



Domainz Webmail User Guide
Version 3.0
07 April 2008

Contents

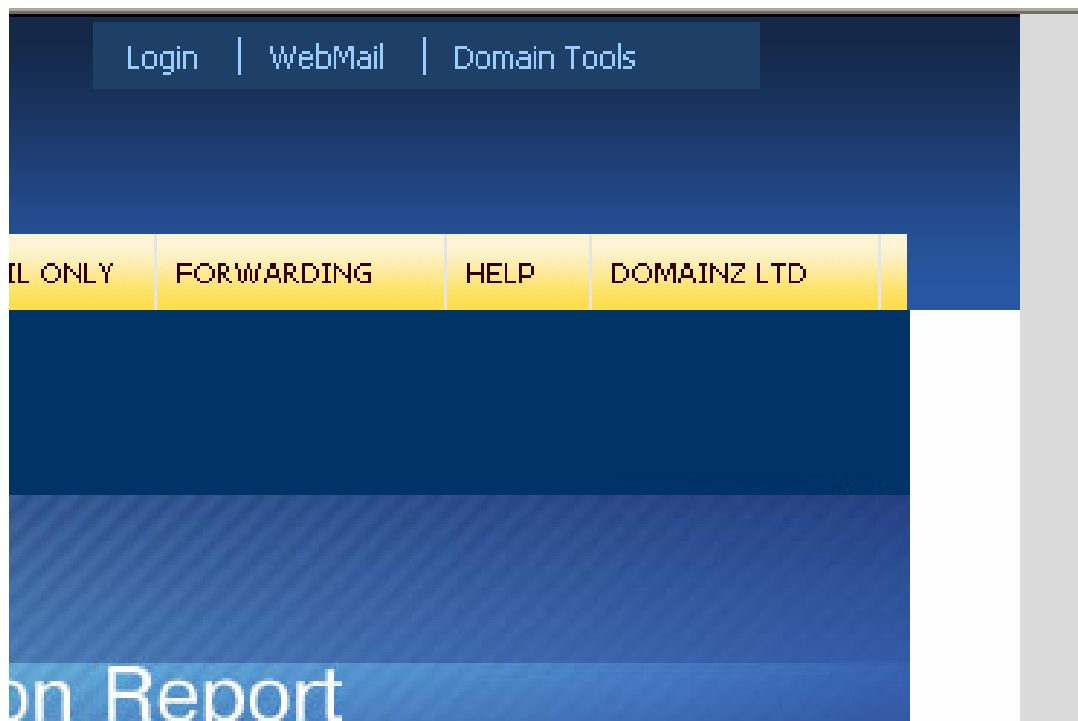
Domainz Quick Start Webmail Access	3
Domainz Premier Services Webmail Access	4



Domainz Quick Start Webmail Access

STEP 1

To access the QUICK START Domainz Webmail, you will need to go to www.domainz.net.nz. In the top right hand corner, select 'WEBMAIL'.



STEP 2

In the Welcome to Webmail page, enter your FULL email address as the username and then the password for that email address.

Welcome to Domainz WebMail

Username

Password

Language ▼

STEP 3

You will not be in the INBOX of the Webmail. From here you can send and receive mail. Please be aware that if you normally use a mail client such as Outlook, mail that you have downloaded previously may not be in the Webmail.



Domainz Premier Services Webmail Access

Domainz Premier Services include the '**COMMUNICATOR**', '**STARTER (+DIY)**', '**BUSINESS**', '**BUSINESS PLUS**' and '**ENTERPRISE**' packages.

STEP 1

To access your Webmail for the Premier services you will need to go to the Control Panel page for your domain name.

i.e. <http://exampledomain.co.nz/ControlPanel/>

NB: If you have an A record redirection set (when your website is hosted by another company) the URL for webmail will need to be the IP address for your plan:

i.e. <http://125.245.11.85/ControlPanel/>

STEP 2

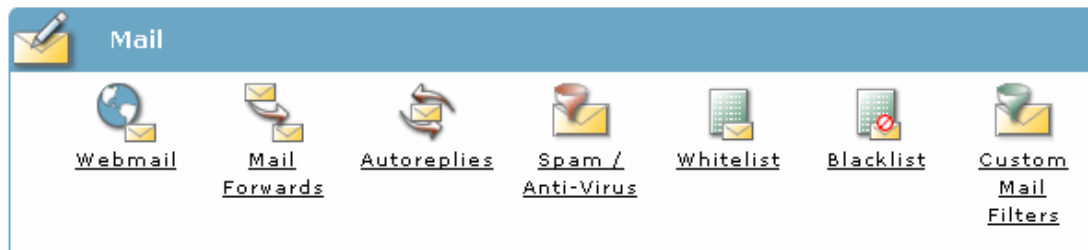
Once at the log in screen, enter the username and password *for the email address you wish to access*. Do not use the admin username and password to access an individual user account.

Click 'LOGIN' to enter.



STEP 3

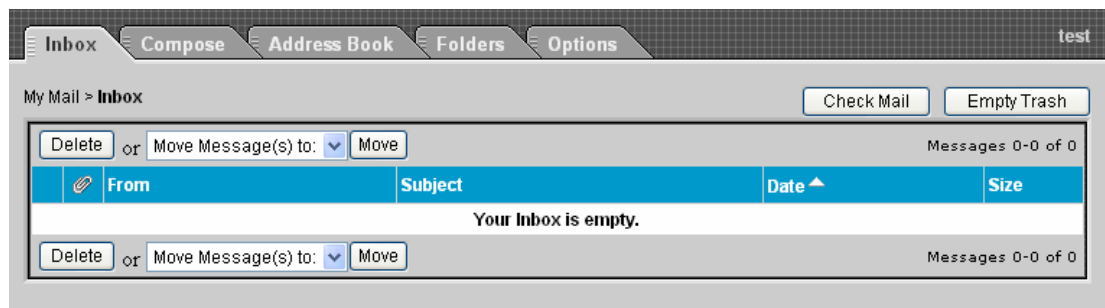
In the Control Panel, the user will be able to set Spam Filter/Anti-Virus settings, set Autoresponders and check Webmail.



Click on 'WEBMAIL' to open the new page.

STEP 4

In the Webmail page the user will be able to send and receive emails. Move emails to folders, create new folders and check junk and quarantine folders for any machine in the world.





Thank you for choosing Domainz Limited

These guides are available for you to print out and keep alongside your PC, or you can save them into your Internet favourite for easy access.

For further assistance don't hesitate to contact us

Ph: 0800 366 2469

Int: +64 4 473 4567

Fax: +64 4 473 4569

Private Bag 1810, Wellington, New Zealand

www.domainz.net.nz | 4service@domainz.net.nz