

HOW TO: Access Outlook Web App (Webmail)

With Apex mail hosting, you can access your mailbox from any computer that has Internet access. You can access your email by connecting to the Outlook Web App website, which we call Webmail. Any web browser, such as Internet Explorer, Firefox, or Chrome, can be used. However, we recommend Internet Explorer for the best experience with Webmail.

To access Webmail:

- 1) Open your web browser and enter <http://webmail.apexcloudservices.com> in the address bar (See Figure 1)

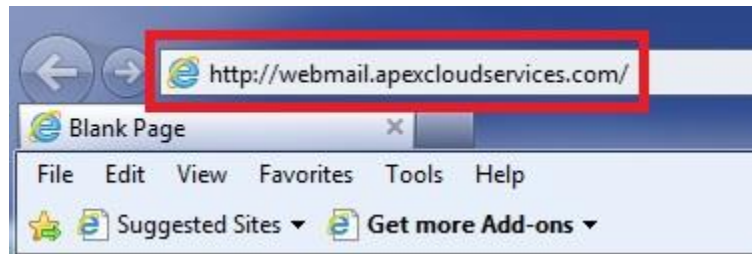


Figure 1

- 2) The login screen for Webmail will appear. Type in your username and password. Your username will be in the format of First Initial and Last Name. For example, if your name was "John Smith", your username would be "jsmith". Once entered, click the "Sign in" button (See Figure 2)

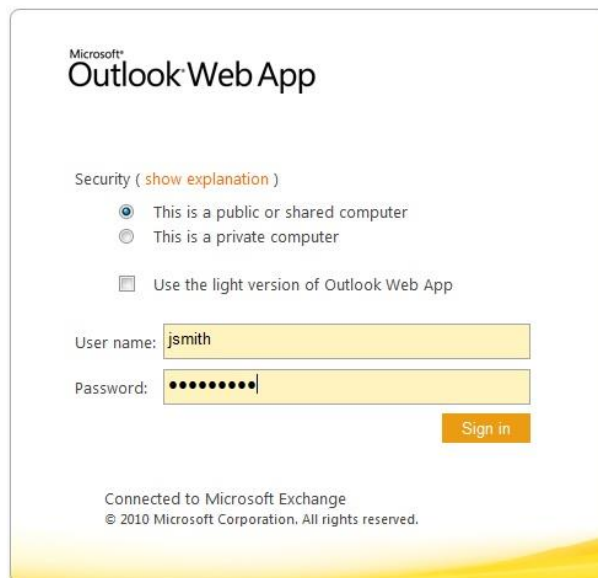


Figure 2

- 3) The first time you access Webmail, a settings screen will appear where you can set your language and time zone (See Figure 3)

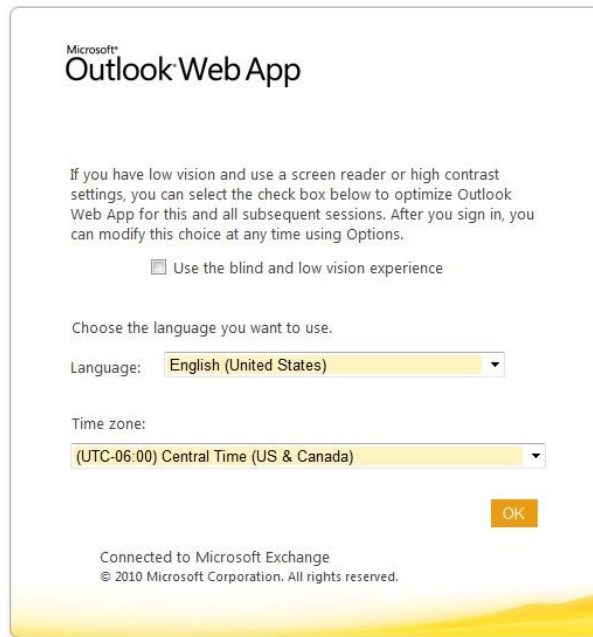


Figure 3

- 4) Upon successful login you will arrive at your mailbox. From here you can access your email, calendar, and contacts. Towards the top right you will see an Options button where you can set automatic replies, change your password, or select a different theme. (See Figure 4)

