

Web-mail Usage

Premise:

You have the ability to access your email from any computer connected to the internet. Follow the simple instructions provided below. If you should have any questions call **THE MINT** at **(850)627.3450** or **Toll Free 800.503.2670**.

E-mail format: Sample Name-- *John Doe*

All e-mail accounts will be setup primarily under one of the two following formats. *The first part of the email before the @ symbol is your **Email mailbox name**.*

1. **First Initial, Last Name @ your-unique-domain-name.org (or com)**

Example: *jdoe@ your-unique-domain-name.org (or com)*

2. **First Full Name (.) Last Name @ your-unique-domain-name.org (or com)**

Note that the first and last name will be separated by a dot (.)

Example: *john.doe@ your-unique-domain-name.org (or com)*

Log -In Type in the address bar of your browser ► <http://mail.@your-unique-domain-name.org> (or com)

Enter the following

E-mailbox name: *jdoe* * Using format 1 from above

Password: See Website Administrator for password

Changing Password Once in logged, look on the links to the left, and click on the **Configuration Link**
Click on **Password** and follow the prompts and follow the directions.