

# Web Mail User Instructions



## How to log into your Activ8 Web Mail

If you are going on holidays, away from work or home you can still access your Activ8me emails. We have a web-based email service that allows customers to log in and check their emails from any device with internet connection.

### Step 1

Just go to 'My Account' on the [activ8me.net.au](http://webmail.activ8.net.au) website and click on **Web Mail** or go to our secure site at <http://webmail.activ8.net.au>

### Step 2

Simply login with your email username and password.



### Step 3

Once logged in, customers will have all the options for basic email tasks. To view the inbox, click on "Mail" on the left hand side of the page.



Below is a screenshot of how the inbox will appear.



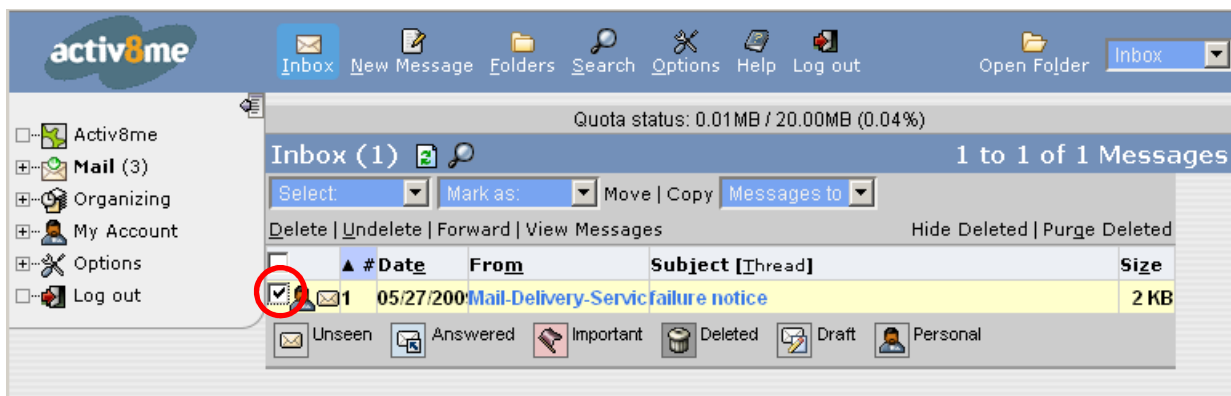
## How to delete emails in Activ8 Web Mail

### Step 1

You will first need to be viewing the inbox.

### Step 2

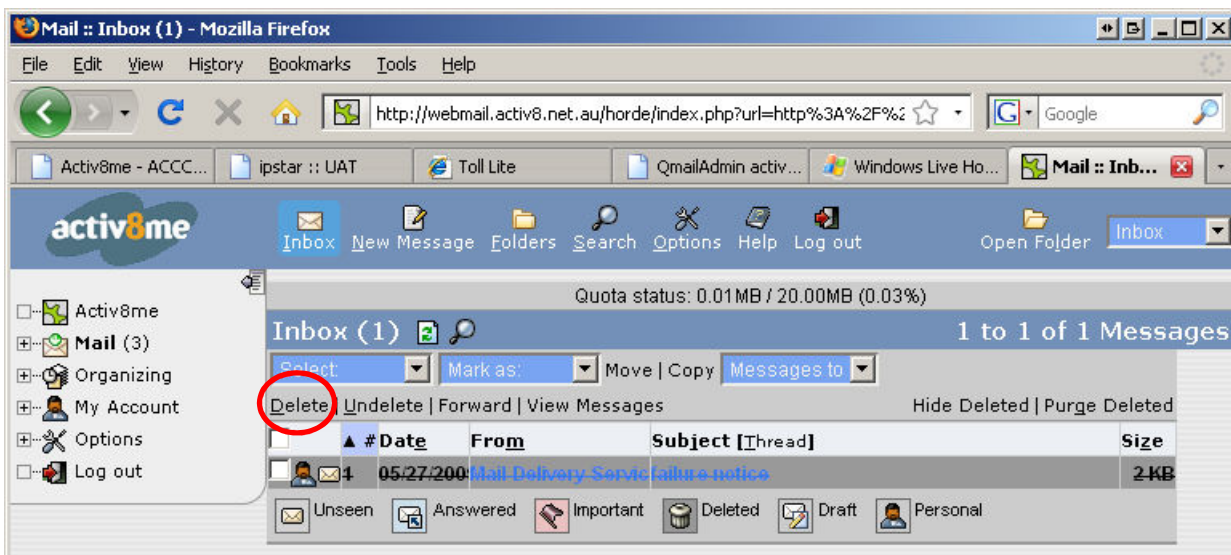
Tick the box next to the email you wish to delete.



