

## ***Hosted Exchange Webmail.***

This document is only for users who wish to be able to view their email online using a standard browser.

Webmail access gives you direct access to your email online. New email will appear here before it arrives in your mail client (Outlook).

When we set up your mail service, we will give you the link to your Webmail as this will be different from everyone else's.

The format may be `webmail.yourdomainname.com` or `mail.yourdomainname.com` or `email.yourdomainname.com` or something you have specifically asked for. In these examples – substitute 'yourdomainname.com' for your domain name. In our case we would use `webmail.megganet.com`

First time you log in you will need to set your Language and time zone. This is a one off and you should not have to do it again.