



## Email Account Information

Please note that throughout this document you should replace all occurrences of ***your-domain.com***, ***email-name*** and ***email-password*** with your personal information. If you have lost your email login information please contact us at [hosting@terabit.ca](mailto:hosting@terabit.ca).

### Email Account

Login to your email account by using the following url:

**Link:** <http://your-domain.com/webmail/>  
**User Name:** *email-name@your-domain.com*  
**Password:** *email-password*

Once you have logged in your web browser should look similar to the image below. Please note that you will be redirected to our secure server connection.



Change  
Password



Forwarding  
Options



Auto  
Responders



Configure  
Mail Client



BoxTrapper



Email  
Delivery Route



Email Filtering



### **Webmail**

Click the Horde image to access your full featured webmail system. You will have access to your personal email, address book, calendar, task list and notes.

### **Outlook**

You can use outlook to send and receive your email if you prefer. To get the proper settings login the same as you would for webmail (see above). But instead of clicking on the Horde image click the "Configure Mail Client" image. You will be shown the settings to use in your client and provided with auto configurations files for a few popular email clients.

If you have any problems with your account please contact us at [hosting@terabit.ca](mailto:hosting@terabit.ca).

Thank you,  
The Terabit Team