

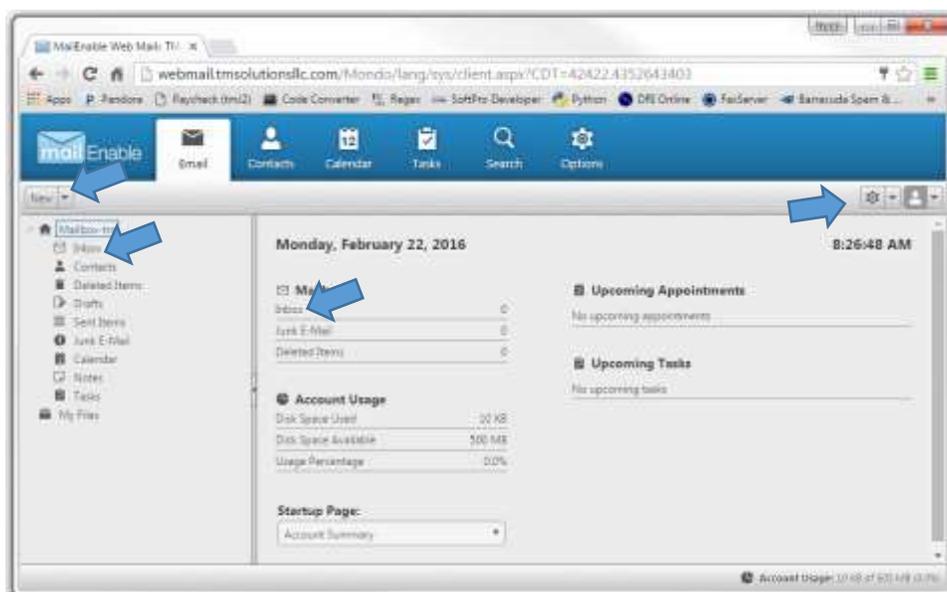
New Webmail

To Login, you will need to do the following:

- Open your web browser
- Go to `http://webmail.'your domain name'` (i.e., `webmail.tmSolutionsLLC.com`)
- Enter your user name, which is your email address
- Enter your password, which is the default password I gave you; please contact me if you do not know it.



After you login, you will see a very similar page like below. From here you can click on your Inbox to read emails. You can also click on New to create new emails to send. The Webmail operates pretty similar to Outlook. This is just a quick overview, there is Help available under the Cog on the right, and Log Out is under the Person on the right.



You might want to go to Options, this is where you would change your Password. You can click on Login and enter the Current Password that I gave you and enter a New Password and Confirm New Password. Once changed, you'll need to change your password for Outlook as well.

NOTE: Our New host is a little more security conscious; they require a more complicated password. I would suggest using a mixture of Uppercase and Lowercase characters, a symbol and a number. Your password will have to be at least 8 characters long.

You might also want to go to Options and Click on Regional Settings to set your Time Zone.

