

Web Mail

The majority of e-mail service providers allow you to view your e-mail over the internet as well as downloading them to your pc. This is known as web mail and you may already be familiar with it if you use a hotmail account.

To use web mail for e-mail services provided by Adelbry Computer Services:-

Open your web browser such as Internet Explorer or Firefox and type into the Address Bar at the top:-

http://webmail.(your domain name goes here)

user name is the e-mail address of the account you want to check eg

info@adelbry.com

the password is the one associated with that e-mail account

When you log in you will see the INBOX on the left hand side. Click on this to open it and view your e-mails. (The view you have may differ depending on how your system is set up.)

You can send e-mails from here as well as read your mail, but a copy of the sent mail will not appear on your computer unless you send a CC(carbon copy) of the message to yourself and then move it to your sent mail folder yourself.