



IMAGE IS NOTHING WITHOUT RESULTS

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Checking Your Mail with a Web Browser (WebMail)

Now you can access it using any web browser, no matter where you are located. This is designed for temporary use, not necessarily full-time use. For full time use, see our document on "Setting up an Email Account (Windows) v1."

Go to <http://www.wheelerdm.com/mail>

You will be prompted to enter a username and password



This is the username and password that you were provided for the mail account you want to check; for example, the username for the email address `yourname@yoursitedomain.com`, you don't have to put in the "`@yoursitedomain.com`" just your account name.

Click **Login**

On your first login you will be prompted to enter your preferences for NeoMail:

- ★ **Language** - Select a language
- ★ **Real Name** - Enter the name that people will see when they receive an email message from you
- ★ **From** - Enter the email address to which you want people to send replies
- ★ **Style** - Choose a theme for your NeoMail interface
- ★ **Default sort** - Select the order that you want your email messages to be displayed
- ★ **Messages per page** - Select the number of messages to display per page
- ★ **Default headers** - Select the type of email headers you wish to display
- ★ **Signature** - Delete the default text or enter a message which will be attached to all emails sent from the account

Click **Save**

Now that your preferences are saved, the next time you login you will be greeted by an interface that is similar to most other web based email applications which will allow you to read, respond, forward, compose and delete messages; all of the features you are accustomed to in your standard email client, directly from your browser.



Since WebMail is not designed for full time use, we recommend deleting any mail that comes in and is not needed, as large amounts of mail can degrade the systems performance. Be sure to regularly empty the trash folder in WebMail to prevent the loss of email due to corrupted mail folders.

If you have any other questions, you may call 407-370-0875 for assistance (Wheeler Design & Multimedia, LLC) and if this is after hours, someone will return your call the next business day.