



Using Webmail to access your Virtusoft Hosted E-mail Account

This fact sheet will take you through accessing your e-mail from any web browser anywhere. You should always take adequate security precautions when using a computer which is not your own and never tick or select to save your password.

Step 1:

In your web browser navigate to your Webmail page. Your Webmail page can be found at the address `http://webmail.<yourdomain>.<tld>` alternatively you can access webmail at `http://webmail.virtusoft.co.nz` (see Figure 1)

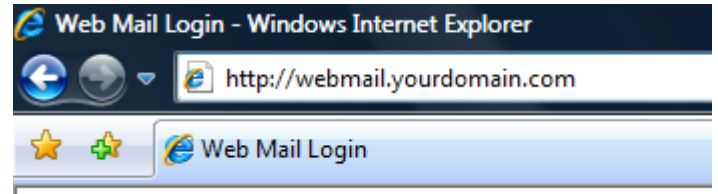


Figure 1

Step 2:

Enter your username and password at the prompt. Your username will be the email address of the account you want to check and your password will have been supplied. (see Figure 2)

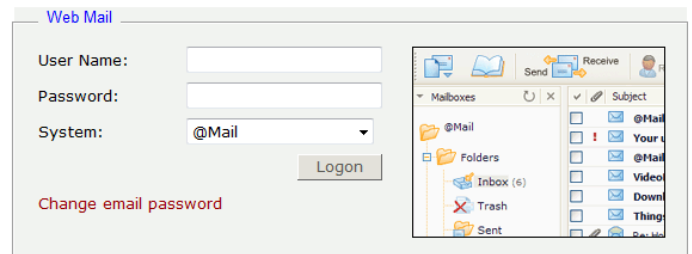


Figure 2

Step 3:

Now that you have accessed your email account your e-mail will be displayed in the panel on the right. You can view email that has been marked as spam by clicking on the "Spam" folder. (see Figure 3)

For more information click the "Help" button at any time.

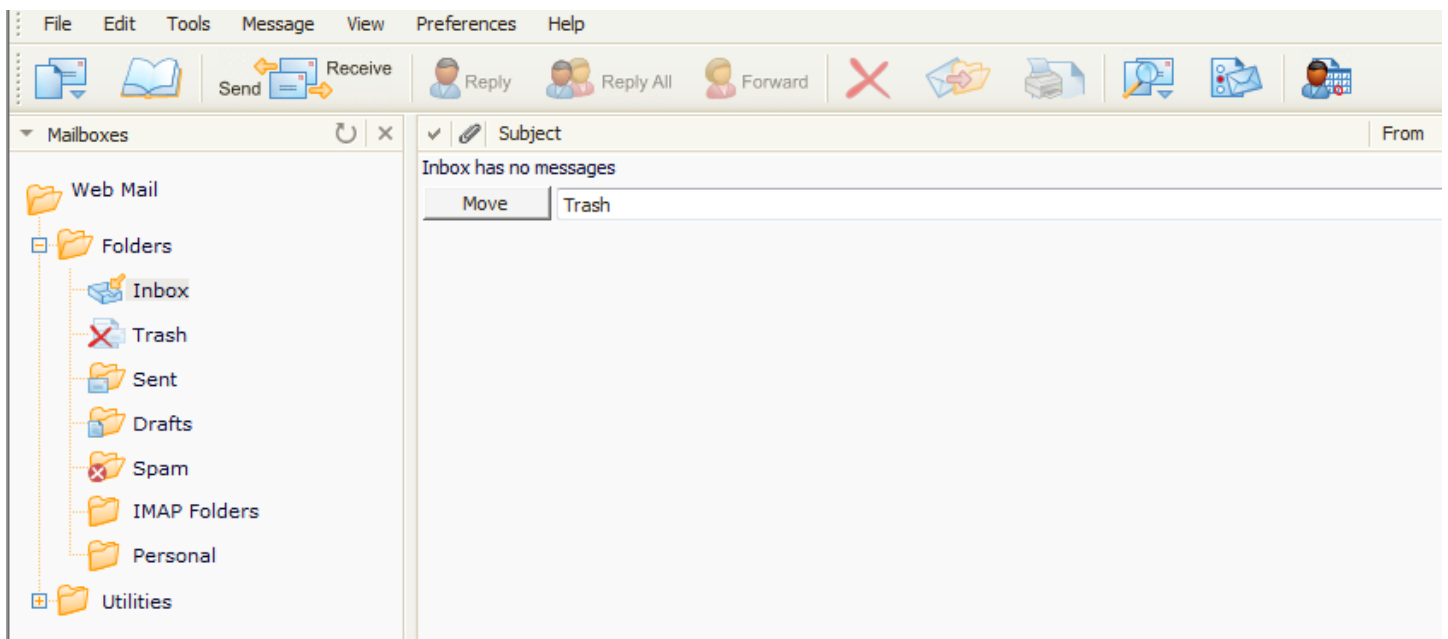


Figure 3

