

Using webmail to access your tstnet email



Welcome to WebMail

To log-in to WebMail please enter your email address and password below.

Email Address:

Password:

[Login Now!](#)

[Change Password?](#)
[Manage Autoresponder](#)

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Accessing your tstnet.co.uk Webmail

Open your web browser, such as Internet Explorer or Firefox

In the address bar enter <http://webmail.bpeinternet.co.uk/>

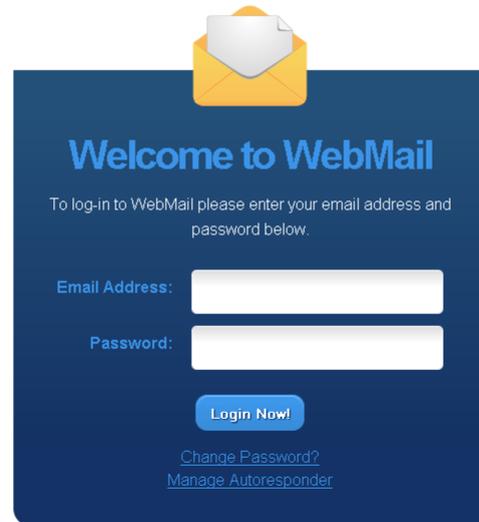
The Welcome to WebMail page will open

Enter your email address and password in the appropriate box

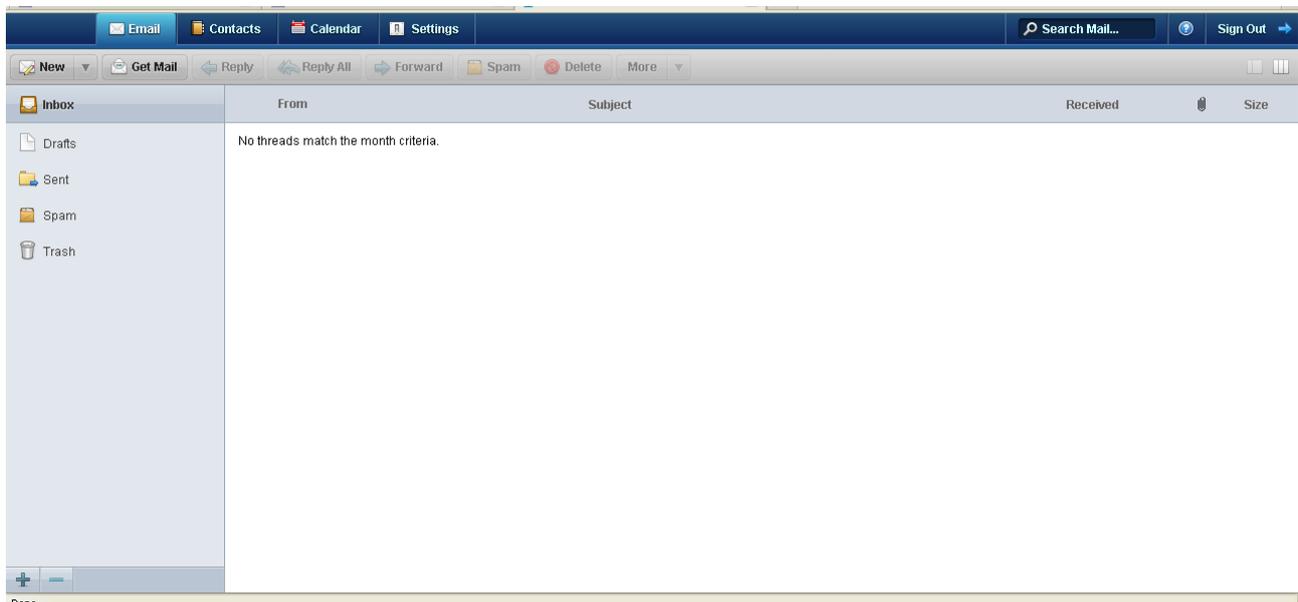
Click Login Now

You will be redirected to your mailbox. When your webmail appears it will display your Inbox. You will that the Inbox folder is selected on the left hand side. The other folders that are available are:

