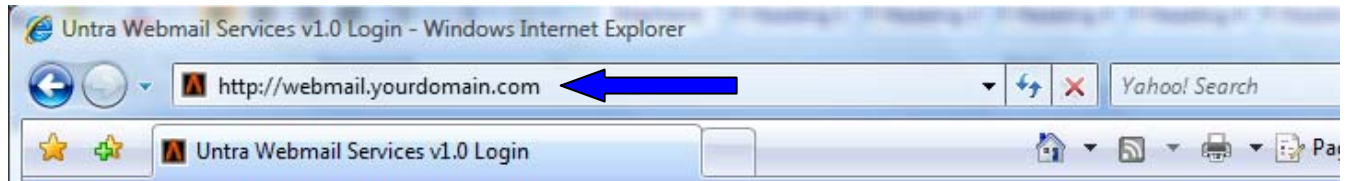




Untra Webmail Services v1.0 Forwarder Setup Tutorial

1. To begin, open your favorite internet browser. Untra recommends using either Microsoft Internet Explorer or Mozilla Firefox.
2. Type in the domain name of your website preceded with “webmail.” and you will be forwarded to the new webmail system. Please see the image below:

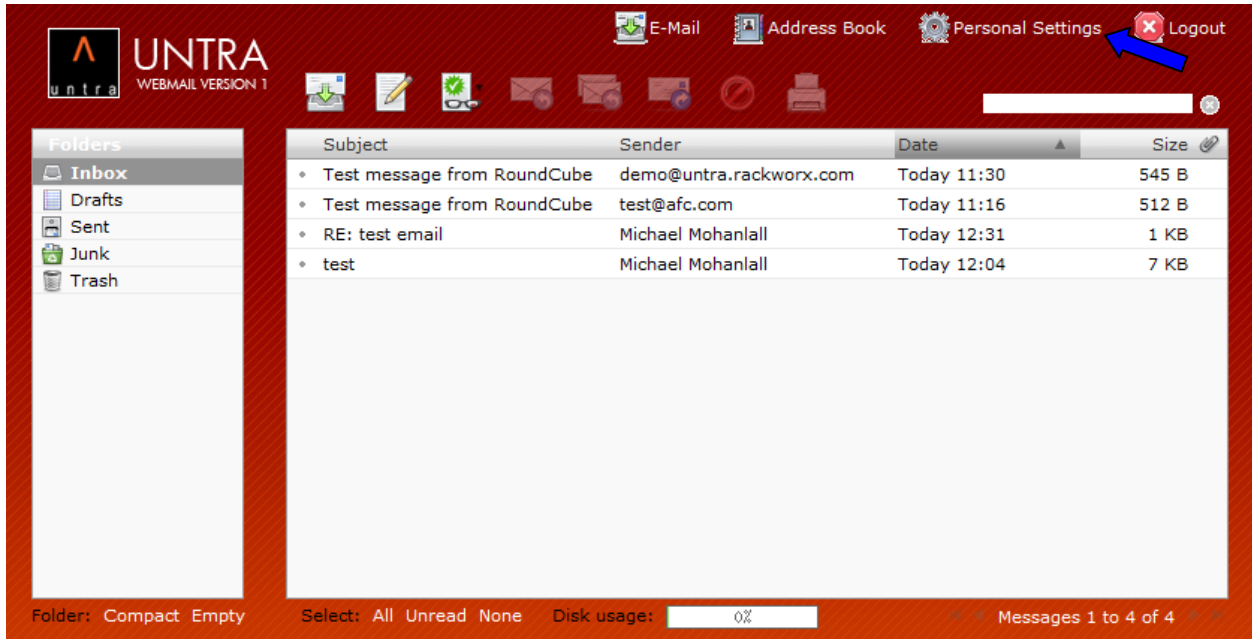


3. You will then be prompted with a password dialog box:
 - a. Please enter your username followed by the domain name (see the image below).

