

Getting started with Digital Routes Webmail.

## 1. About webmail

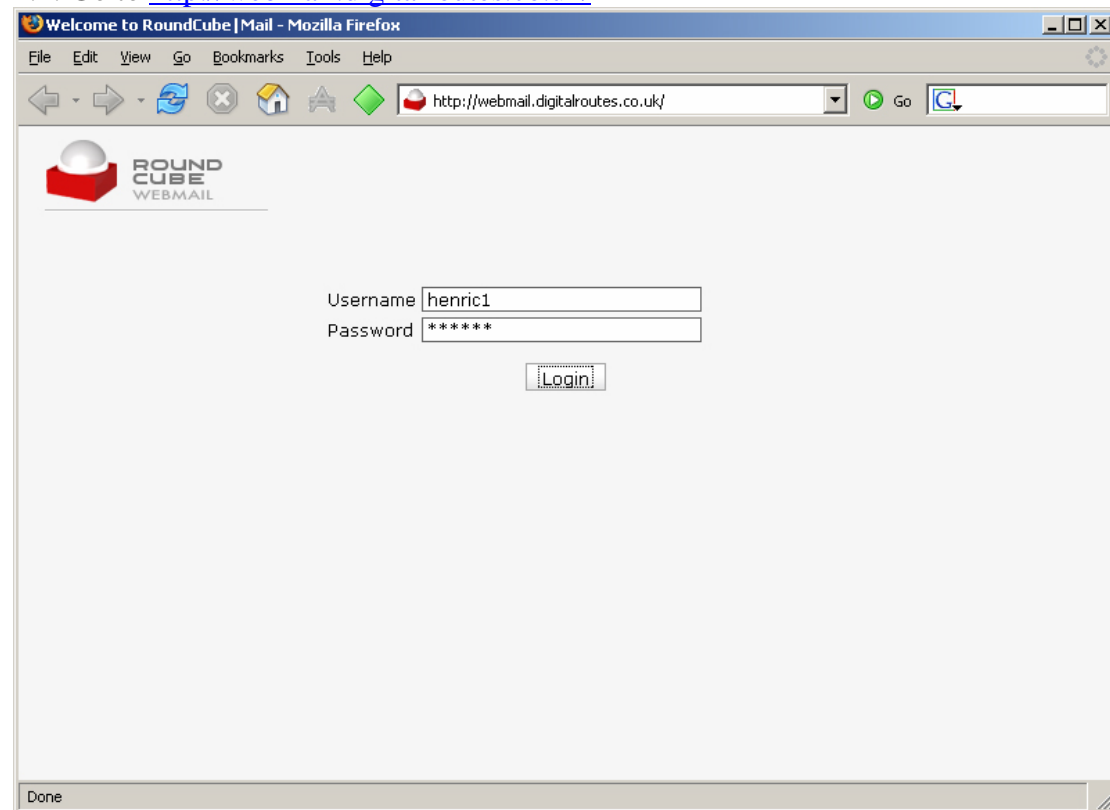
We've recently installed a 'webmail' facility to provide our customers with access to receiving and sending their email from anywhere in the world where they have internet access. Our webmail is a simple, web-based application that runs in virtually any recent web browser.

One important thing to note is that your emails remain on our server when you've read them within the webmail system, and as such you can download them with a regular mail client at a later point in time as well.