- Drafts
- Sent
- Spam
- Trash

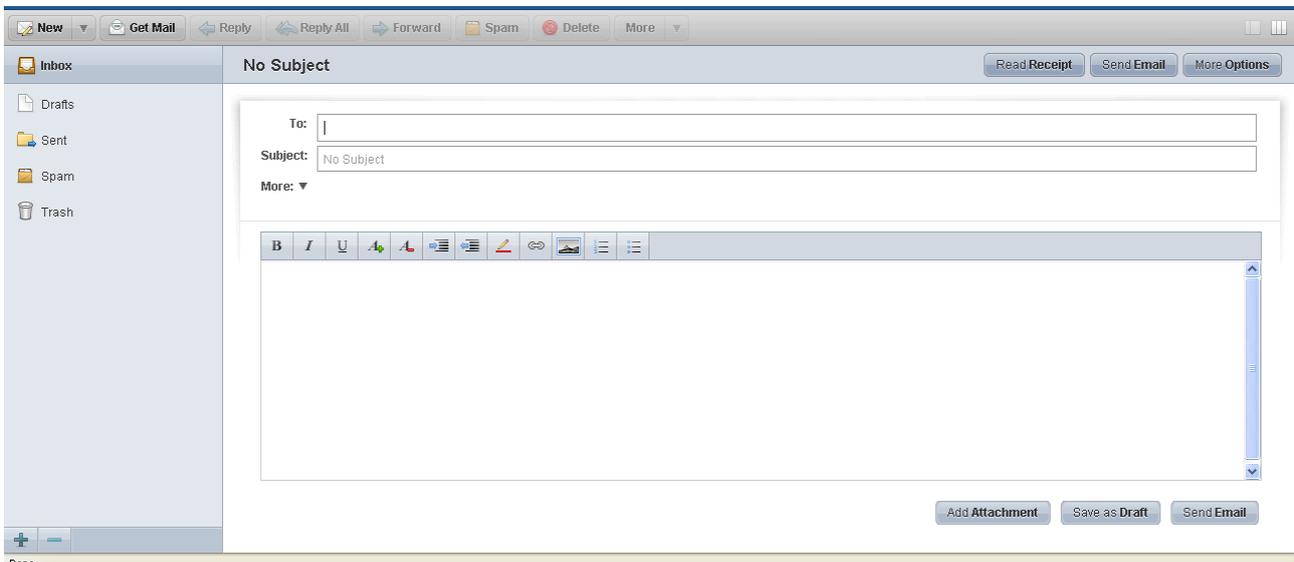


To view the contents of each folder, click the name of the folder on the left hand menu.



Creating a new message

On the top left is an icon that is called 'New'. When you click this icon a drop menu appears. To create a new message, click New Email.



Enter a recipient in the To: box.

Enter a Subject:

Enter some text.

If you need to CC or BCC, click the More Options button on the top right.

To add an attachment, click the Add Attachment button at the bottom of the message screen. The file browser screen will open, select the required file and click Open. The attached file(s) will appear in the message next to the label Files:

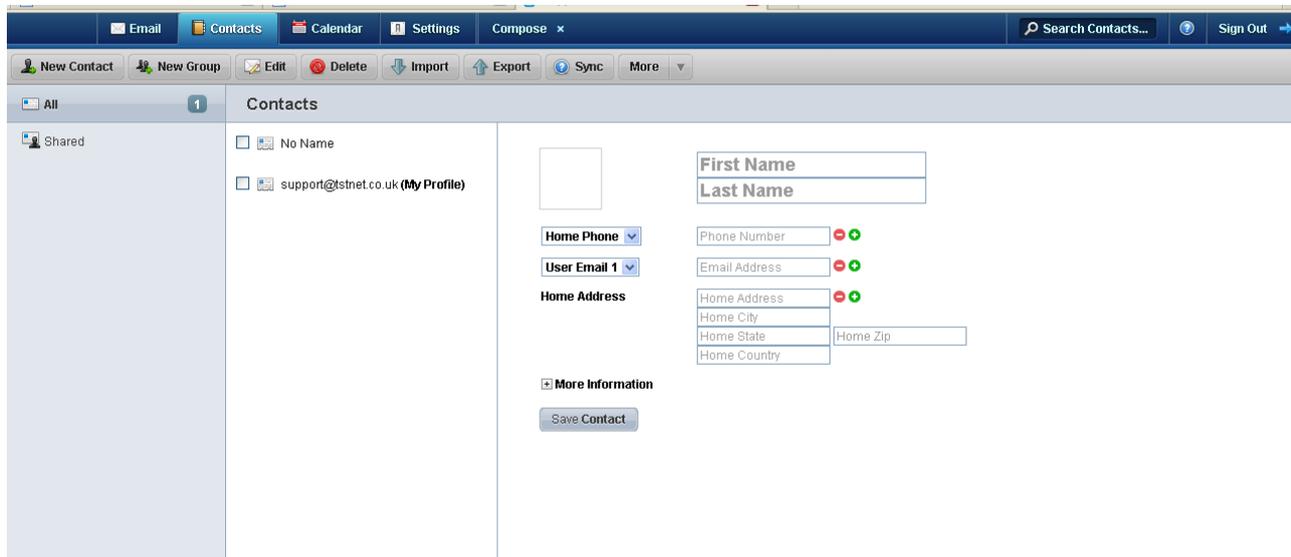
To request a read receipt from the message recipient, click the Read Receipt button on the top right of the message.

Once you have prepared your message, click the Send Email button in the bottom right of the screen.

Contacts

To see your contacts, click the Contacts tab at the top of the screen.

To add a new contact, click the New Contact button on the top right side of the screen. The New Contact screen will open. Enter the information on the right side of the window. Click the Save Contact button to complete the process.



Contacts can be grouped together. To create a new group, click the New Group icon on the top left of the screen. A new group will appear on the left hand side with the name New Group. To give your group a name, simply type a new name in.

To edit a contact, click the required contact so that a tick appears in the box next to the name. Click the Edit button and the details will appear on the right side of the screen. Make the necessary additions or amendments and click the Save Contact button.

To Delete a contact, select the contact and click the Delete button.

Importing Contacts

To import contacts, click the Import button and select the file containing the contact details that you wish to import. Click Open and the contact details will be imported.

Exporting Contacts

Contact details can be exported as a vCard. To export a contact, select the required contact and click the Export button. By default, the vCard is exported to Outlook.

