

How To Access The Webmail Service

To login to the service, you will need to get on the internet and go to webmail.teeone.net.

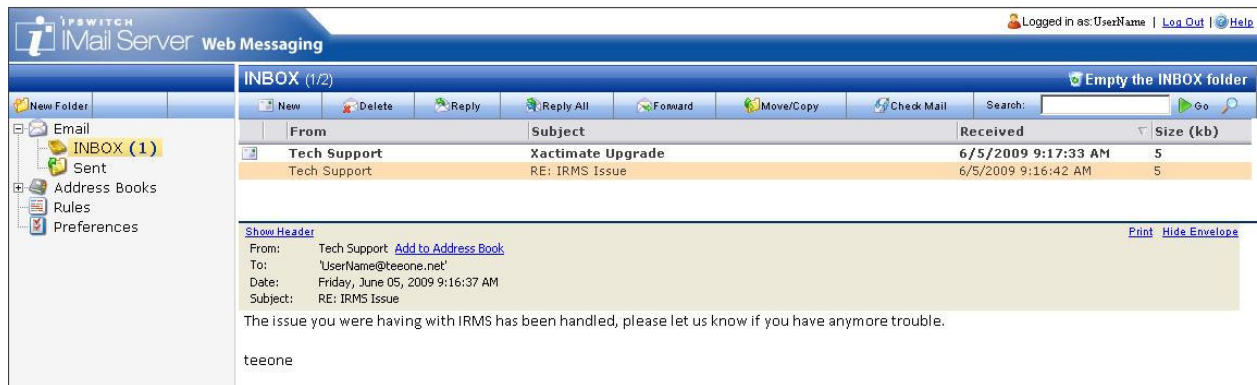
You will find a screen that looks like this:



The login screen features the IPSWITCH logo and the text 'IMail Server Web Messaging'. It includes a 'Username:' text box, a 'Password:' text box, and a 'Language:' dropdown menu currently set to 'English'. Below these are two checkboxes: 'Remember my username' and 'Remember my password'. A 'Login' button is positioned at the bottom right.

You will need to enter your email address and password that your administrator will provide to you.

When you get logged in you will find a screen that will look similar to this:



The screenshot shows the webmail interface with a blue header bar. The top right corner indicates 'Logged in as: UserName | [Log Out](#) | [Help](#)'. The main area is titled 'INBOX (1/2)' and includes a toolbar with icons for 'New', 'Delete', 'Reply', 'Reply All', 'Forward', 'Move/Copy', and 'Check Mail'. A search bar is also present. Below the toolbar is a table of emails:

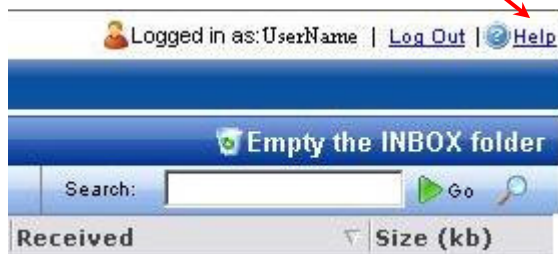
	From	Subject	Received	Size (kb)
	Tech Support	Xactimate Upgrade	6/5/2009 9:17:33 AM	5
	Tech Support	RE: IRMS Issue	6/5/2009 9:16:42 AM	5

Below the table is a 'Show Header' section with the following details:

From: Tech Support [Add to Address Book](#)
To: 'UserName@teeone.net'
Date: Friday, June 05, 2009 9:16:37 AM
Subject: RE: IRMS Issue

The email body text reads: 'The issue you were having with IRMS has been handled, please let us know if you have anymore trouble.' followed by the signature 'teeone'.

If you have any questions please [click on Help](#) and you should find the answer to your questions.



This image is a close-up of the top right corner of the webmail interface. It shows the text 'Logged in as: UserName | [Log Out](#) | [Help](#)'. A red arrow points directly to the 'Help' link. Below this is a blue bar with the text 'Empty the INBOX folder' and a search bar with a 'Go' button.