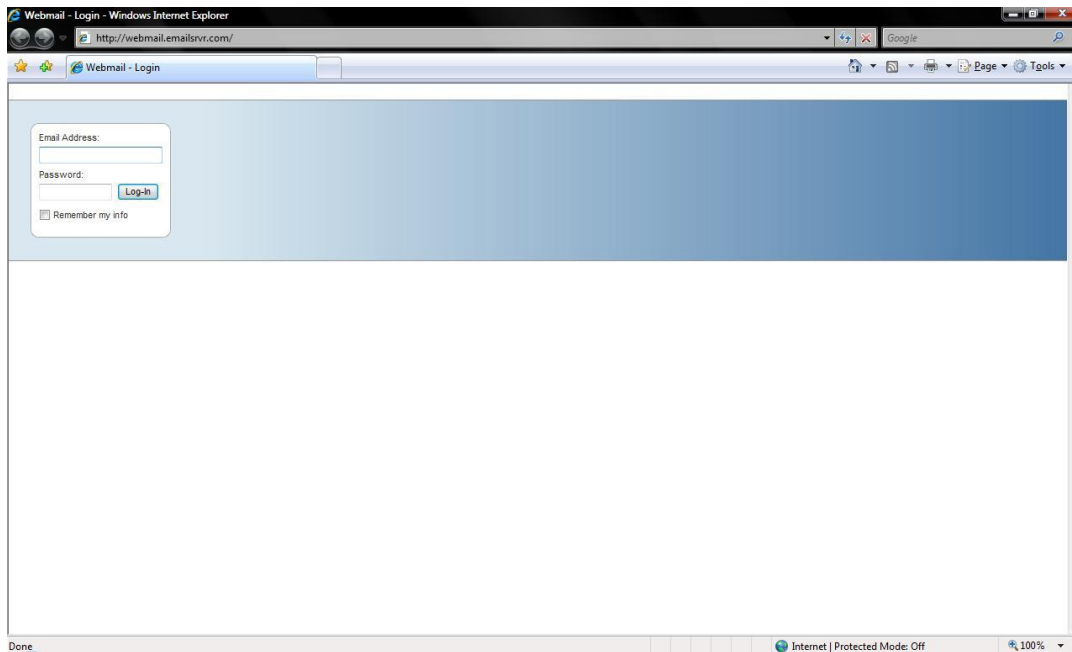


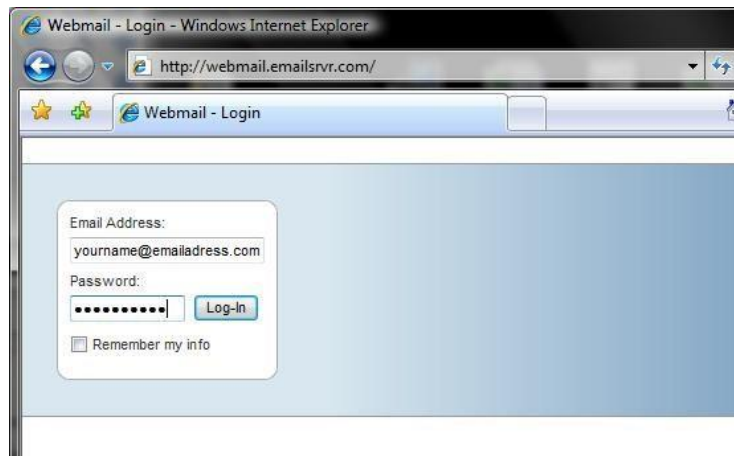
How to Login to Webmail:



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 <http://webmail.emailsrvr.com>.

2.) Your login will be your given email address, supplied to you by a Lanair Engineer. 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.



4.) The “remember my info” checkbox will keep your settings saved. If others will be accessing this computer, then it is not recommended.