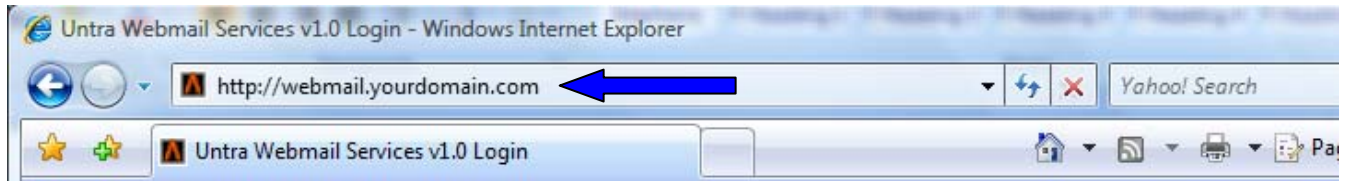




# Untra Webmail Services v1.0 Webmail Login Tutorial

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).

UNTRA  
Linking intelligence to a networked world.™

Untra Webmail Services v1.0 Login

Email

Password

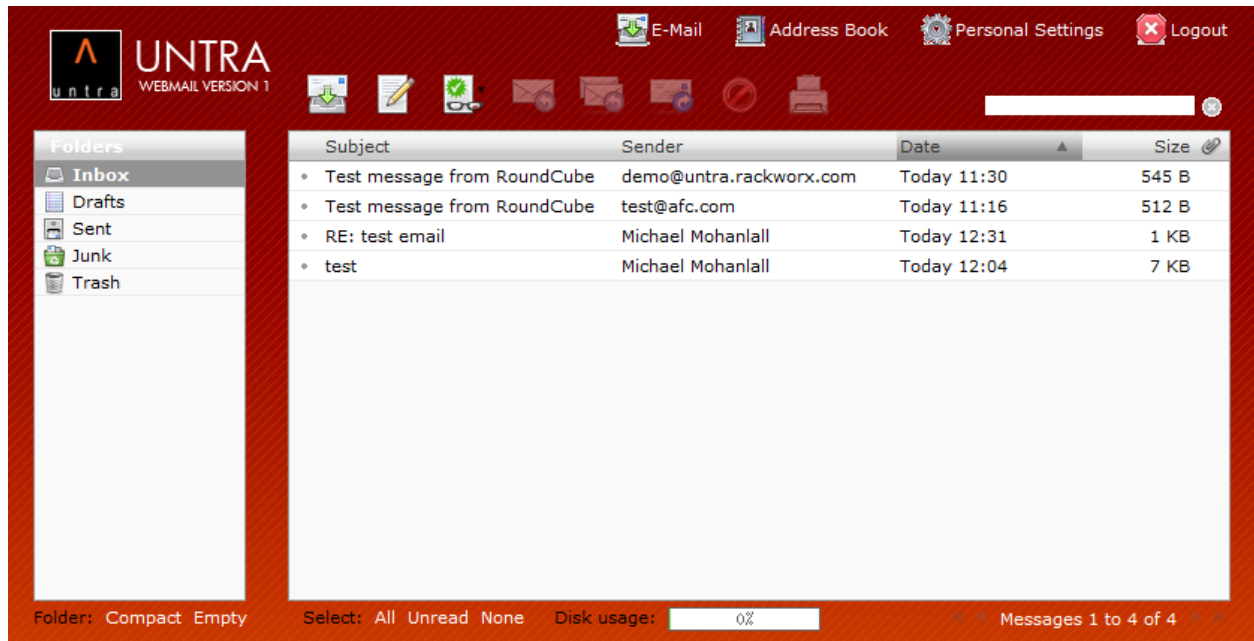
Powered by UNTRA

Copyright © 1999-2008 Untra Corporation. All Rights Reserved.

- 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. (Please see picture below)



- Congratulations! You are now fully logged in and can create and respond to emails as well as configure other options.

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