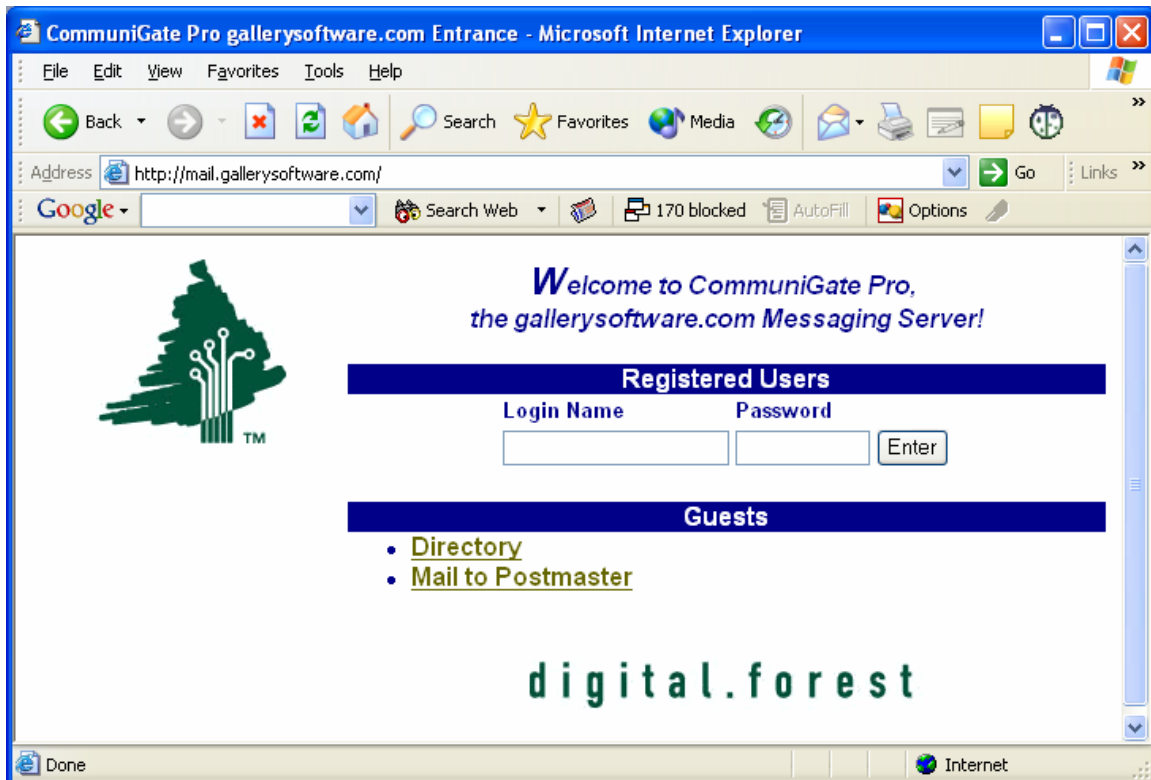


How to access your email via Web Mail

You can now access your email from any computer that has internet access and a web browser.

To access web mail open a web browser and enter in your domain name in the format: **http://mail.YourDomainName.com**