## 2. Setting up your personal webmail account

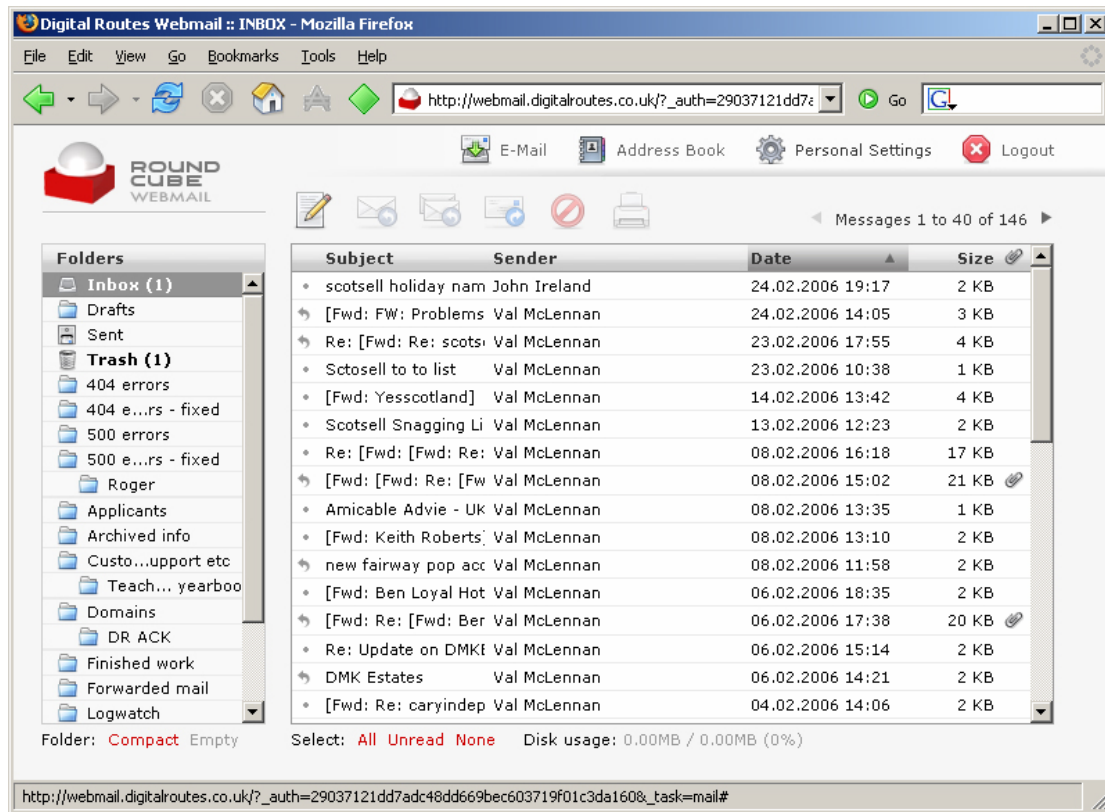
There are a few simple steps to take before you can start using webmail, and we've outlined them below with screenshots to make the procedure as simple as possible.

