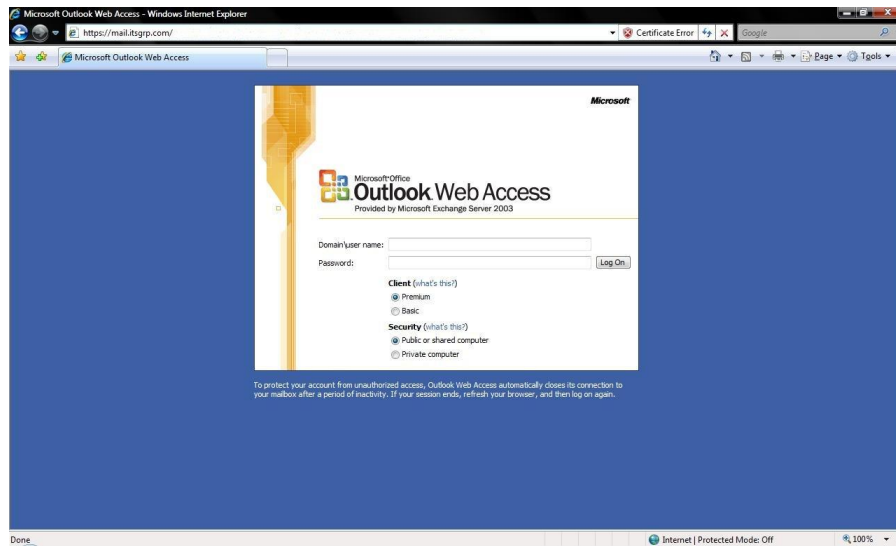


How to Login to Exchange Hosted Webmail:



- 1.) Open up any web browser of your choosing and navigate to your webmail address. This will be **given to you by a Lanair Engineer**. In the example above, towards the top, you will see <https://mail.itsgrp.com>.



- 2.) Your login will be your given email address. In the example yourname@emailaddress.com is shown.

- 3.) The password will also be given to you by a Lanair Engineer. This is specific to you and should not be shared with anyone. For security reasons, you should also change it immediately after the first time you login.



- 4.) The box on the left will allow you to change your display options. Premium is the default, and Basic is for slower internet connections. The second box is for security, and “Public or shared computer” should always be selected so that no one can access your account fraudulently.