Example: <http://mail.gallerysoftware.com>

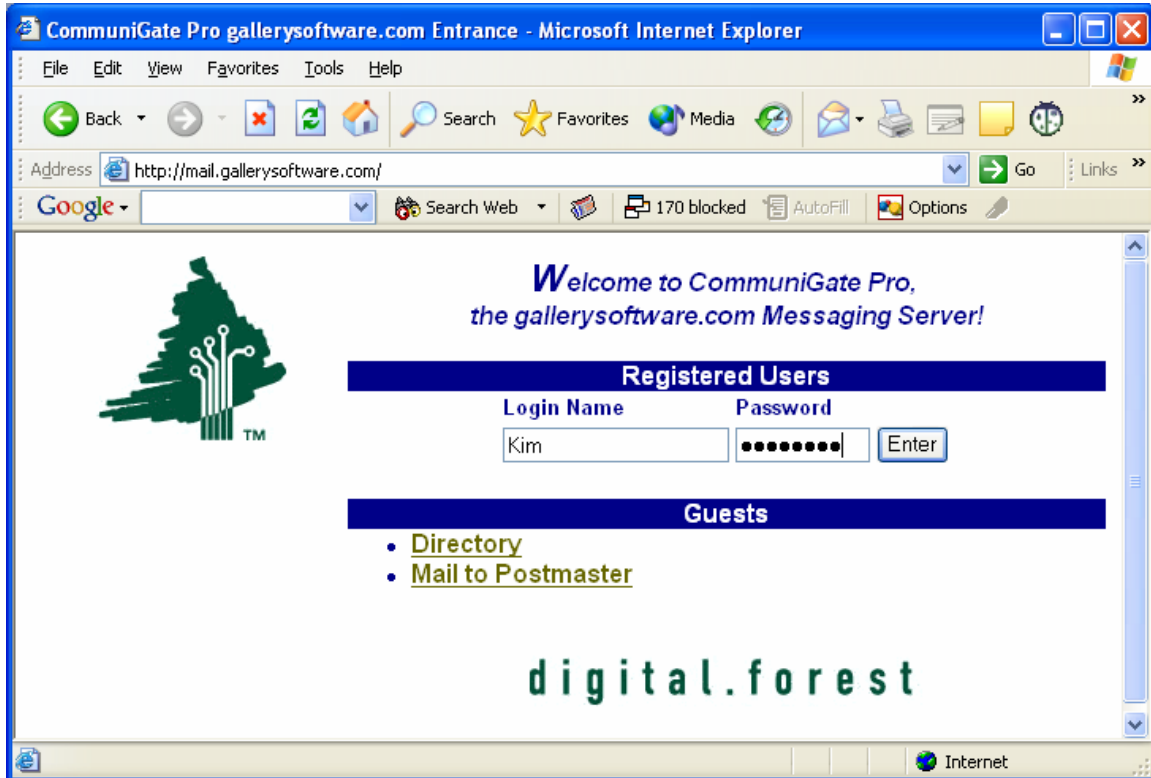


Enter your Email account **Login Name** and **Password** and click the **Enter** button.

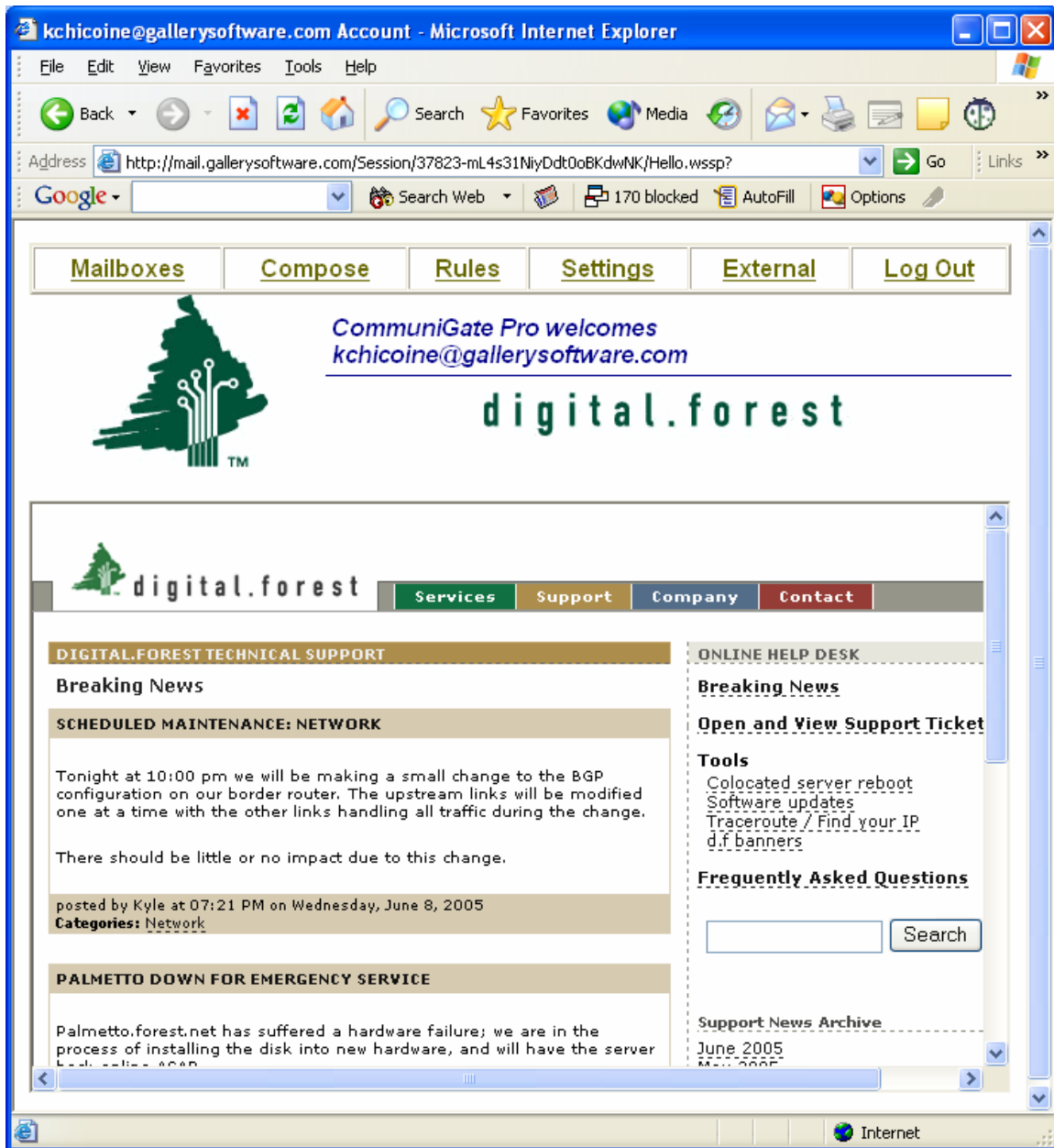
Example: Login Name: kim Password: test!1

