

Step 1: Log Into Your Webmail

Start by logging into your **Webmail**. Either by visiting www.yourdomain.com.au/webmail (replace 'yourdomain' with your actual registered domain name).

Or by visiting <http://210.8.91.150/webmail>

WebMail Login

Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>
Note: Your Username is usually your email address.	

Step 2: Select Your Option

Once you have logged into your **Webmail**, you now have a choice of options

Select either **Change Password**, **Forwarding Options**, **Autoresponder Options**, or **Aging**.

You are logged in as



[\[Change Password\]](#) [\[Forwarding Options\]](#) [\[Autoresponder Options\]](#) [\[Aging\]](#) [\[Logout\]](#)

 [Click for Secure Site](#)

Step 3: Change Password

Type in a new **Password**, then re-type to confirm.

Please make a note of your password for later reference.

Changing password

New Password:

New Password (again):

Step 4: Forwarding Options

To have a copy of your email **forwarded** to another email address, type it in here.

A copy of your mail is not being forwarded to another address.

Forward a copy of your mail to:

Add Forwarder

[Return](#)

Step 5: Autoresponder Options

If you would like an automated reply sent to somebody who has emailed you, this is called an **Autoresponder**.

To create an Autoresponder, you must complete the fields and click on **Setup AutoResponder**. Alternatively, to remove an existing Autoresponder, click on **Delete AutoResponder**.

The **From** field should be your personal or business name. The **Subject** and **Character Set** fields should be left as default. Type in your autoresponder message in the **Body** field, and if you choose to use HTML in the body text, then place a tick in the **HTML** box.

An autoresponder is not currently setup for your account.

You can create one below:

From:

Subject:

Character Set:

HTML:

Body:

Step 6: Aging

For advanced users, you may prefer to set an **Aging** limit on your POP3 email account. Simply put, you can set the number of days that an email will be kept on the POP3 server before it is deleted.

It should be noted that when your POP3 Email Client (ie. Microsoft Outlook Express, etc) checks and downloads your mail, it is automatically removed from the POP3 server.

Please only configure this option if you are an advanced user.

Set E-mail Aging

Instructions

Mail aging is the process in which e-mails will be removed from the server automatically, upon successful log out of a pop3 session. This deletion will only occur if the messages are older than a specified amount of days.

Note: *E-mail aging will only work with pop3 sessions.*

Number of days to keep e-mail:

Step 7: Logout

Once you have finished configuring your options, simply click on **Logout**.

You have been logged out.

[Login Again](#)

or

Username: Password: