

# HOW TO ACCESS YOUR WEBMAIL ...

Webmail allows you to read, manage and send emails, even when you're not using your usual computer. If you're offline, for any reason, but you can access another computer that's connected to the internet, you can access your email with webmail.

Here's how:

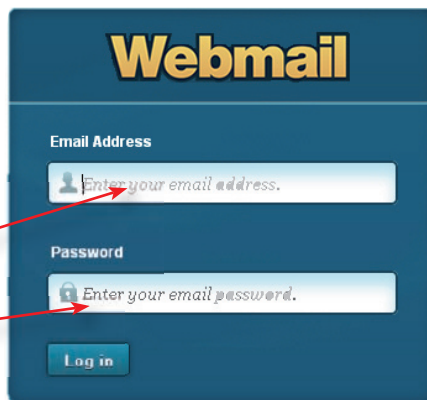
- 1 Using your internet browser (Internet Explorer, Firefox, Google Chrome, etc), go to **www.yourdomainname/webmail**.

Your domain name is recorded in your Village Networks Welcome Pack. It will be something like:  
**yourname.vnworks.net**

- 2 A screen with a small window called Webmail will appear.

In the window 'Email' type the email address shown in your welcome pack. It will be something like:  
**info@yourname.vnworks.net**

In the window 'Password' type your password



- 3 Click 'Log in'

- 4 Click 'Read Mail' using any one of the mail viewing options shown here.

From there, you can also reply to emails, and send others.



**Your details**

Make a note of your details here, so they're ready to hand when you want to use webmail

Supplied email address:

Your domain name

Your user name:

Your password:

**Important!**

Always remember to sign out of webmail. Don't accept any invitations to save your password anywhere on a computer.