

NOTE: IF YOU DO NOT HAVE AN EMAIL ADDRESS AND WISH TO GET ONE THEN CONTACT US.

You can use any of the latest browsers (Firefox, Microsoft, or Safari) to check your email online. For purposes of this training we will use Windows Internet explorer 8 but most browsers will react the same way.

First open up the browser and in the address line (figure 1) enter in mail.xxxxxxxxxxxx.xxx and press enter. An example would be if your domain is www.checkmyemail.com then you would enter in mail.checkmyemail.com and press enter.

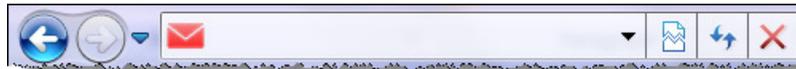


Figure 1

You should get a screen like the following. (Figure 2)

A screenshot of a login form titled "Login Information". The form has a dark blue header with the title in white. Below the header are two input fields: "Email:" followed by a yellow-highlighted text box, and "Password:" followed by a white text box. Below these fields is a checkbox labeled "Sign me in automatically". At the bottom right of the form is a blue button with the word "Enter" in white text. The entire form is set against a light grey background with a torn paper effect on the right side.

Figure 2

Enter in the email you want to check. (Using the example above, I might be checking an adword account whose email might be adwords@checkmyemail.com and then enter the password.

Note: If you do not know these then contact us for your email and password.

Once you enter this then click on the 'Enter' key. The screen will look something like Figure 3.

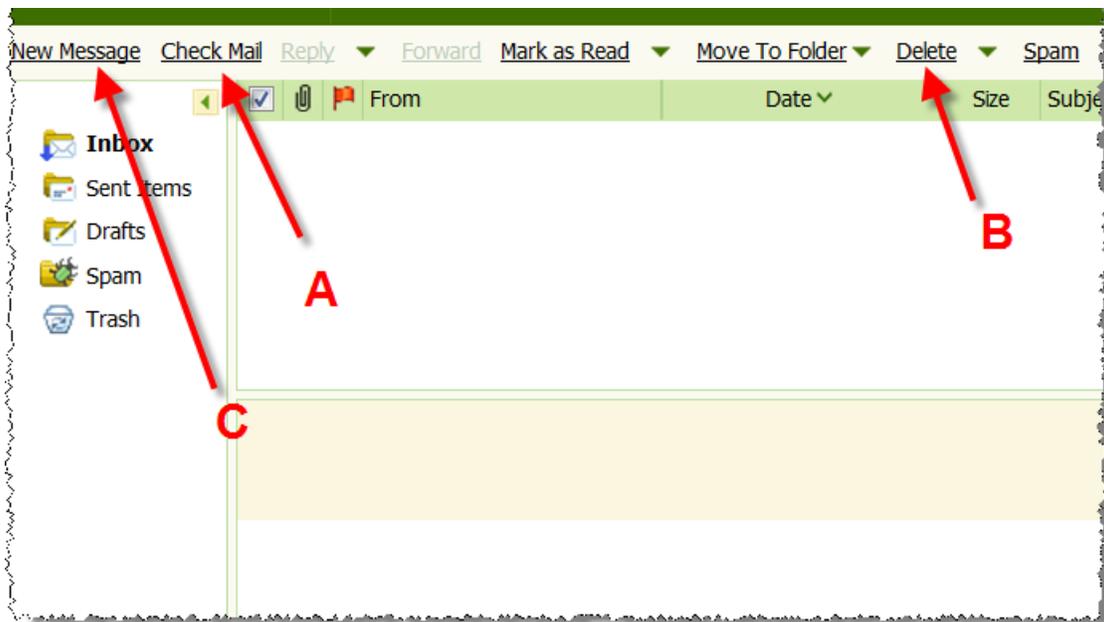


Figure 3

- A. Pressing this will check your email
- B. Marking the email and pressing Delete will delete the emails. (Once deleted it will be moved to the Trash folder.)
- C. Clicking on New Message will launch a new window and then enter email address to send.

In the top right corner you will see Figure 4



Figure 4

Click on settings will take you to many additional features, including but not limited to (Signature, spam rules, calendars, change color and themes for mail, etc).