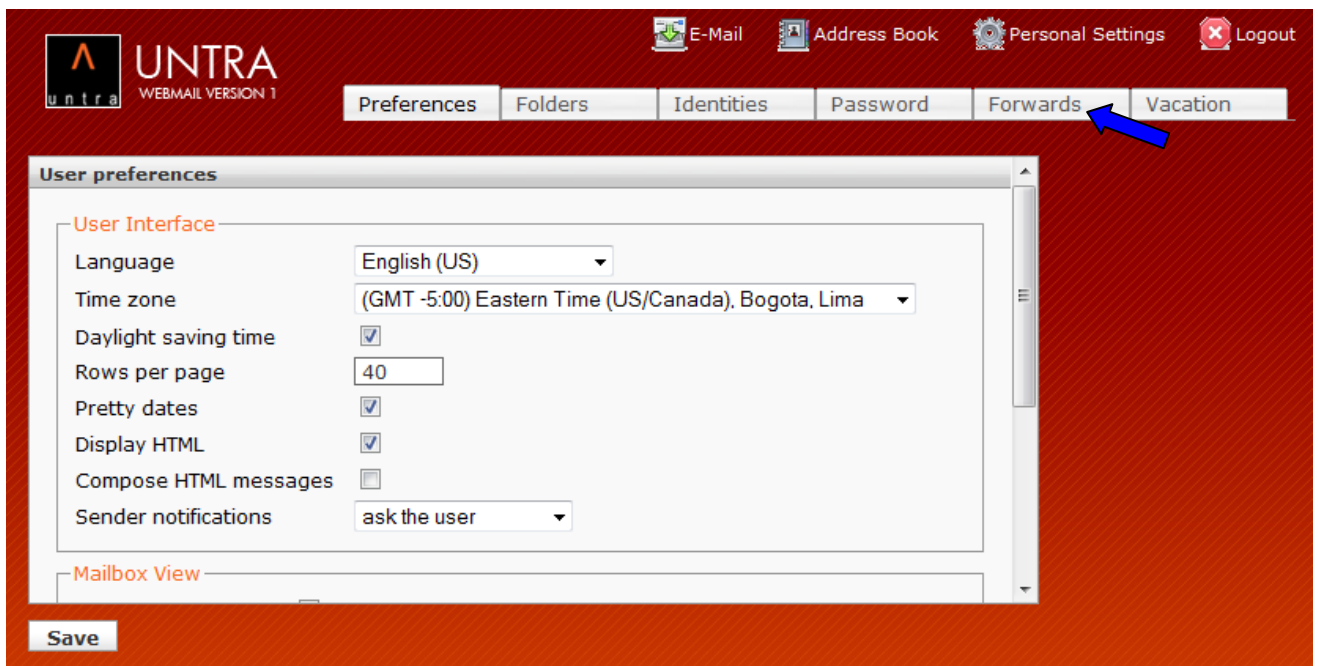
- b. Please enter the password provided to you in the welcome email.



- Once you have logged in you will be automatically logged into your Untra Webmail inbox. Click on the “Personal Settings” link on the top right. (Please see picture below)

