

Access webmail

If you want to read your emails from any internet computer, you can do so using webmail. However, you must be aware of security issues on the computer you are using (e.g. is it a public computer and have your mail access setting been saved on it).

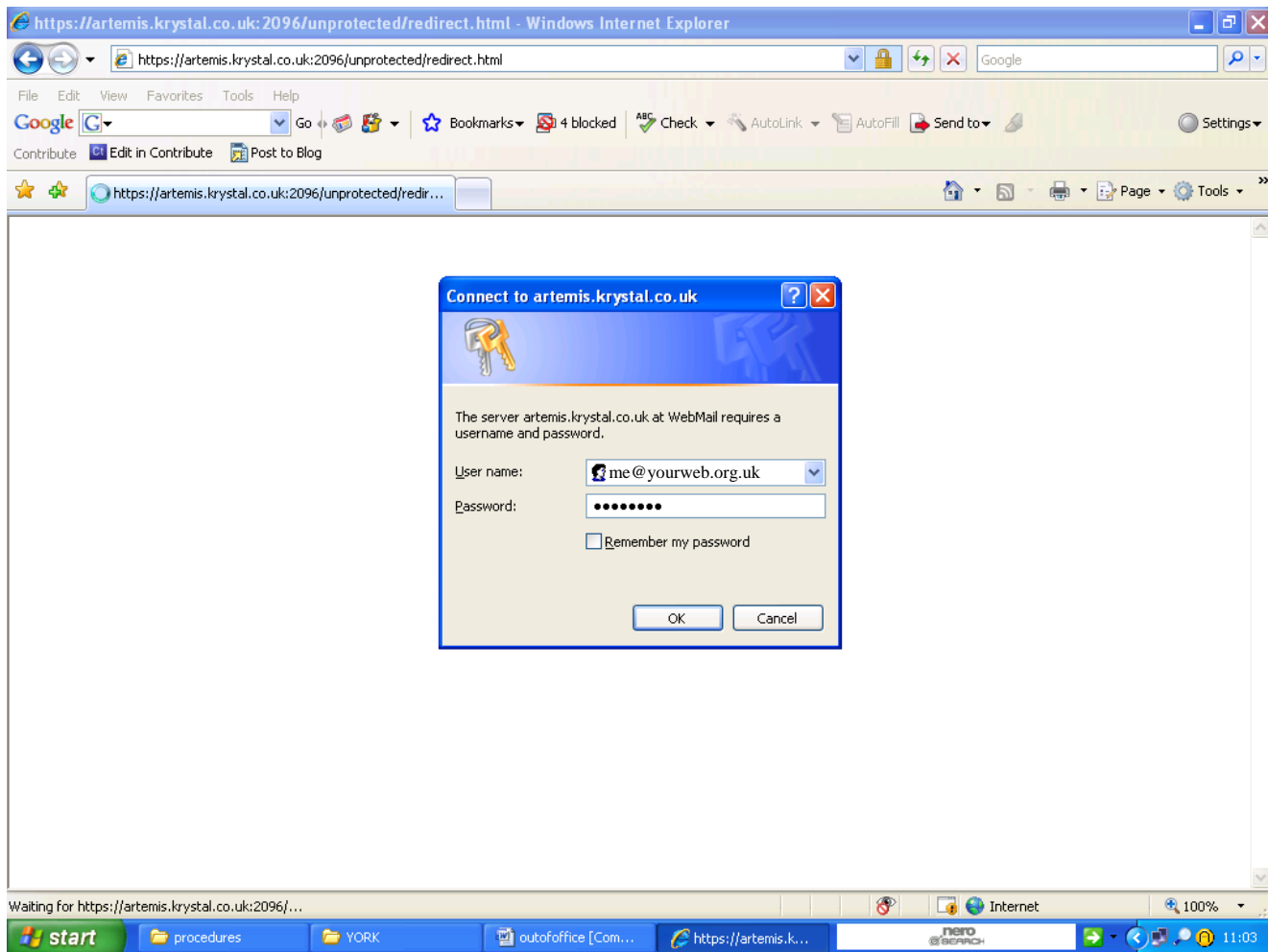
These instructions apply to websites hosted through VR or which have CPanel as their management interface.

