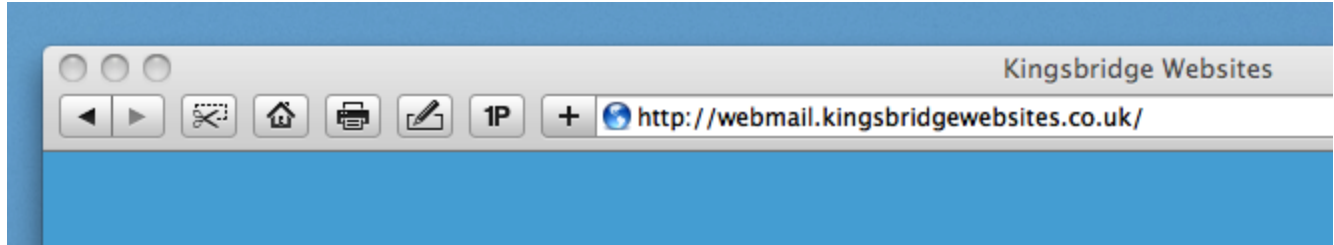


How to Access Webmail

Webmail allows you to check your email through a web browser (i.e. Internet Explorer, Firefox, Safari ...), meaning that you can check and reply to your emails anywhere that you have access to the internet.

Go to Website



Open your favourite web browser, and go to <http://webmail.kingsbridgewebsites.co.uk>

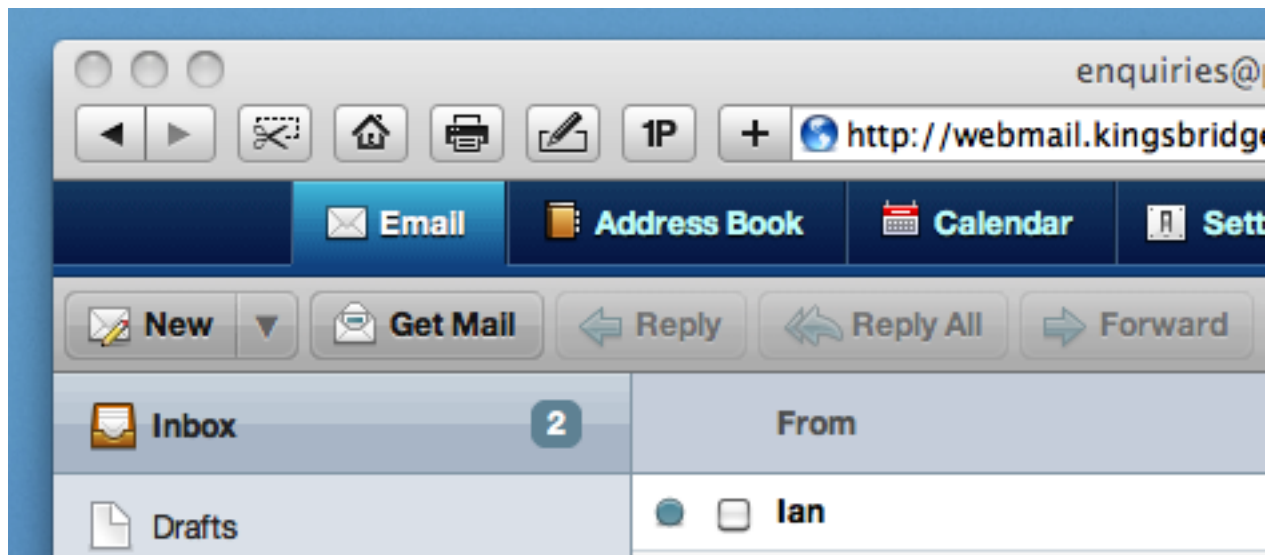
Log-in

A screenshot of the "Welcome to WebMail" login page. The page has a blue background with white text. At the top, it says "Welcome to WebMail". Below that, a message states: "We have upgraded our WebMail software to the latest version which includes a cleaner look, better functionality and improved performance! We have done this as the previous version is no longer supported or maintained by our software vendor." Underneath, it says "To log-in to WebMail please enter your email address and password below." There are two input fields: "Email Address:" and "Password:". To the right of the "Email Address:" field is a yellow circle with the number "1". To the right of the "Password:" field is a yellow circle with the number "2". At the bottom, there is a "Login Now!" button with a yellow circle containing the number "3" next to it.

Log-in to your Control Panel

- 1) Email Address: i.e. enquiries@yourwebsite.co.uk
- 2) Your password (as supplied by **Kingsbridge Websites**)
- 3) Click the 'Login Now' button

Your Webmail



Double-click on messages to read. For help, click on the '?' icon at the top of the page.