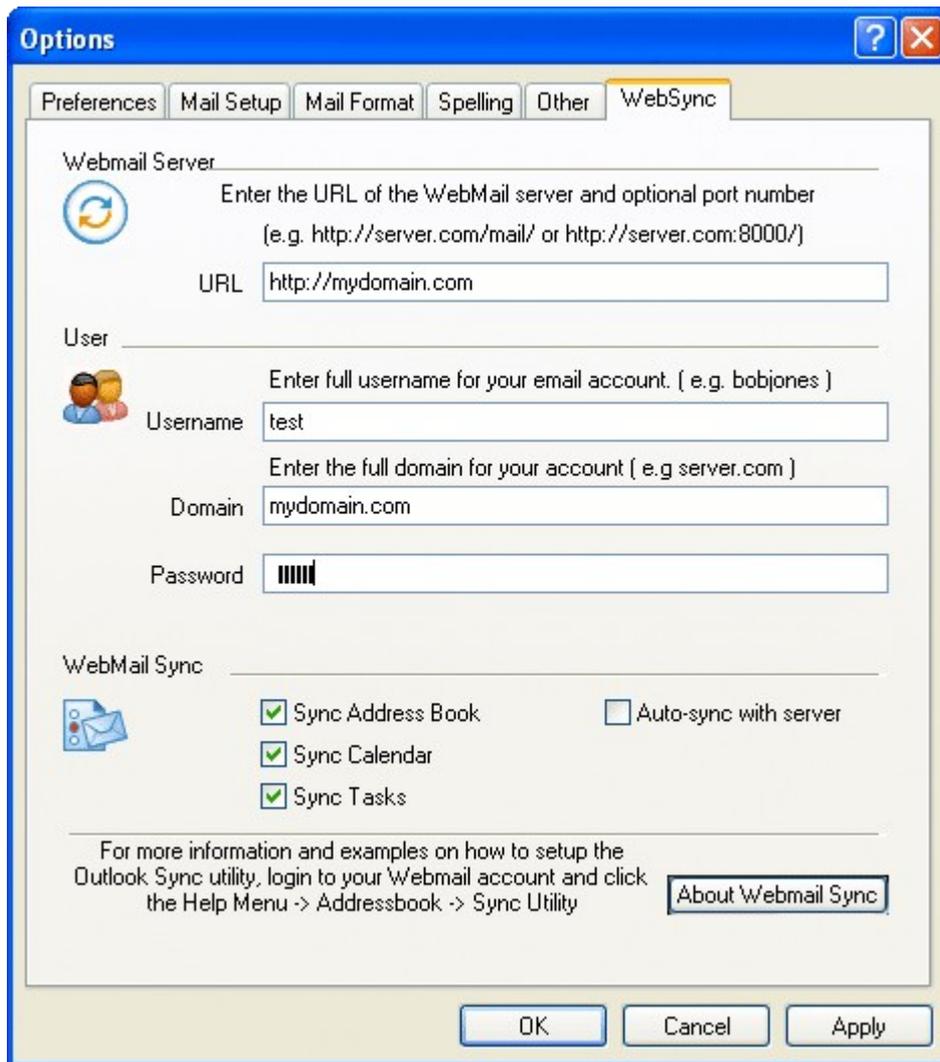
Sync with Outlook

To synchronise your contacts with Outlook you need a file installing called Websync. Click the Sync button and a help file will open. Click the option to download Websync zip file. .

Setting up WebSync

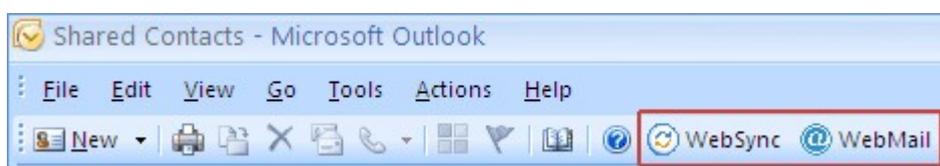
Download the WebSync utility above and extract the installer from the Zip file. Before installing, exit Outlook, then run the installation utility for WebSync.

On the first execution of Outlook with WebSync installed, you will be informed that this is the first time running WebSync and it requires configuration. After this you will be presented with the configuration pane. You can also access this pane at anytime to change settings by going to Options->WebSync. Enter the details of your webmail account (user/domain/server url) and click OK. This will test your entered settings for any problems and alert you to anything that requires your attention.



Using WebSync

Simply select the types of object you would like to sync in the WebSync Options pane and then click the "Sync" button in your toolbar to start the process! Alternatively you can also optionally enable 'Auto-sync' which will watch and transfer objects in realtime and do a full synchronisation every 10 minutes.



Data synchronisation available

The Outlook WebSync utility can sync the following data

- Contacts
- Calendar events
- Tasks

The data synchronised is made available via the Webmail interface, allowing you to keep Outlook and Webmail in sync. Any new data created in either Outlook or the Webmail interface are synchronised together.

Calendar

Included in the webmail facility is an online Calendar. For the calendar to function you need to have a server set up that is capable of working with this online Calendar. If this is a feature that you are interested in, please contact your TST representative to discuss further.