Make sure you do not set any “remember my password” boxes.

Access can be achieved by the following steps

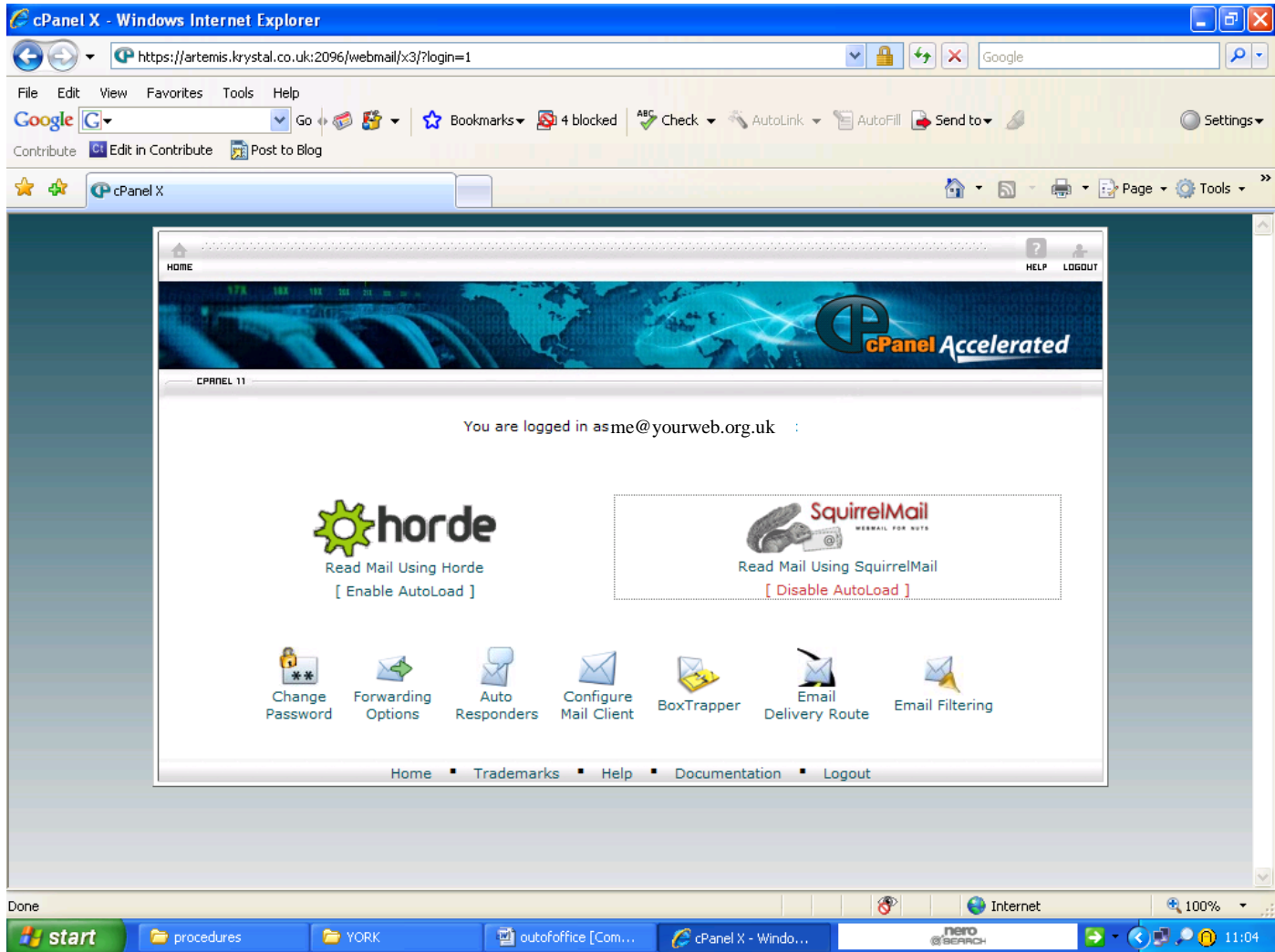
Log onto the following web page

[http://www."yourweb.org.uk"/webmail](http://www.)