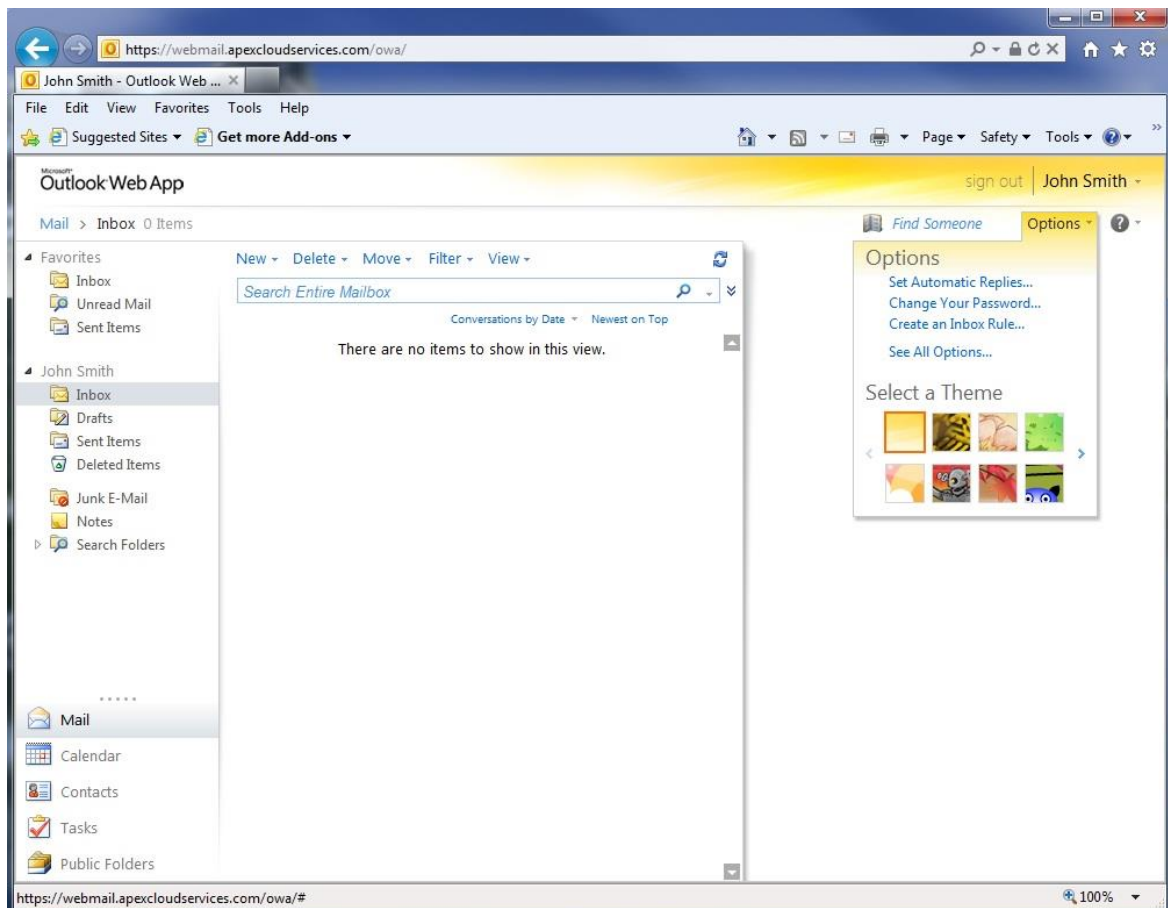


Figure 4

- 5) When you are finished accessing your mailbox, it is recommended that you click on the “Sign Out” link at the top right corner (See Figure 5). This will ensure that your account cannot be accessed again without having to re-enter your username and password. This is extremely important when using a public computer.

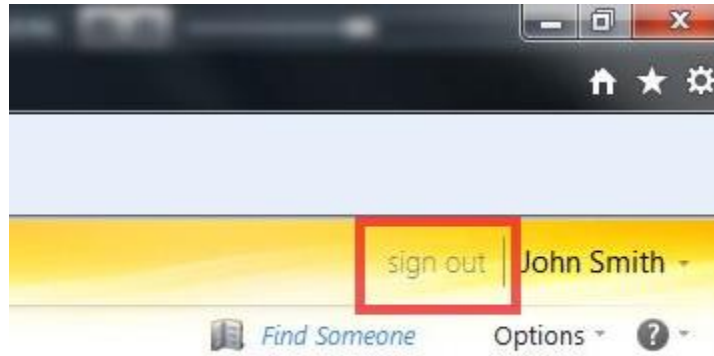


Figure 5