

Log in to Web Mail

And tips to make it easier



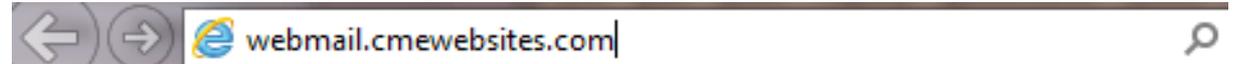
CME Websites • {Code Media Essentials}
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About Web Mail

- ▶ These instructions apply only to checking your email online using an Internet web browser, such as Internet Explorer.
- ▶ If you are using Outlook, Windows Mail, or another desktop based email program, your email account must be set up in that program.
- ▶ Even if you are using Outlook at the office, you may occasionally want to check your email online at home or while traveling, for example). In that case, these instructions will be useful for you too.

Getting to Web Mail

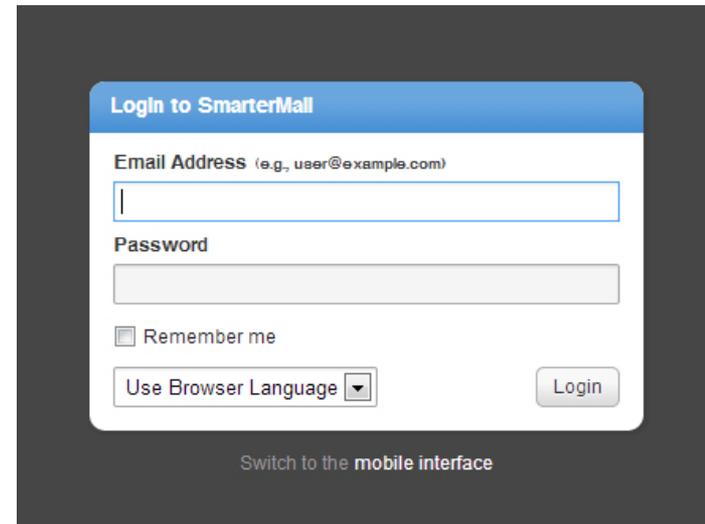
- ▶ Go online using a web browser such as Internet Explorer.



- ▶ In the Address Bar, enter the following: `webmail.yourdomainname.com`, where "yourdomainname" is the domain name associated with your company's email.
- ▶ For example, employees of `CMEwebsites.com` would enter `webmail.cmewebsites.com` into the address bar. Next, hit the Enter key or click Go to the right of the address bar.

Login Screen

- ▶ C. Your login screen appears.
- ▶ Enter your email address and password.
- ▶ Click the Login Button.
- ▶ Your username is your full email address. Your password is known only to you.
- ▶ Contact CME if you do not know your password



The screenshot shows a login window titled "Login to SmarterMail". It contains the following elements:

- Email Address** (e.g., user@example.com): A text input field.
- Password**: A password input field.
- Remember me: A checkbox.
- Use Browser Language: A dropdown menu.
- Login: A button.
- Switch to the mobile interface: A link at the bottom.

Make Your Mail Your Home Page

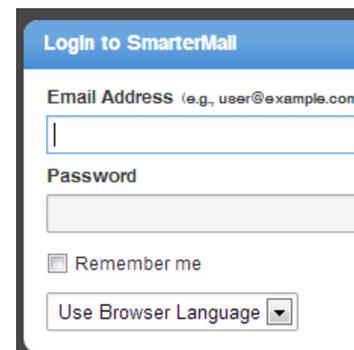
- ▶ First, go to the Login page as described.
- ▶ Making a Home page varies by browser:
 - Internet Explorer:
Tools/Internet Options/General/Use Current
 - Chrome:
Menu (three lines in top corner)/Settings/
On Startup "Open a specific page or set of
pages"/Set Page/Use Current
 - Firefox:
Tools/Options/General/Use Current

Make Login Page a Favorite

- ▶ First, go to the Login page as described earlier. Before logging in, at the top of your web browser, click Favorites, then Add to Favorites.
- ▶ When the confirmation box appears, you can name the Favorite as you wish and then click OK. (If you choose no other name, it will be called "SmarterMail Login - SmarterMail.")
- ▶ The next time you wish to login quickly, click on Favorites, and then your SmarterMail Login favorite.

“Remember Me”

- ▶ On the SmarterMail login screen, click to place a checkmark in the **Remember Me** box, then sign in.
- ▶ As long as you do not “log out,” you can close the web browser and SmarterMail will still remember your computer the next time you return and will take you directly to your Inbox. (It is recommended you do this only on your own computer.)



The screenshot shows the 'Login to SmarterMail' interface. It includes a blue header with the text 'Login to SmarterMail'. Below the header are two input fields: 'Email Address (e.g., user@example.com)' and 'Password'. Under the password field is a checkbox labeled 'Remember me' which is checked. At the bottom of the form is a dropdown menu labeled 'Use Browser Language'.