

Webmail Instructions

From the Webmail access link or button, you will arrive at the secure log-in page

Welcome to Horde

Username

Password

Language



Enter your complete e-mail address in the Username field.

examples yourname@websitename.com
 name@websitename.com
 yname@websitename.com
 your.name@websitename.com

For the purposes of this procedure:

Username shall be entered in all lowercase characters

Enter your assigned password in the Password field.

examples kaT8Meows is NOT the same as KAT8MEOWS
 89eggSal is NOT the same as 89eggsal

For the purposes of this procedure:

Password is case sensitive!

Press the LOG IN button

You will be taken into the webmail program to view and handle your e-mail while it is on the mail server.

For security purposes:

**DO NOT ALLOW YOUR
PASSWORD TO BE
SAVED!**

Solving problems logging into webmail ?

Re-enter e-mail address

Check to see that there is not a comma used in the address in place of a period or an extra space between characters.

Re-enter password

Check to see that the Caps Lock key on the keyboard is off.