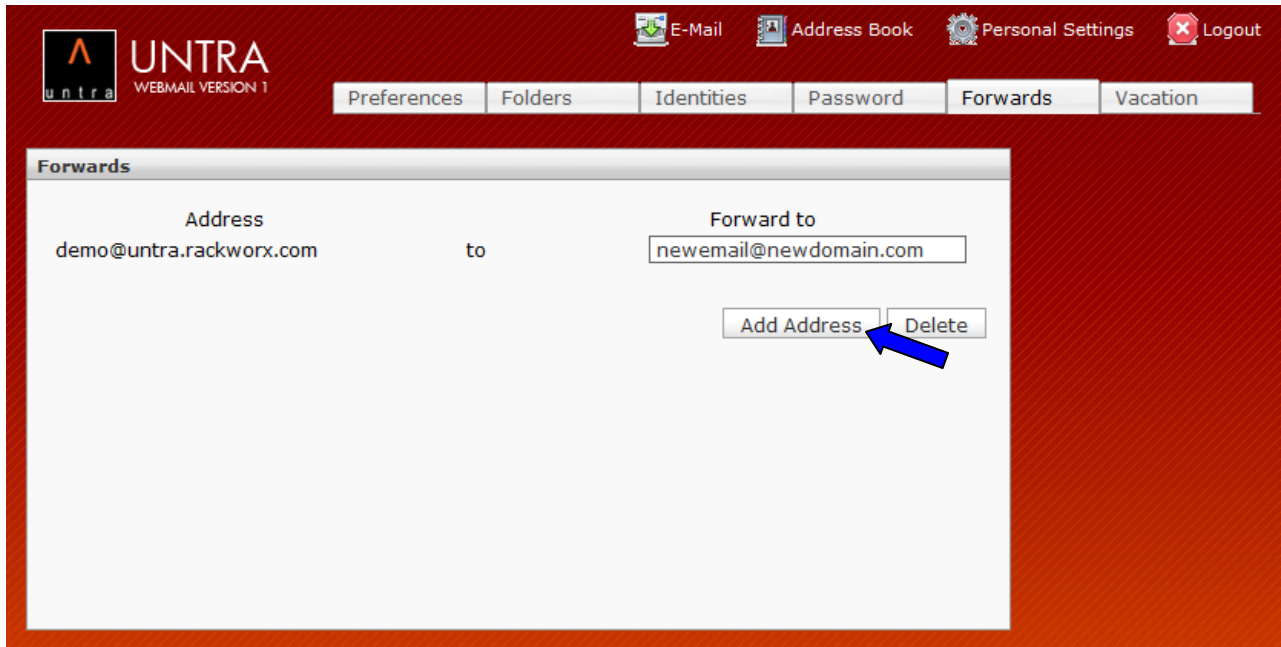


- You will be presented with the following screen, please click the “Forwards” tab to navigate to the forwarder area.

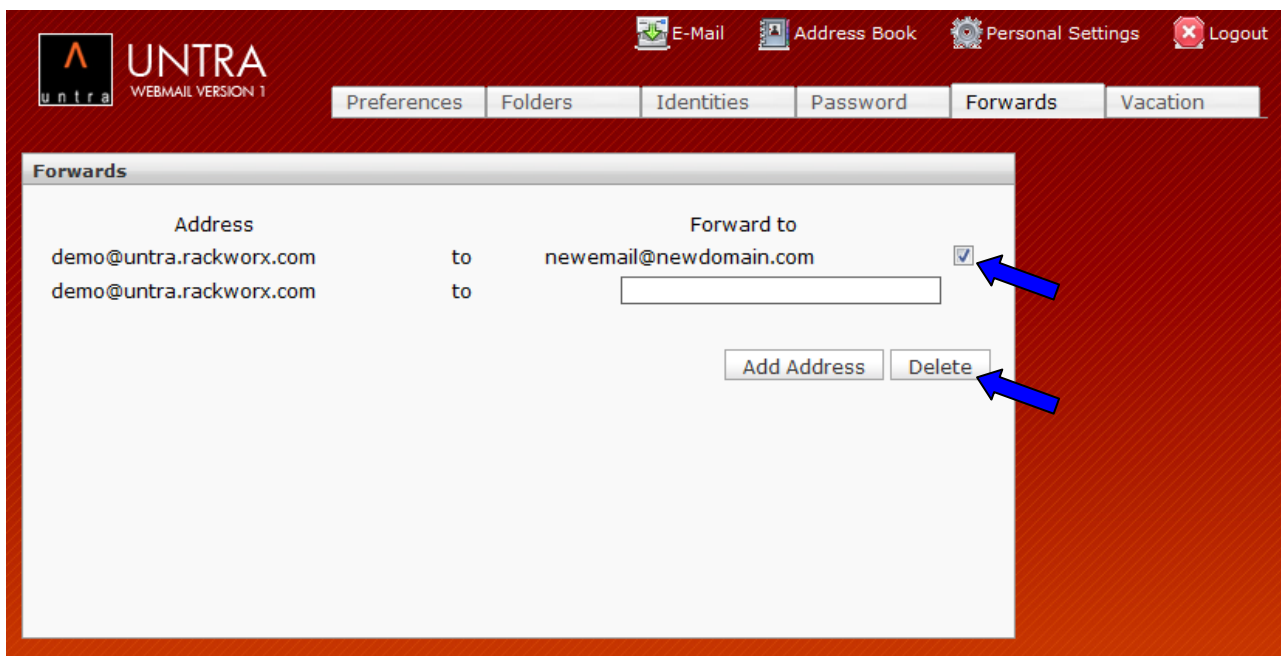




- You will be presented with the following screen, simply enter the email address you would like this email account to be forwarded to and press “Add Address.” The email address on the left represents the email account that will be forwarded.



- To delete a forwarder, simple click the checkbox of the forwarder you'd like to remove and click “Delete” as pictured below:





If you experience any technical difficulties, please contact Untra Corporation via email at support@untra.com or call **215.873.0800 for assistance.**