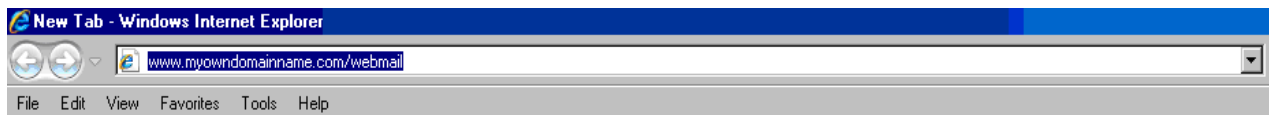


## How to read e-mail using web mail on line.

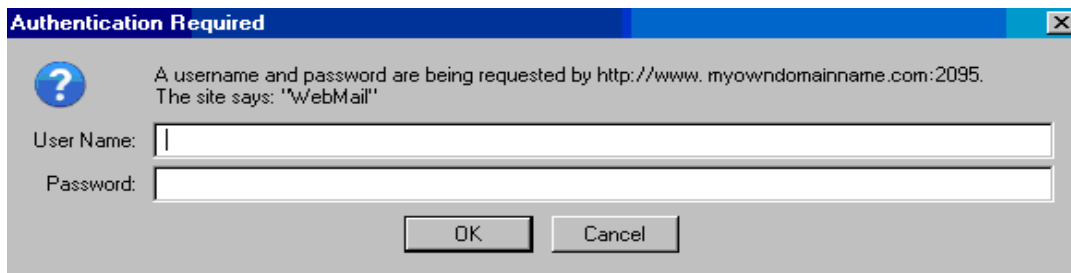
1. Open your Internet Explorer (Mozilla Fire Fox, Safari, etc.)



2. In the address bar, type in [www.<your domain name>/webmail](http://www.<your domain name>/webmail)  
Eg. [www.myowndomainname.com/webmail](http://www.myowndomainname.com/webmail)

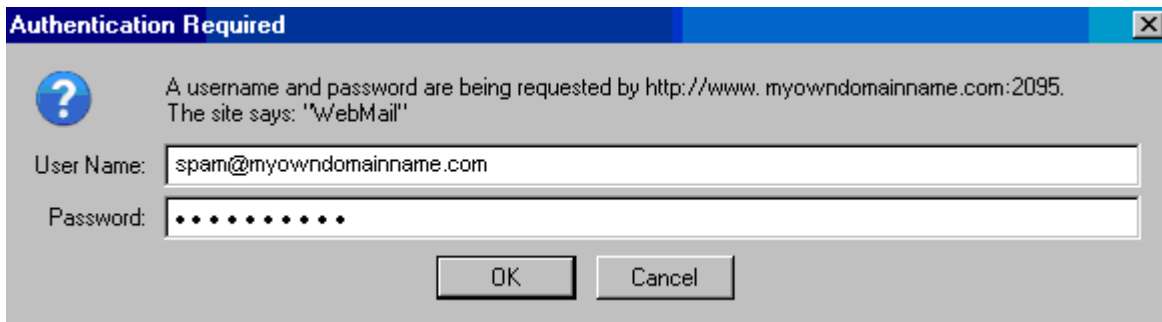


3. Follow after will be a pop up as shown below  
Eg.



4. The means of the pop out window is to request your "User Name" and "Password".  
The username column will be your full email address (<username>@<your domain name>) and password.

Eg.

