## Guide to the Scotnet Web Mail System

Web mail is an added value service provided to Scotnet Pop mail customers.

Web mail is not intended to replace your conventional mail client software (Netscape, Outlook Express etc) or your normal mail collection method.

Remember that because you will be editing your mail on the Scotnet Mail server; that the messages are not downloaded to your PC until you collect them as normal.

Open Internet Explorer and go to <u>http://www.scotnet.co.uk</u> Click on the web mail button as shown below:



In the username, enter Scotnet and for the password, enter sc0tnet (**Please note that the first "O" is the number zero**).



After the initial authentication, you will be presented with your account authentication, on this screen, enter your SOP number and the letter of the account you are accessing, for example: SOP99999a

Enter the password for the account and select "POP3 Server webmail1" for the server and click on "Log in".

🏷 Favorites <table-cell> 🔗</table-cell>	• 🎍 🔯 • 🧾 🔏		
	Welcome to Mail (New User Introduction)		
Username	sopxxxxxa		
Password	•••••		
Server	POP3 Server webmail1 💌		
Language	English		
	Log in		

You will be presented with the following screen, click on "Inbox"



## Click on the "Skip Maintenance" button

🚰 Horde - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
🚱 Back 🔹 🕥 – 💌 📓 🚮 🔎 Search 🤺 Favorites 🤣 🔗 – 🍑 🚳 – 🛄 🖄	
Address Addres	
IMP Maintenance Operations - Confirmation	
<b>Warning!</b> IMP is ready to perform the maintenance operations checked below. Check the box for any operation(s) you want to perform at this time.	
The current folder(s) "sent-mail" will be renamed to "sent-mail-may-2006".	
All old sent-mail folders more than 12 months old will be deleted.	
📃 🛛 All messages in your "trash" folder older than 30 days will be permanently deleted.	
Perform Maintenance Operations Skip Maintenance	

You are now presented with your mailbox

顲 Horde - N	Microsoft Internet Explo	rer		
File Edit	View Favorites Tools	Help		
🕝 Back 🔹	· 🕑 - 💌 😰 🦿	Search 👷 Favorites	🥝 🍛 🎍 🖸 - 🛄 🕸	8
Address 🦉	http://webmail1.scotnet.co	.uk:81/horde/		
INBOX C	Compose Search Help	₽ - <mark>&gt;</mark> Addressbook Logout		
	Date	From	Subject	
	07:35:35 PM	John Doe	Test Email	
Delete   B	lacklist			
Select:	<b>-</b>			

SCOTNET Scotland's Premier Internet Service Provider