You can use a web browser from any location with an Internet connection to read and send email for your email account via Web Mail.

## Log in to webmail

1. Using an Internet browser such as Firefox, Chrome or Internet Explorer, navigate to **mail**.*yourdomain.com.au* (where yourdomain.com.au is the address of your internet site).



2. Enter your email address and password, then click Log In to Webmail.

3. The Web Mail client will be displayed.
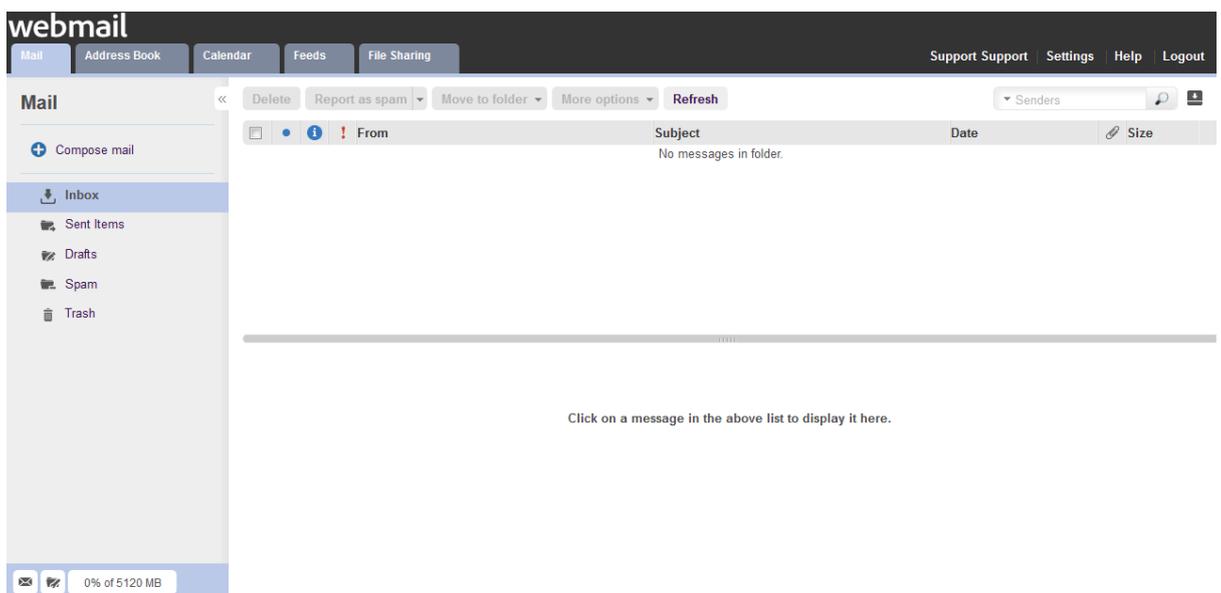
## Compose a new message

1. Click **New** in the upper-left corner of the webmail interface.
2. Enter the recipients email address, the subject, and the content of the email.
3. Click **Send**.

## Redirect email messages to an external email address

You can redirect email messages to another address.

1. Select Settings > Mail.
2. Enter the destination email address in the Forwarding section and then select your forwarding preference.

   *Note:* If you select the option to keep a copy of the messages in your mailbox, be sure you do not exceed your mailbox storage limit.

3. Click Save to apply your changes.

## Set up holiday (vacation) auto-response emails

You can configure the system to automatically reply to emails sent to your email address. This feature is useful when you're unable to check and reply to your emails at a particular time.

1. Select Settings > Mail and then click the Vacation tab.
2. Check the Enable Vacation Message checkbox and enter the content of your auto-reply email.
3. Click Save to apply your changes.

Be sure to disable auto-response when you're able to reply to emails again.

## Add a contact to the webmail address book

The webmail feature includes the option to save contact information in the address book.

1. Click the Add Contact icon next to the Address Book option.
2. Enter the contact's information and click Save.

## Add batch contacts to the webmail address book

You can import contacts from a Microsoft Outlook or Mozilla Thunderbird email client.

1. Export the contacts from Outlook or Thunderbird.

   See the Outlook or Thunderbird website for information on exporting.

   *Note*: Ensure that the columns of the exported CSV are in the following order:

   | |
   |---|
   | name |
   | e-mail |
   | homeaddess |
   | businessaddress |
   | homephone |
   | businessphone |
   | mobilephone |
   | jobtitle |
   | company |
   | notes |

2. Select Address Book > All and then click Manage Contacts.
3. Select Outlook or Thunderbird as the import type.
4. Click Browse to select the file you exported and then click Import.