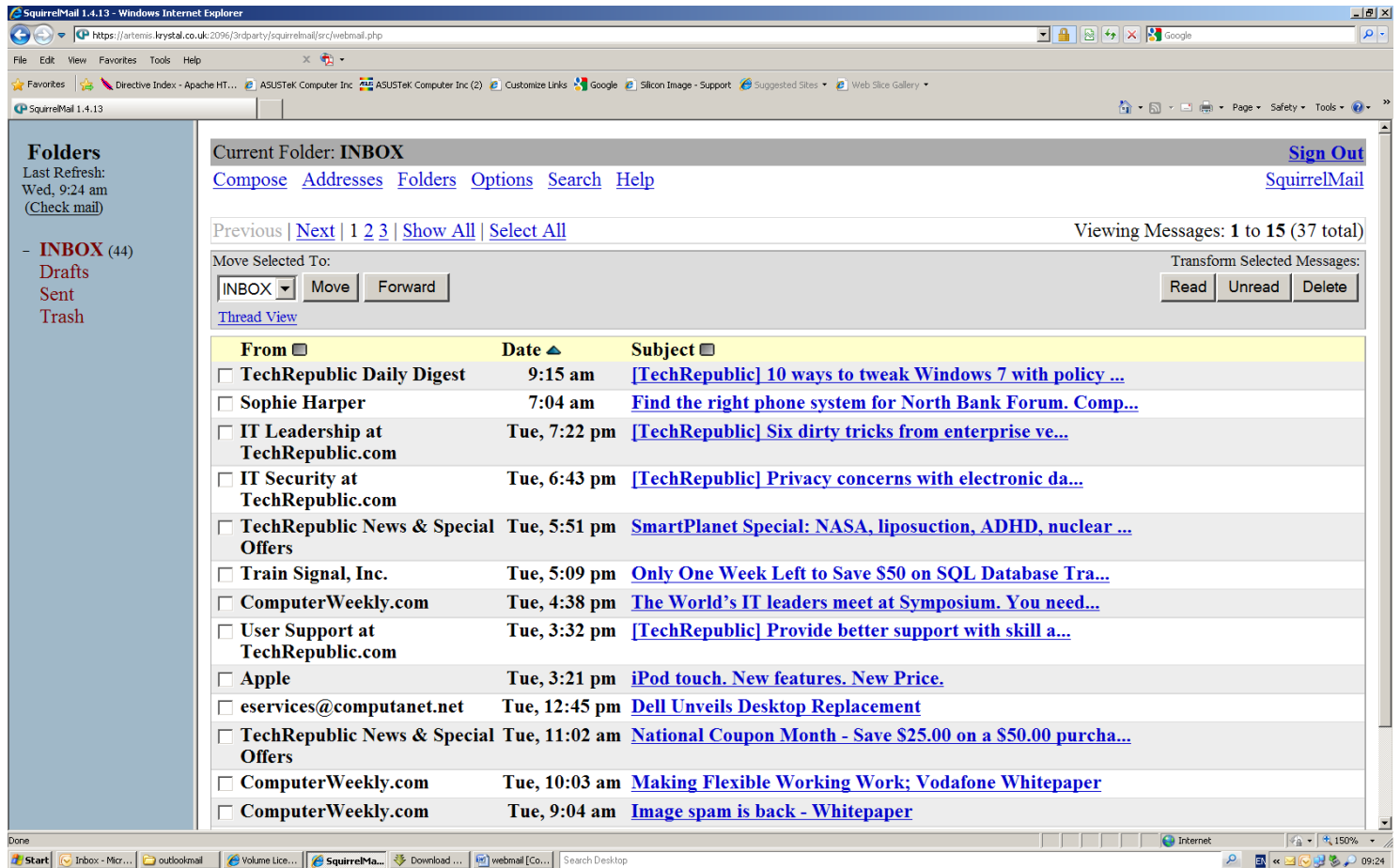
Type in the details for your **Email Address** and your **password** in the respective boxes

This will bring you to your personal e-mail page (note this can be used to read mail from any internet connection world wide).