### 2.1. Go to <http://webmail.digitalroutes.co.uk/>

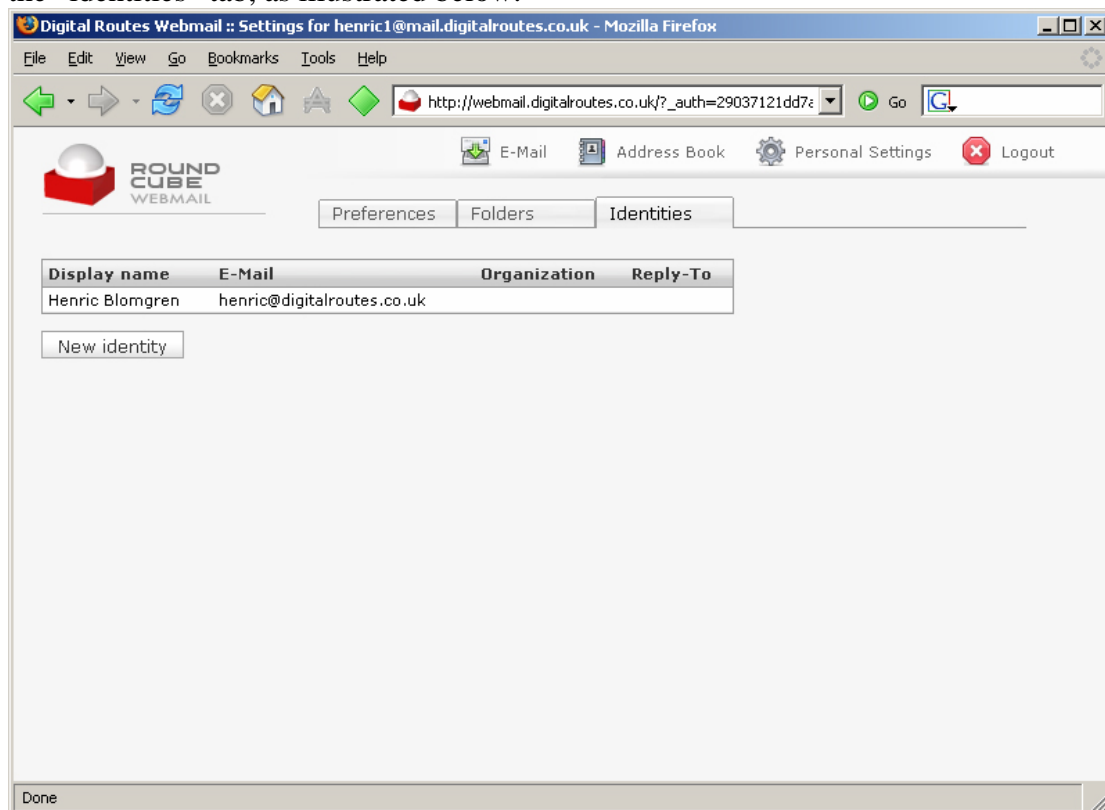


You will be prompted with the above login screen, where you will have to enter your email username (*not address*) and password. If you don't have this information handy then give us a call and we look up the information for you.

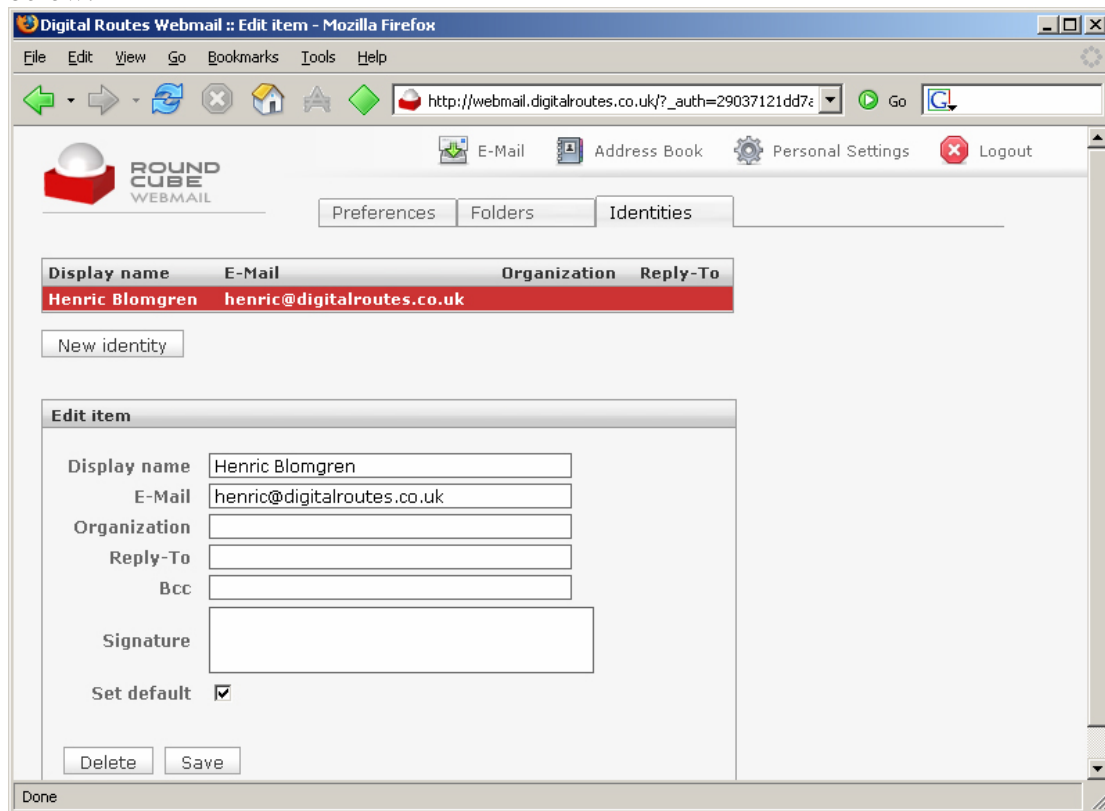
Once logged in you will be presented with if your inbox, as illustrated in the screenshot below:



Now you need to click on the top right button that says “Personal settings”, and then the “identities” tab, as illustrated below:



Initially the above screen will display a blank name / email or simply your login name. You need to click on the field that is being displayed and fill out your name as well as email; otherwise all the emails you send will have a blank sender and the receiver will not be able to reply to you. An example of the edit dialog is available below:



Then click 'save' and you're done. Once you've done this you've completed all the necessary steps to set up webmail and you can start using it.