



Using Excell.Net WebMail

We recommend using WebMail when you need to retrieve your email remotely.

These instructions are for those Excell.Net customers whose incoming mail server is specified as **pop.excell.net** and outgoing mail server is specified as **smtp.excell.net**.

Key in the following in the address line of your browser:

<https://smtp.excell.net>

Accept the Security Certificate or Click Continue

Enter your email address

Enter your password

Click on: Login

Cookies must be enabled in your browser to use Excell.Net WEB mail.

When you login, you will be at the main interface.

You can view your email, reply to and forward emails, compose new emails and delete unwanted emails

Excell.Net WEB mail permits you to define folders to which you can store email messages. The most efficient way to use Excell.Net WEB mail is to move new messages to appropriately named folders if you wish to save them. This will keep your "new" message folder small and quickly accessible. To create a new folder, place your mouse in the folder column and right click. Choose New Folder, enter the name of the new folder in the pop up box and click on Create. Once the folder is created, you may select it from the list whenever you wish to access those particular messages.

To view messages stored in a folder, select the appropriate folder from the left-hand list. "Sent Items" will contain a list of all messages you have sent via Excell.Net WEB mail.

- Setup an address book in "contacts"
 - Click on Contacts in left hand column
 - Add new contact – enter contact information in pop up box and click save & close
 - Import contacts – click browse to find file stored on your pc (*address book files must be in CSV format - Comma Separated Values*)
- To add an auto responder, click on Settings in upper right
 - choose edit your filters
 - choose new responder
 - enter your auto response and Save Changes