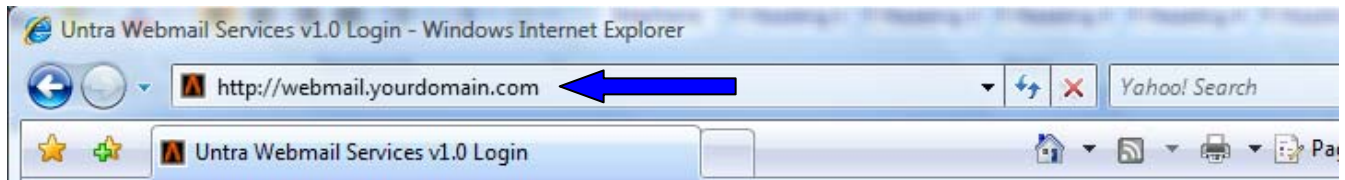




# Untra Webmail Services v1.0 Vacation Message Tutorial

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:

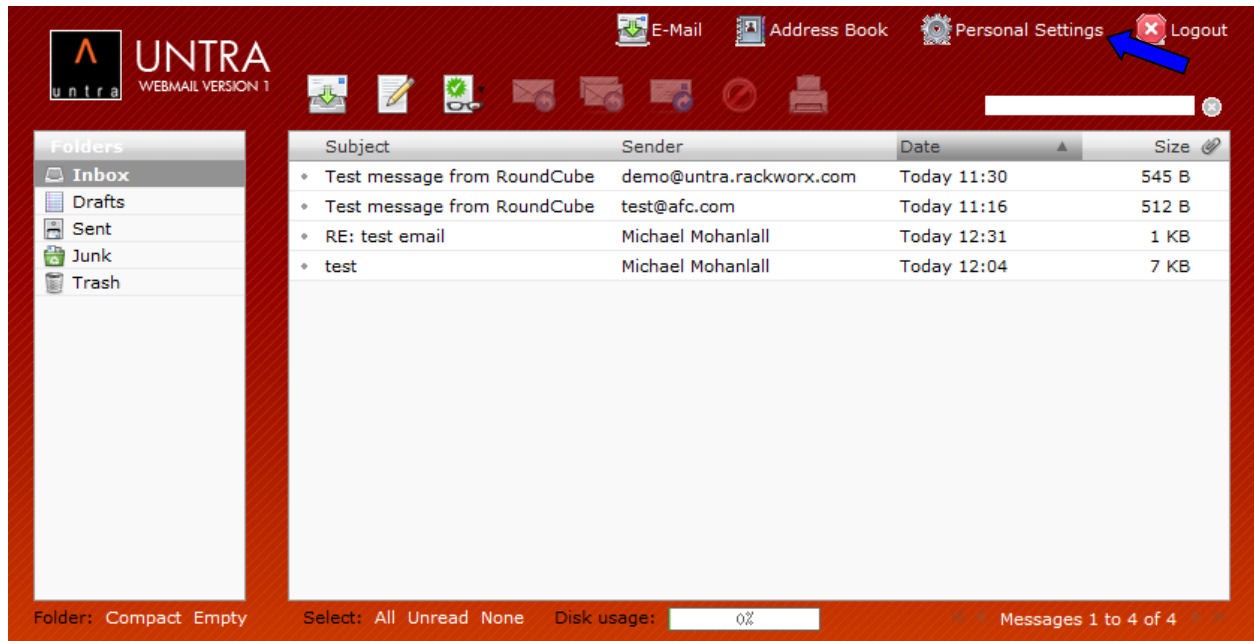


3. You will then be prompted with a password dialog box:
  - a. Please enter your username followed by the domain name (see the image below).

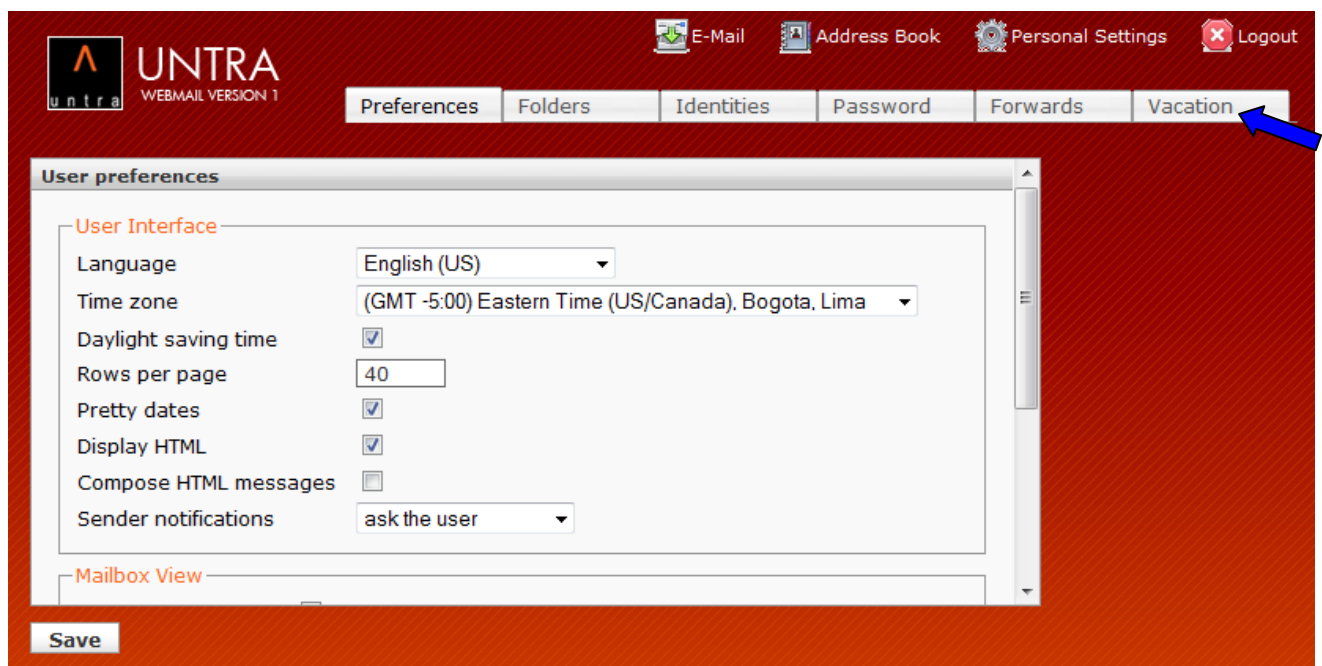
- b. Please enter the password provided to you in the welcome email.



