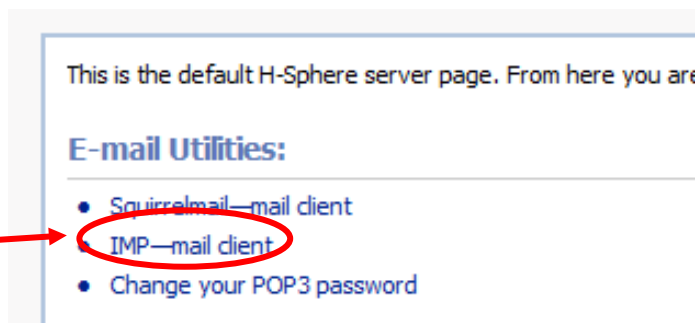# Checking your email via a web browser

1. Open a web browser such as **Internet Explorer** and into the address bar type in http://mail.yourdomainname.com eg http://mail.uacinfotech.com.au and press enter

2. You should be presented with a page which has the same options as the screen on the left

   This is the default H-Sphere server page. From here you are

   E-mail Utilities:

   - Squirrelmail—mail client
   - IMP—mail client
   - Change your POP3 password
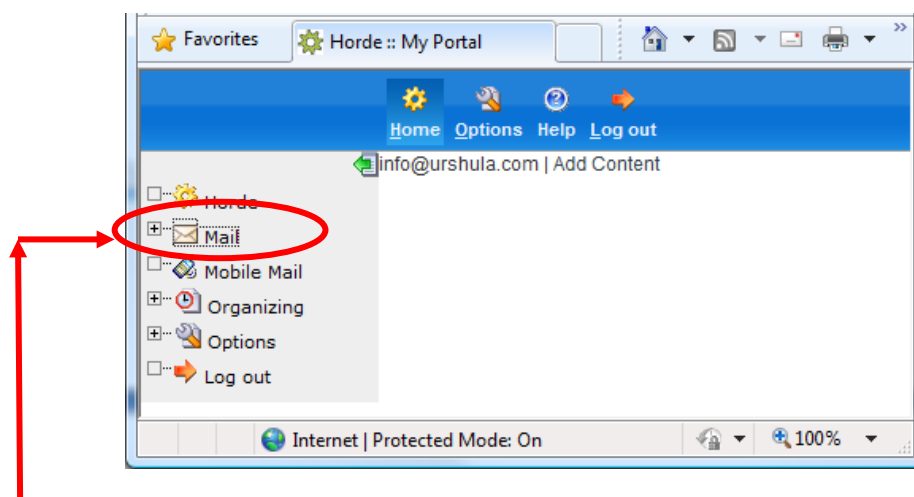
3. Click IMP-mail client

4. On the next screen for your **username** type in your **full email address** such as info@yourdomain.com.au
   And the **password** you have been *given for this account* and press log in

   Mail :: Welcome to Horde

   Welcome to Horde

   Username info@urshula.com
   Password ••••••
   Language English (American)
   Log in

   powered by horde

5. If you have enter in your correct email account user name and password you will be presented with the following screen

   Favorites | Horde :: My Portal

   Home Options Help Log out

   info@urshula.com | Add Content

   - Horde
   - Mail
   - Mobile Mail
   - Organizing
   - Options
   - Log out

   Internet | Protected Mode: On   100%

6. To access your emails and send emails click **Mail** on the left menu bar and that is it.