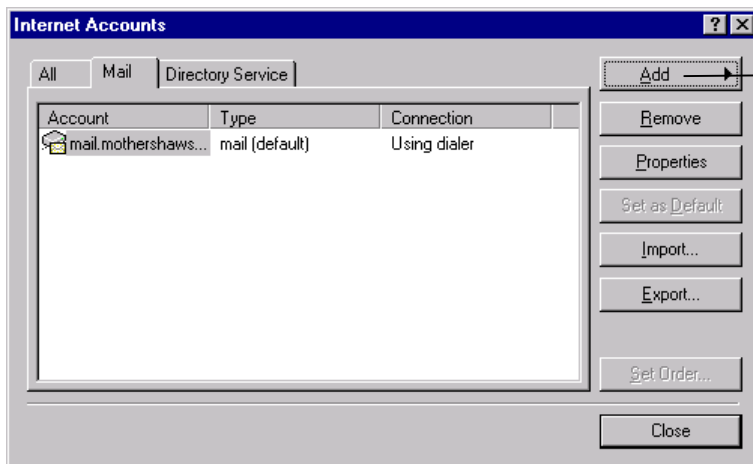
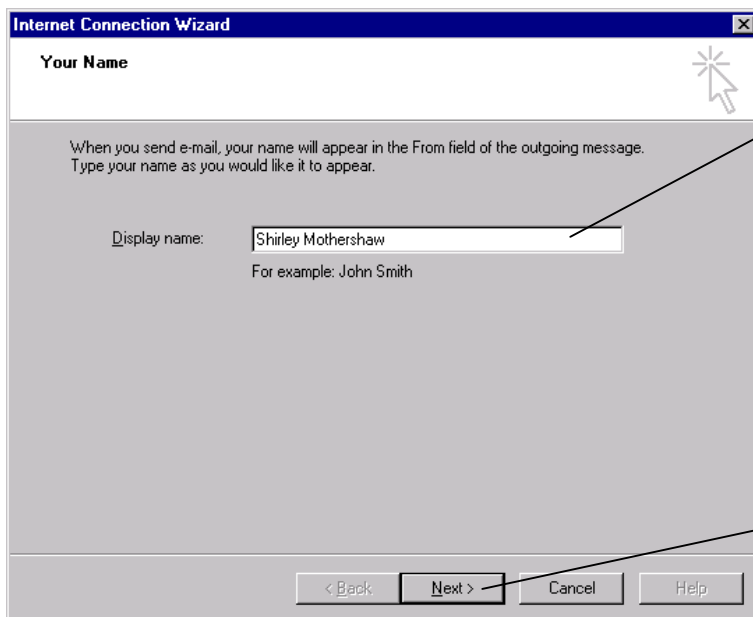


From the Tools menu, select Accounts:

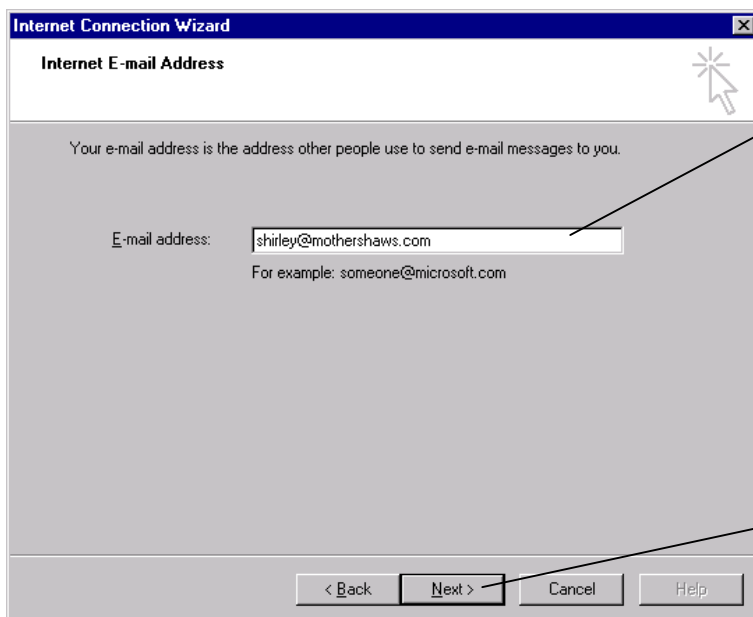


Click Add and select Mail



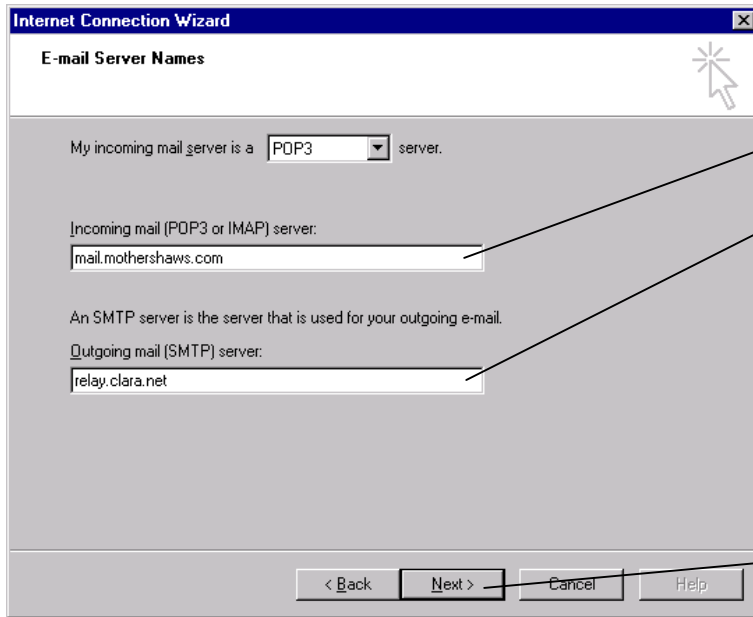
Enter the name you would like to be shown in the From field of e-mails you send.

Click Next.



Enter your e-mail address.

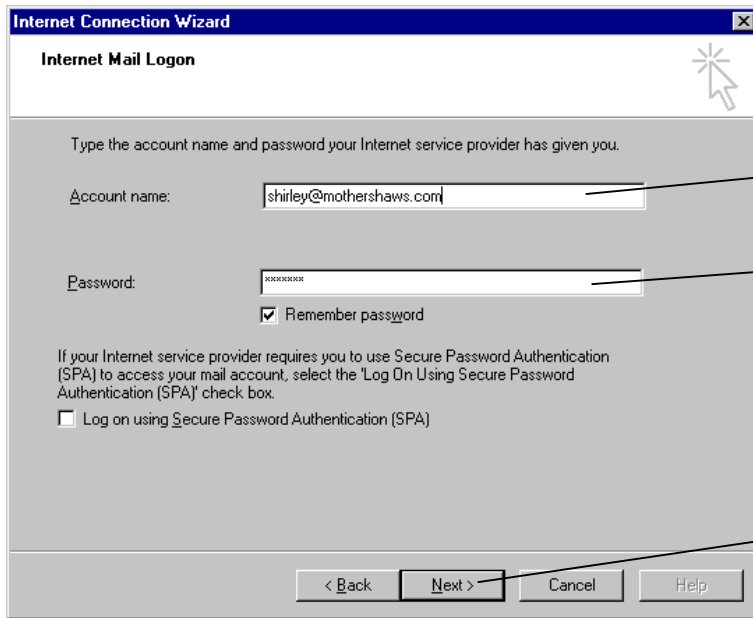
Click Next.



Enter mail.yourdomainname

Enter the smtp server name provided by your ISP, e.g.
mail.btinternet.com
smtp.btconnect.com
mail.btclick.com
mail.btopenworld.com
smtp.ntlworld.com
smtp.freemove.co.uk
relay.clara.net
za.mx.aol.com

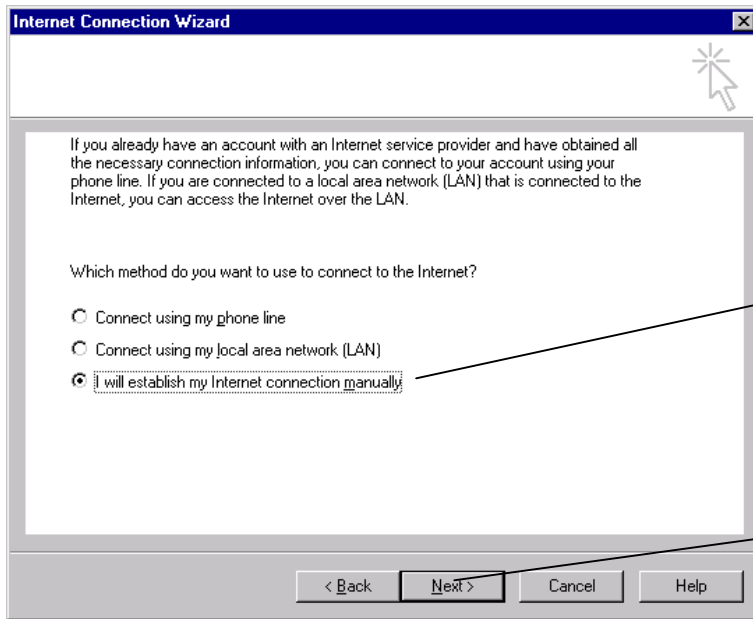
Click Next.



Enter your e-mail address.

Enter your password.

Click Next.



Select "I will establish my Internet Connection manually".

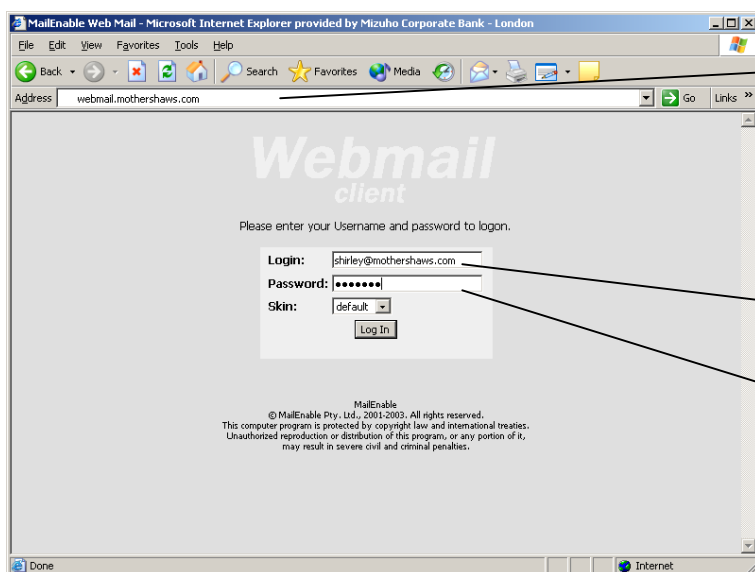
Click Next and on the next page click Finish.

Webmail is a useful tool for you to pick up your e-mails when you are out of the office. It should however not be seen as a replacement for MS Outlook or other e-mail program running on your local PC.

The following important points should be noted:

- Your MS Outlook and Webmail folders are different (when you use Webmail, you are viewing the e-mail messages before they are downloaded to your local PC by Outlook).
- Consequently any messages sent using webmail will be stored in the Webmail Sent Items folder but will **NOT** get downloaded to you local PC.
- Messages appearing in your Webmail Inbox will be downloaded to your local PC the next time you run Outlook. They will then disappear from webmail.
- There is no link between the Webmail Contacts and Outlook Contacts.
- There are limitations with large e-mail attachments in that they cannot be read using Webmail.

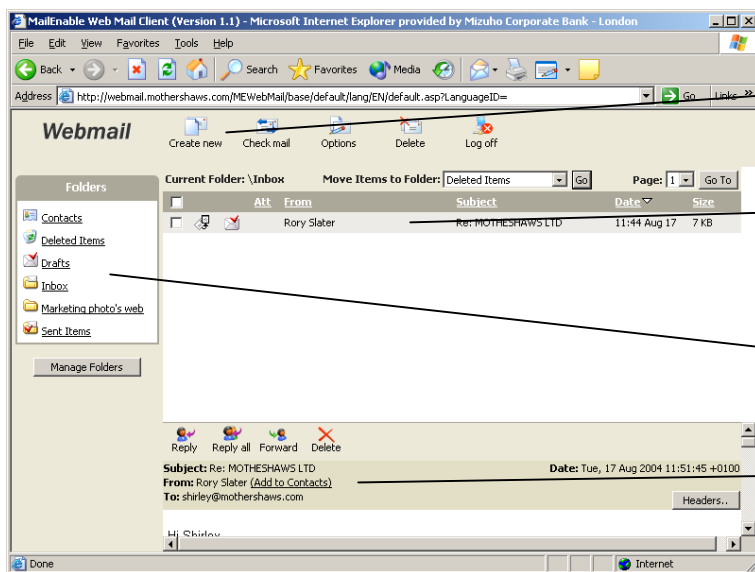
To access Webmail, you use Internet Explorer or your favourite browser:



Enter webmail.yourdomainname in the address field, e.g. webmail.mothershaws.com and click Go

Enter your e-mail address.

Enter your password and click Login.



Click the Create New button to create a new message.

Click on the message to see the content in the bottom frame.

Use these buttons to manage your webmail folders.

Use these buttons to respond to or delete the message.