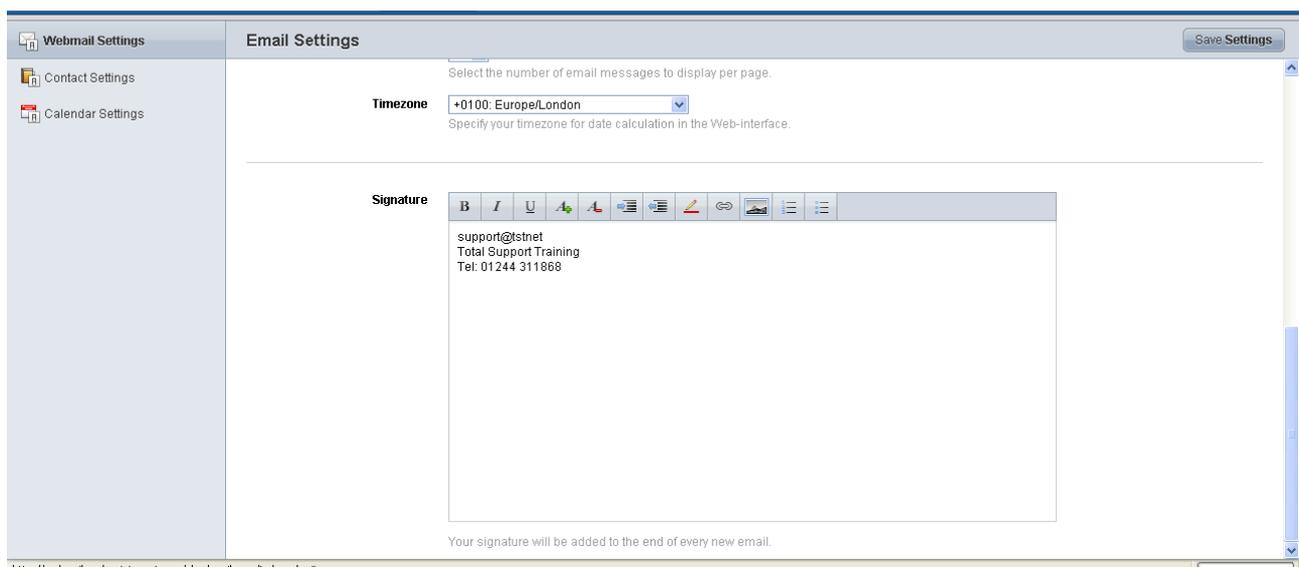
To view your Calendar, click the Calendar tab. The calendar can also synchronised with Outlook through the Websync application (as described in the Contacts section of this guide).

To add an appointment on the calendar, double-click a time slot and type the content of the appointment. If the appointment is on a different day, select the date from the month view calendar on the left hand side.

Settings

Click the Settings tab to change the way your Webmail, Contacts or Calendar behaves.

The most common reason for visiting this page is to put a Signature on your webmail. On the left side, click Email Settings. Scroll to the bottom of the page, where you will see a section called Signature. Type your signature into the text box and click the Save Settings button in the top right of the screen.



The screenshot displays the 'Webmail Settings' interface. The 'Email Settings' tab is active. Under 'Timezone', a dropdown menu is set to '+0100: Europe/London'. Below this, the 'Signature' section features a rich text editor with the following text: 'support@tstnet', 'Total Support Training', and 'Tel: 01244 311868'. A 'Save Settings' button is located in the top right corner. The footer of the page shows the URL: 'http://webmail.co.uk/external/.../webmail.new/index.php#'



Welcome to WebMail

Change Password

Email Address:

Current Password:

New Password:

New Password (again):

[Change!](#)

Changing your Password

The password can be changed on the login screen. Click the Change Password link at the bottom of the login screen. Enter your email address and current password in the relevant boxes. Enter your new password twice and then click the Change button.

Setting up an Autoresponder

An autoresponder is sometimes called a holiday or vacation message. When someone sends an email to you a response is automatically sent to the sender.

On the login page, click the Manage Autoresponder link. The login page will appear. Enter the email address and password for the account that you want to set up the autoresponder on. Click the Continue button.

Autoresponder Setup

An autoresponder sends an automatic email response to anyone who sends you an email. They are ideal for when you are away on holiday or out of the office for the day.

Enter your mailbox address and password to setup an autoresponder.

Email Address:

Password:

[Continue](#)

[Back to WebMail Login](#)

Add Autoresponder

Email Address: support@stnet.co.uk

Email Subject: Leave blank to reply using "RE: Original Email's Subject"

Content type: [Plain text](#)

Message:

Once the Autoresponse is Sent Forward This Email to: (leave blank for none)

[Create](#)

Once you have logged in you can set up the autoresponder.

Enter a subject (or leave blank to use RE subjects original subject).

Choose the format that you want the message to be delivered in i.e. either Plain Text or HTML.

Enter your message.

If you want to forward the message on to an alternative email address enter it here and click Create.