### Step 3

Once the box has been ticked, click "Delete".

You will then see that the email has a line all the way through it as shown below.



At this point the email is still on the server and needs to be removed completely. To do this, click on "Purge Deleted". This can be found above the size column on the right-hand side of the screen.

Once the email is fully removed from the server you should no longer be able to see it.

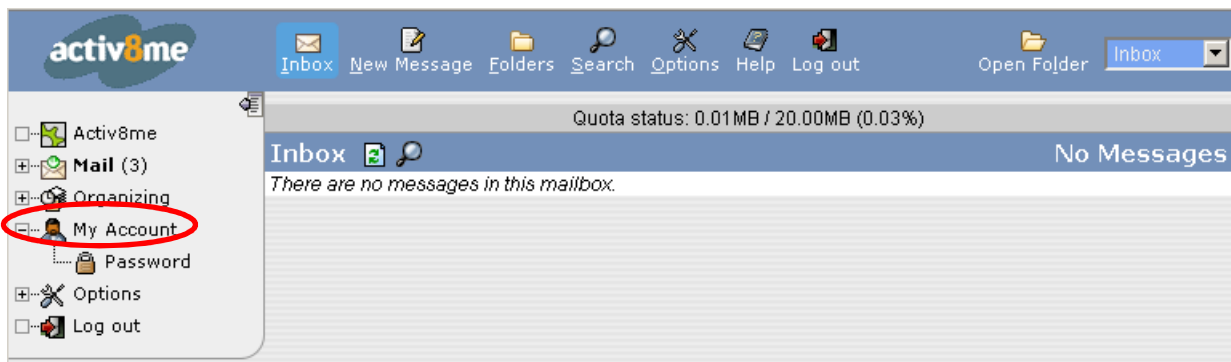
## How to change your Activ8 Web Mail Password

### Step 1

You will first need to be viewing the inbox.

### Step 2

On the left-hand side click on "My Account".



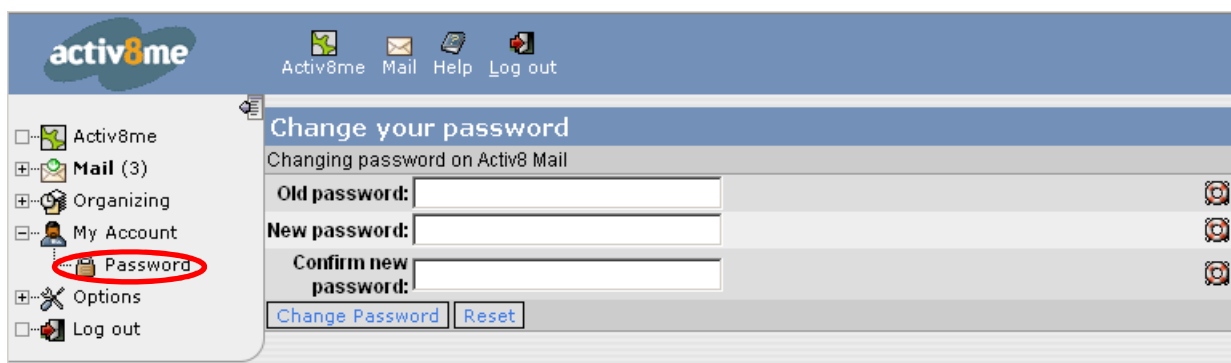
### Step 3

You will then see the menu expand so you can now click on "Password".

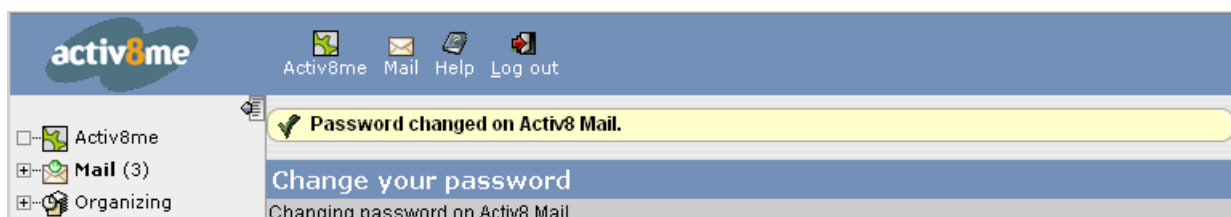
You should now see several boxes asking for old and new password details.

Fill these boxes in, making sure that the new password is more than 5 characters long and contains at least 1 number and 1 letter.

Once these details are filled out, click on the "Change Password" button.



If the password is changed successfully, this message will appear.



If the password did not change, there will be a message in red indicating this. If this is the case, you will need to try another password.