Choose "SquirrelMail" as this is the simplest and fastest way to send and read e-mails.

You can now expand you different emails from the list below.



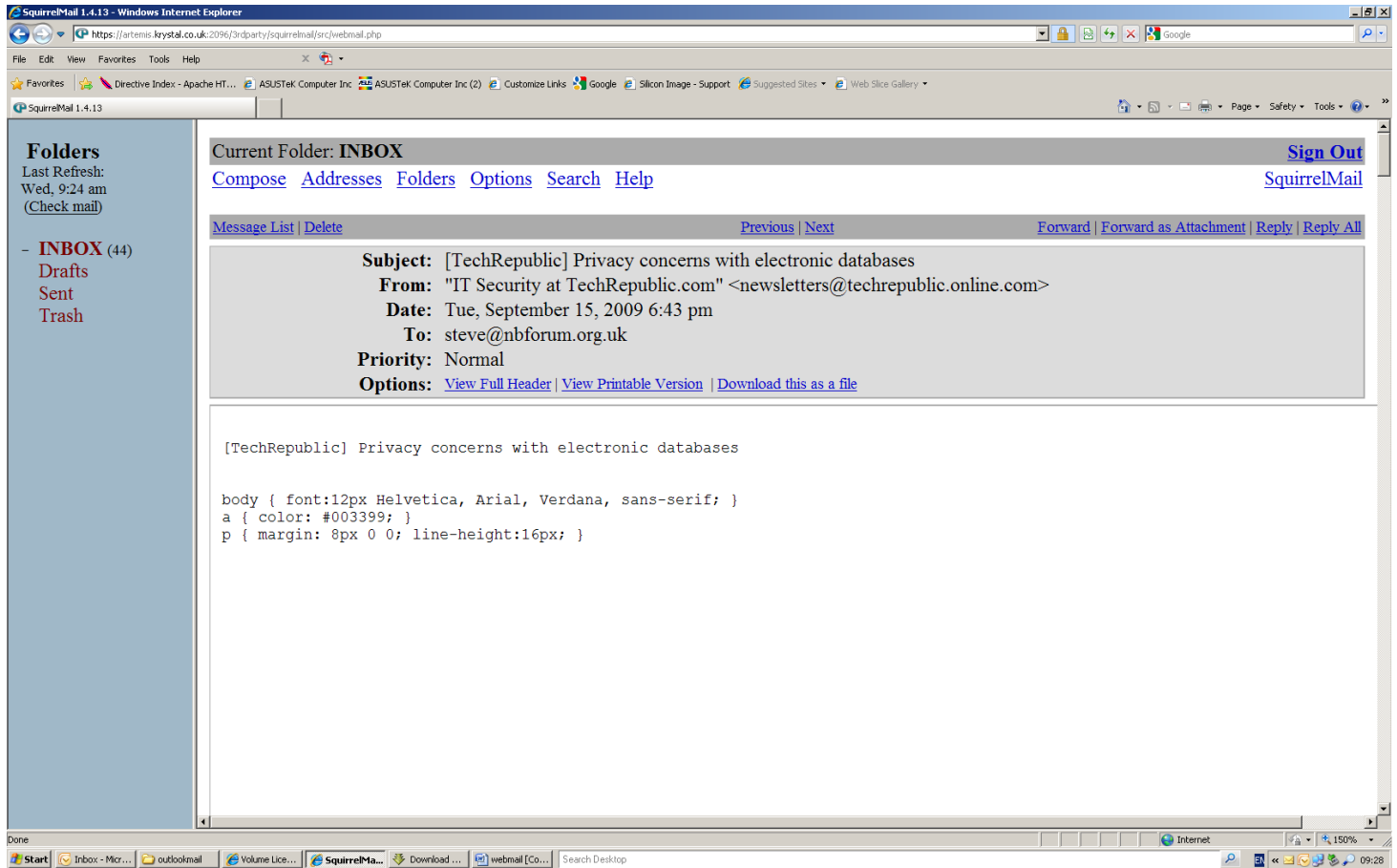
The screenshot displays the SquirrelMail 1.4.13 web interface within a Windows Internet Explorer browser. The interface is divided into several sections:

