

Web Mail Instructions

How to use Webmail:

You can access your email from any place at any time as long as you have internet access.

Webmail can be accessed at: <http://vwebmail.grandecom.net/>

User Name: Enter your entire email address

Password : Enter your password.

This is an image of what you will see once you are logged on:

User **techdept@communityaction.com** has 2 email messages [0.02 used of 50 MB (0.04%)]

Msg	Date	Time	From	Subject	Size	Read	Delete	Mark
1	08/18/2006	00:04:15	lsauced@communityaction.com	Autoreply: Backup Exec Alert: Job Succes...	717			<input type="checkbox"/>
2	08/17/2006	00:04:38	lsauced@communityaction.com	Autoreply: Backup Exec Alert: Job Succes...	717			<input type="checkbox"/>

To read the message click on the icon under the “Read” column to open the message. Once you open the message you will have the option to – reply, reply all, etc.

To create a message – click on “Compose”. This webmail interface has to option to request a return receipt and to set the priority of the message.

If you have more than one page, you will see an arrow after the “Log Out” button that you can click to go to the next page.

You can delete a message by clicking on the trash can under the “Delete” column next to each message. To delete more than one message at a time – put a check in the box under the “Mark” column for each message that you want to delete and then click on the “Delete” button that is on the bottom of the page. When deleting more than one Message you will get another page to Confirm Multiple Message Delete (see image below)

Confirm Multiple Message Delete

Operation	Details	Submit
Delete MARKED	Msgs: 2,1	
Delete ALL	Msgs: 1-2	

You will need to click on “Purge” on the one that has “Delete MARKED”.
If you don’t click “Purge” the messages are not deleted.

Clicking “Purge” will take you to one more final screen to Confirm deletion of messages.
(See image below)



Click “Okay” to complete the deletion of messages. If you click “Cancel” messages will not be deleted. After you click “Okay” it will take you back to the main page.

Webmail is not for archive purposes - so be sure to periodically delete messages from your - In and sent box.