

Domainz Web Mail User Guide

VERSION 2.0

UPDATED 13 SEPTEMBER, 2004

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Introduction To Domainz Web Mail

A more professional image

Domainz Web Mail offers all the advantages of web Mail like Hotmail and Yahoo Mail but gives you a much more professional image as you have a personal address connected to your domain name rather than someone else's email address (and there's no annoying advertising pop-ups)

Access your Email through the Internet

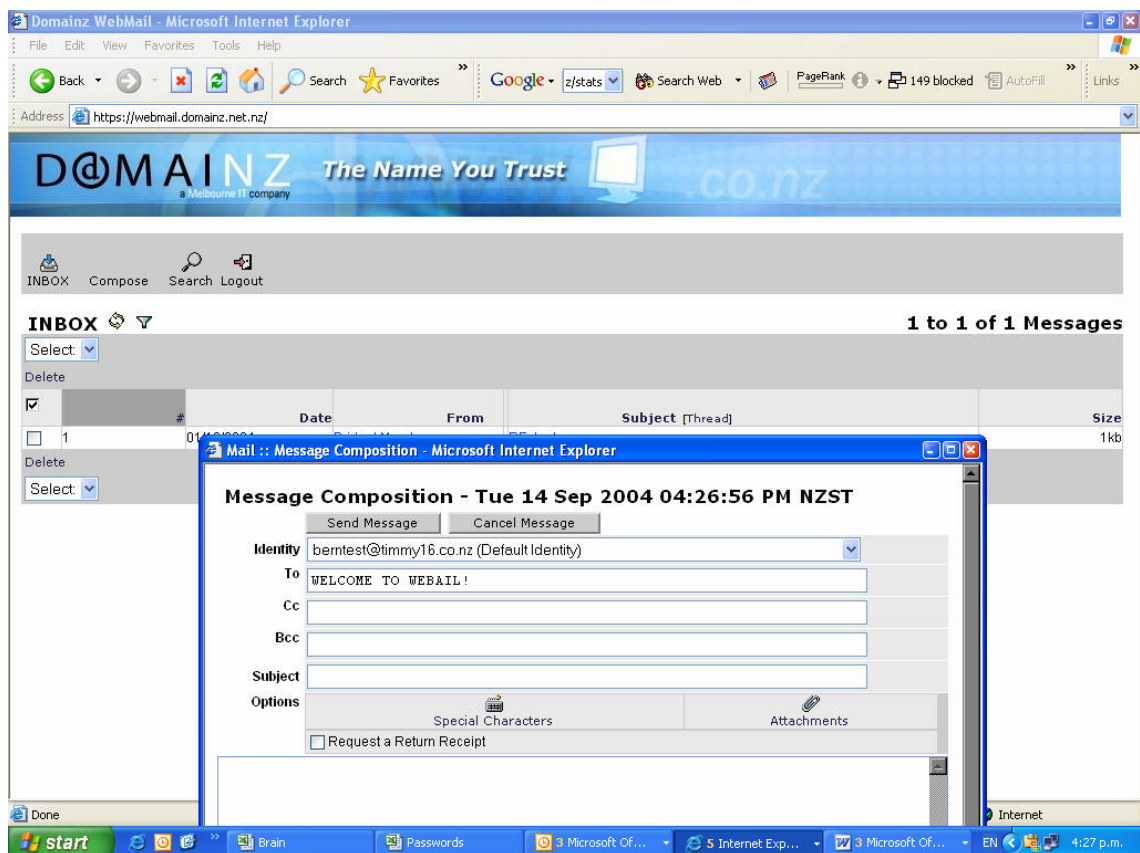
When you have an email address with your domain name with domainz you have the choice to access your email through Domainz WebMail.

Email Access Anywhere, Anytime

Domainz WebMail means you can send and collect your email from any computer (that connects to the internet) anywhere in the world!

Free to Domainz Email Customers

Domainz WebMail is free to anyone using Domainz for their email addresses.



Accessing Web Mail

To access Domainz WebMail, go to our website www.domainz.net.nz and click on the WebMail button on the right side. This will take you to the WebMail page that will ask you for your User Name and Email Password.

Or – you can also go straight to the webmail log-in page at webmail.domainz.net.nz

Each email address you set up will have a User name and Password. For email the User name will be your email address. The password will have been emailed to you when you set the email up. If you cannot remember it, please give us a call for help.

Reading you mail

Your 'inbox' is the place where any email you receive will be stored. This screen also tells you the basics about you messages. The 'Date' listed is the date and time the email was received. This screen also shows who the email is from and the size of the email.

To open the email click on either the Senders name or the title of the email. When you have an email open you can scroll to the next or previous email without returning to your inbox by using the arrow buttons on the right of the screen near the top.

If you have your inbox open for a period of time you may want to check to see if any more email has been received. To do this you need to 'refresh' your inbox. You can do this either by using the refresh button of your browser, or by using the double arrow button next to the word inbox.

Composing And Sending mail

Use the 'Compose' button to start a new email. Remember to put the email address of the person you want to send the email to in the 'To' box. When you have written the email click the 'Send Message' button.

Forwarding

If you want to send an email you have received to a different email address, all you need to do is select the 'Forward' option of an open email. When you use this option you will need to manually type in the email address of the person you are forwarding the email to.

Attachments

If you would like to attach files like Word documents to your email you can do so. Click on 'Compose' and enter the address details and any text. Then click the 'Attachments' button at the top of you text. Then click 'Browse' This will give you the ability to navigate through the folders on your computer. Double click on the file you wish to attach. The click the 'Attach' button. This last step is important – without it the file will not be sent. You can attach more than one file by repeating this process.

Replying

When you want to answer the email you have received, all you need to do is select the 'Reply' option of an open email.