

Accessing your new e-mail account using WebMail

WebMail allows you to send and receive e-mails using a web browser. It is much like a normal e-mail program you may use on your computer, except you use it through a web page, making it possible for you to keep on top of your e-mails from any Internet connected computer or kiosk in the world.

1. Start your web browser.
2. Open the following web page <http://webmail.wrightway.net.au>
3. Enter your e-mail address as your username, and enter your password. Then click login.



4. The first window you will see is your Inbox displaying a list of any new messages.

You may navigate between your mail folders using the folders list on the left.



You may create a new message or manage your address book and folders, or customise advanced webmail options using the buttons available along the top of the page.



Additional features such as tasks and calendar, and logout button are available along the top right.



5. New messages received in webmail can be opened by clicking on the subject of the e-mail.