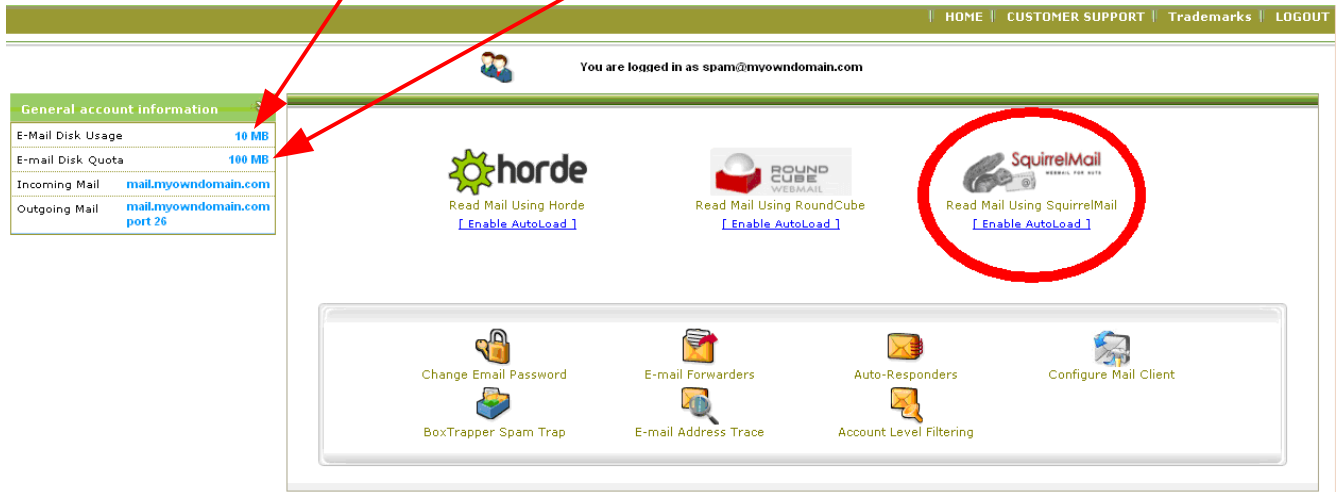


5. Once that is done, the web page will load into the following screen. Please click on the “Read Mail Using SquirrelMail” icon.

\*Please note that the background colors will differ from each user.

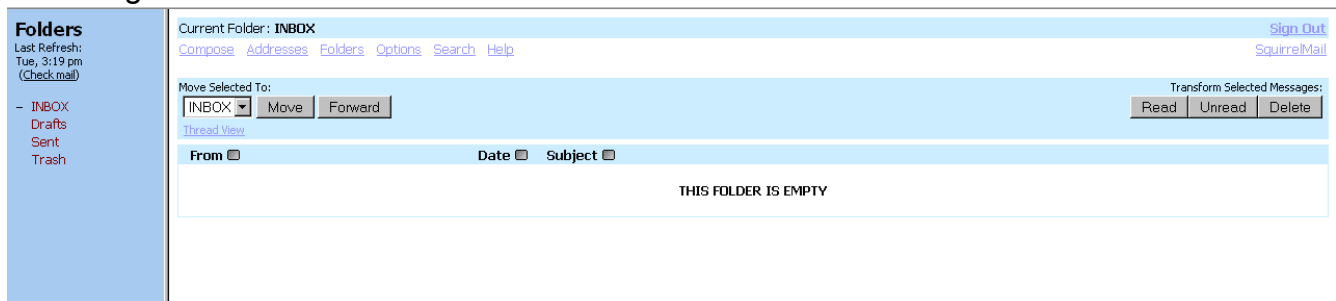
Take note of the E-mail disk usage. If it exceed the E-mail Disk quota, you are not able to send and receive anymore e-mail. You will need to delete e-mail especially the old or some e-mail message with big attachment to free up quota or increase this e-mail disk quota.

Eg.



6. After you click on the icon, the page will load into your account to read e-mail in box.  
\*Please note that the background colors will differ

Eg.



7. To delete e-mail message free up some e-mail space or quota, click on the message. If not go to the last step to sign out from your web mail.

The screenshot shows a webmail interface. On the left, a 'Folders' sidebar lists 'INBOX', 'Drafts', 'Sent', and 'Trash'. The main area shows 'Current Folder: INBOX' with navigation links for 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. Below these are 'Select All' and 'Move Selected To:' options (INBOX, Move, Forward). A table of messages is displayed with columns for 'From', 'Date', and 'Subject'. One message is selected, with 'test@iworldsvcs.com' in the 'From' column, '5:12 am' in the 'Date' column, and 'test e-mail' in the 'Subject' column. The 'Subject' text is circled in red.

8. Click delete if you are confirm to delete the e-mail message.

The screenshot shows the same webmail interface as in step 7. The 'Message List' tab is active, and the 'Delete' button is circled in red. The email details are visible: 'Subject: test e-mail', 'From: test@iworldsvcs.com', 'Date: Tue, April 21, 2009 5:12 am', 'To: test@iworldsvcs.com', and 'Priority: Normal'. The email body contains the text 'test'.

9. Click on check e-mail

The screenshot shows the webmail interface with the 'check mail' button in the 'Folders' sidebar circled in red. The main area shows 'Current Folder: INBOX' and navigation links. Below are 'Move Selected To:' options (INBOX, Move, Forward) and a 'Thread View' link. The message list is empty, and the text 'THIS FOLDER IS EMPTY' is displayed at the bottom.

10. Click on purge. This is the only way the deleted e-mail message space will be free up.

The screenshot shows the webmail interface with the 'Purge' button in the 'Folders' sidebar circled in red. The main area shows 'Current Folder: INBOX' and navigation links. Below are 'Move Selected To:' options (INBOX, Move, Forward) and a 'Thread View' link. The message list is empty, and the text 'THIS FOLDER IS EMPTY' is displayed at the bottom.

11. Click sign out at top right page once not in use to log out.

[Sign Out](#)