

Accessing Email through Web Access

1. Open your web browser (i.e. Internet Explorer) and then type <http://www.tripledcomputers.com> in the address bar. Then press enter.



2. Next you will see Triple D Computers webpage load up.



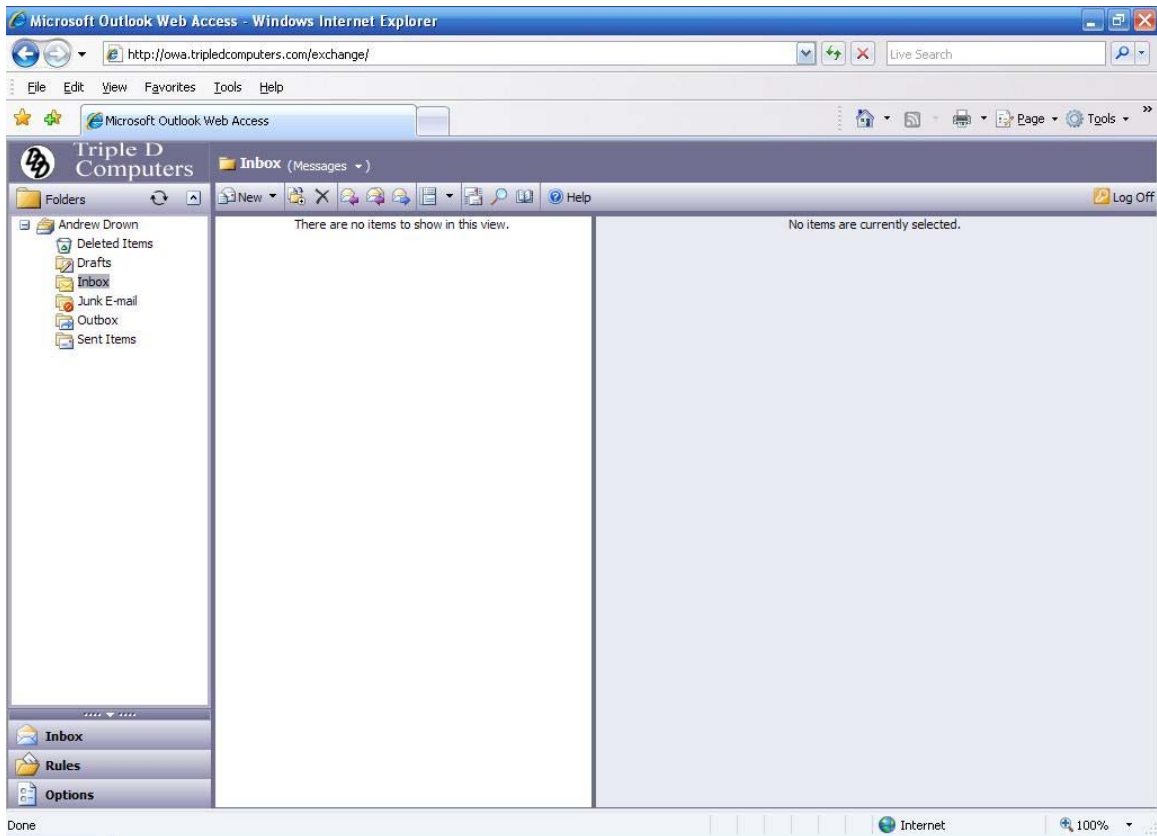
3. At the top right corner of the page there is a flashing link that says "Web Access". Left click on that.



4. Next, you will see a box that is asking for your username and password. Type in your username (i.e. jsmith) and then your password and click ok.



5. Next you will see your email.



6. From this screen you can view your inbox in the middle. This will show all emails that you have received. You can also click on the "New" button at the top of the page to send a new email to someone. The "X" button at the top will delete whatever email you have highlighted.