

Webmail E-mail Account

Instructional Manual



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Using Webmail to Read and Send Email with your Browser

Art Unlimited offers a simple web-based email client with functionality similar to popular desktop email software. Using the Webmail client, you can check your email from any computer, anywhere in the world.

To get started with Webmail:

You can now visit Webmail from any computer by going to <http://yoursitedomain.com/mail/>

To login, simply enter your email username along with the password for your email account. Do not enter the @yoursitedomain.com portion of your email address in the username field. The first time that you login, you will be prompted to set the preferences for Webmail, including your name, timezone, and message viewing options. Once you have entered at least your name and timezone, simply click Save. You can now click "Return to Inbox" at the top of the screen to view your new mail.

To compose a new message, click the "Write E-Mail" button near the top of the screen. You can maintain an address book of commonly used contacts by clicking the "Address Book" button at the top of the screen. Additionally, you can return to the settings area by clicking the "Preferences" button.

Messages in your Inbox can be deleted by selecting the check-box to the left of the message; once you have selected the message or messages to delete, simply click the "Delete" button at the top of the screen. You can also move messages to another folder using the "Move selected to" drop-down in the top right corner of the inbox.