- 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)



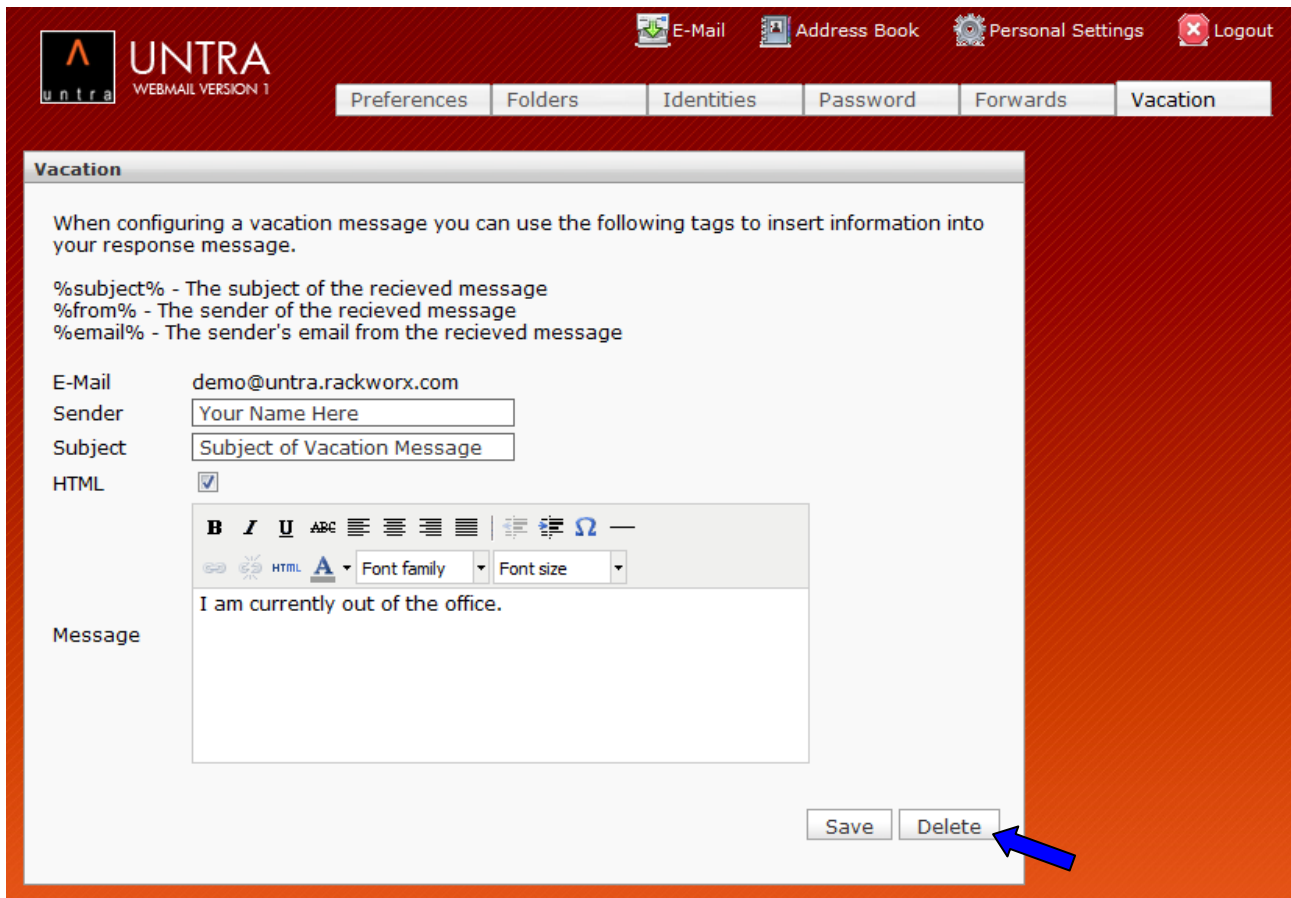
- You will be presented with the following screen, please click the “Vacation” tab to navigate to the vacation message area.







- To turn your vacation message off, simple press “Delete” on the same screen and the vacation message will be deleted.



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.