Your Logon name is the first part of your email address.

Example: **kim**@GallerySoftware.com



Click on the **Mailboxes** link in the upper left corner.



This is the default view, if you would like a more traditional look for email click on the link for **Settings**.

Mailboxes **Compose** **Rules** **Settings** **External** **Log Out**

kchicoine@gallerysoftware.com Mailboxes ?

Create Mailbox used 3307 of 30M

Empty Trash 1757 in Trash

Display Filter: 3 selected

Mailbox	Size	Messages	New	Unread
INBOX	0	0		
Sent	1550	3		
Trash	1757	1	1	

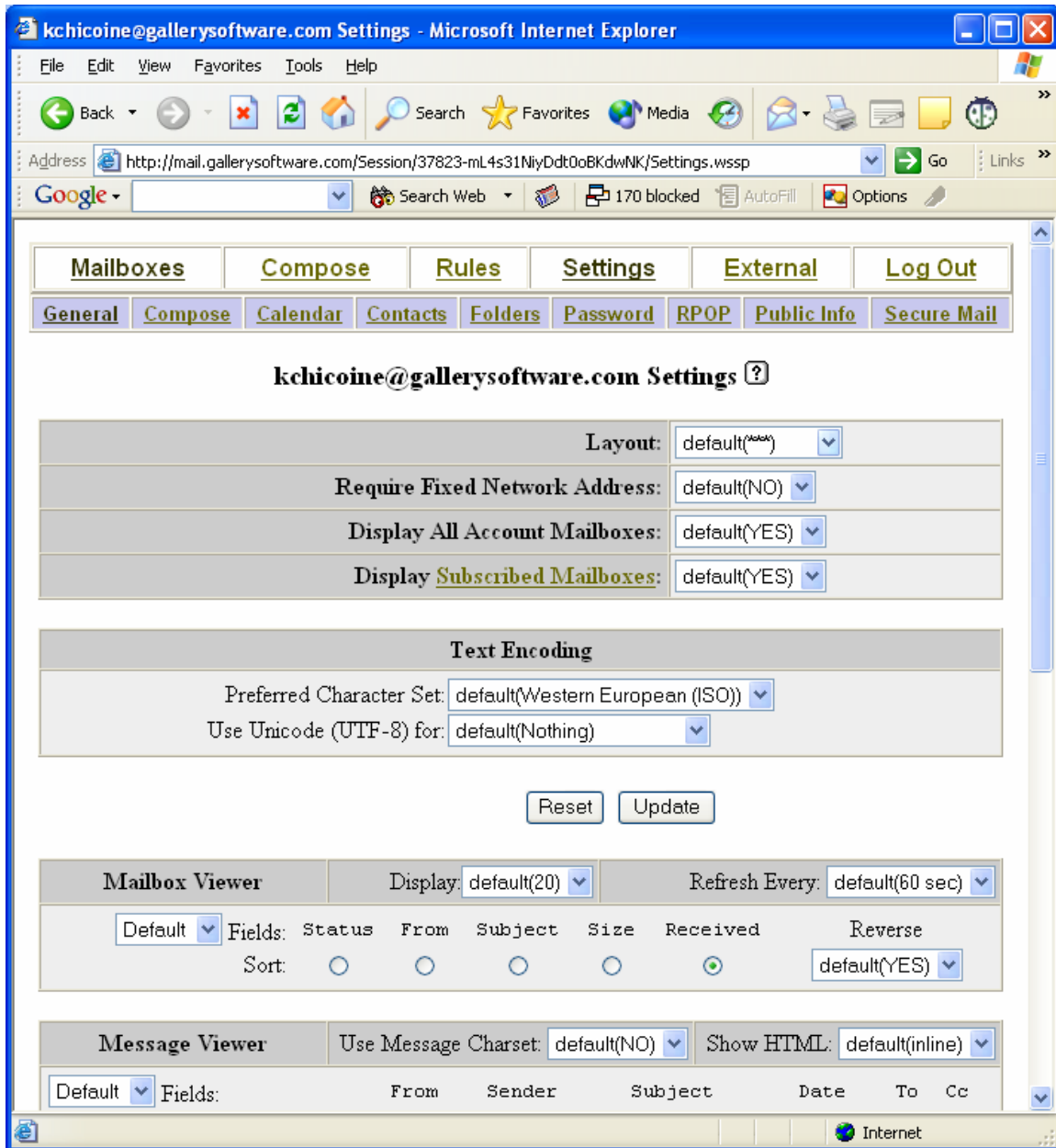
digital.forest

Mailboxes **Compose** **Rules** **Settings** **External** **Log Out**

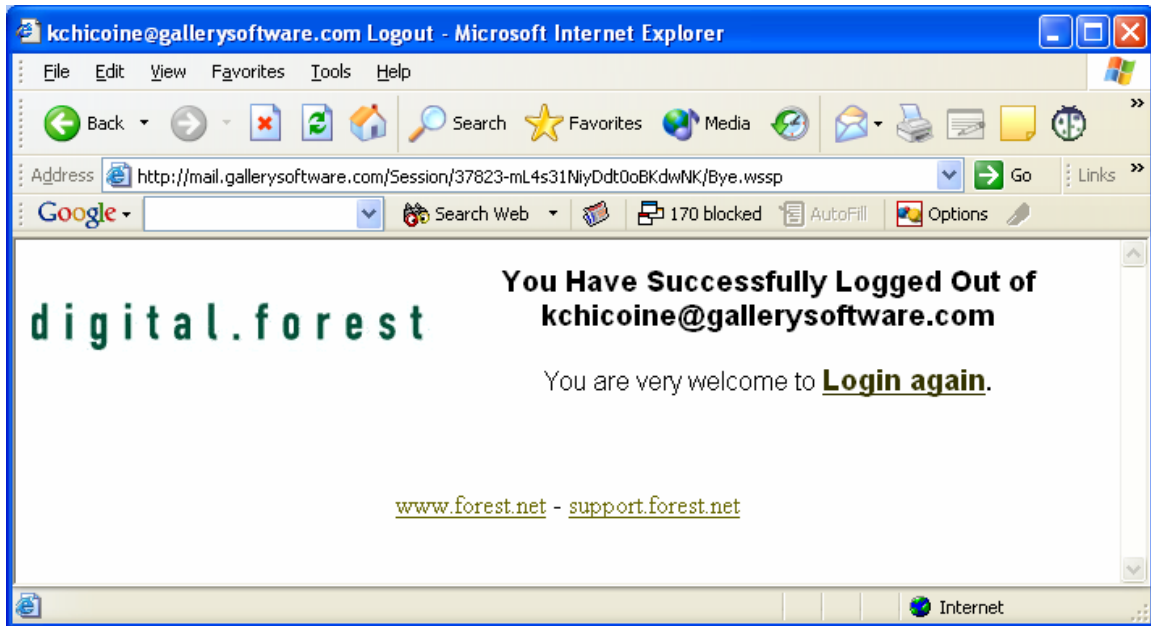
Internet

Choose the drop down for **Layout** and select **Golden Fleece** and click the **Update** button.

Click the **Log Out** link in the upper right corner.

