



Here is a step by step process of how to access your E-mail when you are out of the Office.

1. Open up Internet Explorer
2. Type the following address in the address bar <http://webmail.yourdomain.com> Substitute yourdomain.com with the actual domain name for your Web Site. - See the example below .....



3. Press enter and you should be directed to the Login Page as seen below .....

**SqWebMail** Copyright 1999-2002  
Double Precision, Inc.

**Webmail Login**  
- sign in -

E-mail Address:

Password:

Timezone:

Restrict access to your IP address only (increased security)

4. Type in your email account Address .... Example [user@yourdomain.com](mailto:user@yourdomain.com)  
**Note** - substitute your actual email address and tab to the Password prompt
5. Enter your password
6. Tab to the Timezone and select the Time Zone you are in.
7. Click on the Login and you will see the Web Mail interface below

**Folder - INBOX** garystanley@sspud.com

[Folders](#) | [Create Message](#) | [Preferences](#) | [Address Book](#) | [Log Out](#)

« »

#	Date	From/To	Subject	Size
1. <input type="checkbox"/> D	<a href="#">Tue 06:12 PM</a>	<a href="#">Viola Logan</a>	<a href="#">Newsletter #8357</a>	18K
2. <input type="checkbox"/> D	<a href="#">Tue 05:58 PM</a>	<a href="#">Judith Pineda</a>	<a href="#">Medications like Valium on sale now! ...</a>	11K
3. <input type="checkbox"/> D	<a href="#">Tue 05:25 PM</a>	<a href="#">Neva...</a>	<a href="#">Are You Up Foooooor The Chaaaallenge?</a>	4K
4. <input type="checkbox"/> D	<a href="#">Tue 05:06 PM</a>	-	-	1K
5. <input type="checkbox"/> D	<a href="#">Tue 05:00 PM</a>	<a href="#">TWTN</a>	<a href="#">MSFT, YHOO, Walmart, next BIG stock i...</a>	8K
6. <input type="checkbox"/> N	<a href="#">Tue 03:55 PM</a>	<a href="#">subs@clarionmag.com</a>	<a href="#">Clarion Magazine Summary For Tuesday...</a>	5K
7. <input type="checkbox"/> N	<a href="#">Tue 02:47 PM</a>	<a href="#">Network Solutions</a>	<a href="#">Renewal Notice</a>	14K
8. <input type="checkbox"/> N	<a href="#">Tue 11:27 AM</a>	<a href="#">WebProNews</a>	<a href="#">Keyword Formula May Offer Ranking Adv...</a>	41K
9. <input type="checkbox"/> N	<a href="#">Tue 07:21 AM</a>	<a href="#">Derek Booth</a>	<a href="#">Re: Returned mail: see transcript for...</a>	4K
10. <input type="checkbox"/> N	<a href="#">Tue 07:16 AM</a>	<a href="#">Peter Petra</a>	<a href="#">Hi, I sent you an eCard!</a>	2K

Select all shown

[Delete](#), or move to:  [Go](#)

8. At this point you can follow the on-screen option to work with your Emails.

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9. Contact Stanley Systems if you have any questions. [garystanley@sspud.com](mailto:garystanley@sspud.com)