- Left Sidebar (Folders):** Shows the folder structure: Folders, Last Refresh: Wed, 9:24 am (Check mail), and a list of folders: INBOX (44), Drafts, Sent, and Trash.
- Header:** Displays "Current Folder: INBOX" and navigation links: Compose, Addresses, Folders, Options, Search, Help. There are also "Sign Out" and "SquirrelMail" links.
- Message List:** A table with columns "From", "Date", and "Subject". Each row includes a checkbox for selection. The subjects are blue links.
- Actions:** Below the list, there are controls for "Move Selected To:" (a dropdown menu set to "INBOX" and "Move" and "Forward" buttons) and "Transform Selected Messages:" (buttons for "Read", "Unread", and "Delete").
- Navigation:** Links for "Previous", "Next", "1 2 3", "Show All", and "Select All" are present. A status bar indicates "Viewing Messages: 1 to 15 (37 total)".
- Bottom Taskbar:** Shows the Windows taskbar with the Start button, several open applications (Inbox - Micro..., outboilmal, Volume Lice..., SquirrelMa..., Download..., webmail [Co...]), and the system clock showing 09:24.

From	Date	Subject
<input type="checkbox"/> TechRepublic Daily Digest	9:15 am	[TechRepublic] 10 ways to tweak Windows 7 with policy ...
<input type="checkbox"/> Sophie Harper	7:04 am	Find the right phone system for North Bank Forum. Comp...
<input type="checkbox"/> IT Leadership at TechRepublic.com	Tue, 7:22 pm	[TechRepublic] Six dirty tricks from enterprise ve...
<input type="checkbox"/> IT Security at TechRepublic.com	Tue, 6:43 pm	[TechRepublic] Privacy concerns with electronic da...
<input type="checkbox"/> TechRepublic News & Special Offers	Tue, 5:51 pm	SmartPlanet Special: NASA, liposuction, ADHD, nuclear ...
<input type="checkbox"/> Train Signal, Inc.	Tue, 5:09 pm	Only One Week Left to Save \$50 on SQL Database Tra...
<input type="checkbox"/> ComputerWeekly.com	Tue, 4:38 pm	The World's IT leaders meet at Symposium. You need...
<input type="checkbox"/> User Support at TechRepublic.com	Tue, 3:32 pm	[TechRepublic] Provide better support with skill a...
<input type="checkbox"/> Apple	Tue, 3:21 pm	iPod touch. New features. New Price.
<input type="checkbox"/> eservices@computanet.net	Tue, 12:45 pm	Dell Unveils Desktop Replacement
<input type="checkbox"/> TechRepublic News & Special Offers	Tue, 11:02 am	National Coupon Month - Save \$25.00 on a \$50.00 purcha...
<input type="checkbox"/> ComputerWeekly.com	Tue, 10:03 am	Making Flexible Working Work; Vodafone Whitepaper
<input type="checkbox"/> ComputerWeekly.com	Tue, 9:04 am	Image spam is back - Whitepaper

To open an email click on the relevant blue subject data.

As you can see you have the option to reply, forward etc on top right of the page options (blue on grey).



If you have Outlook set up on a static computer or laptop then you may want to send yourself a copy of anything you send from Webmail so that you have a permanent copy on your static PC.

When you have finished make sure that you sign out, if necessary clear the cache on the browser you are using (for security purposes) and then close all browsers.

For information on how to clear browser caches:

<http://www.wikihow.com/Clear-Your-Browser%27s-Cache>