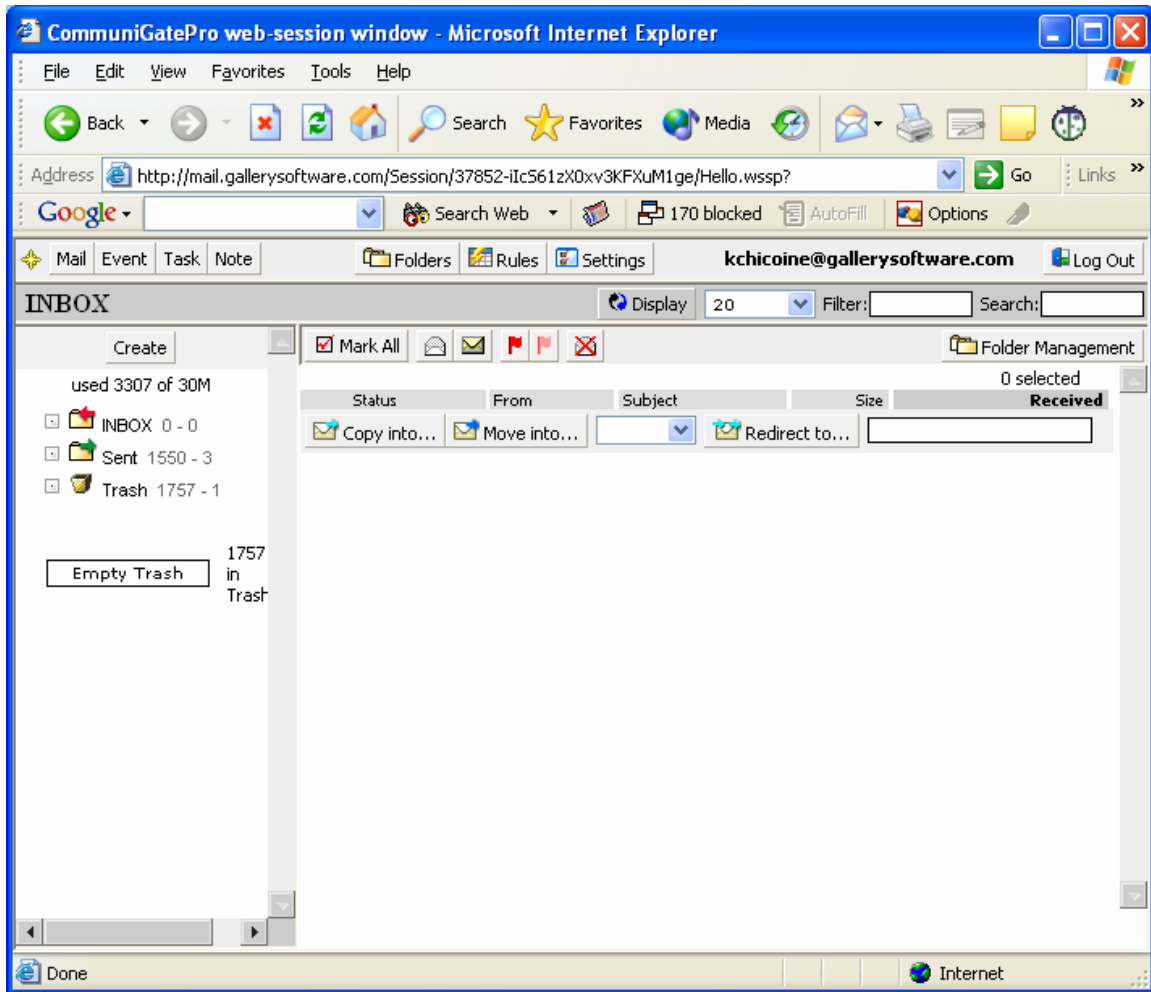


Click the **Login again** link and login again.



You should notice your viewing layout has changed.

You can customize your web mail by clicking on the **Settings** button in the upper middle area.



On the left hand side are the **navigation buttons** for you to customize each part of your web mail. After making your changes be sure to click the **Update** button.

CommuniGatePro web-session window - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

Mail Event Task Note Folders Rules Settings **kchicoine@gallerysoftware.com** Log Out

General

Layout: GoldenFleece
Language: default(English)
Time Zone: NorthAmerica/Mountain
Require Fixed Network Address: default(No)
Use Cookies: default(No)

Text Encoding

Preferred Character Set: default(Western European (ISO))
Use Unicode (UTF-8) for: default(Nothing)

Folder List Viewer

All Account Folders: default(Yes)
All Subscribed Folders: default(Yes)

Updated [Reset] [Update]

Folder Viewer

Display: default(20) Refresh Every: default(60 sec)

Default Fields: Status From Subject Size Received Reverse
Sort: [radio] [radio] [radio] [radio] [radio] [radio] default(Yes)

Message Viewer

Use Message Charset: default(No) Show HTML: default(inline)
Show Images: default(safely) Send Read Receipts: Manually

Default Fields: From Sender Subject Date To Cc

Updated [Reset] [Update]

Trash Management

Message Delete Method: default(Move To Trash)
Trash Folder: default(Trash)
Keep Message Received Time: default(No)
On Logout Remove from Trash if Older than: 7 day(s)

Layouts for Wireless Devices

WAP/WML: default(WML) IMode/cHTML: default(IMode)

Updated [Reset] [Update]

Done Internet

Please email us any questions regarding web mail customization via the Masterpiece online support form located under the Help > Online Support Form within Masterpiece OR through the web at [HYPERLINK
http://www.masterpiecemanager.com/support_email.html](http://www.masterpiecemanager.com/support_email.html)