

## How to Check your Email from the Internet (Web Email aka SmarterMail)

**Note to AOL users:** If you have internet access through *America Online* you should know that they are not friendly to other email programs. To check your email using AOL you'll need to connect to the internet as usual through AOL then minimize the AOL internet browser (do not disconnect) and open up Internet Explorer.

1. Open Internet Explorer or Netscape and go to [webmail.yourwebsite.com](http://webmail.yourwebsite.com) (i.e. [webmail.visualedgedesign.com](http://webmail.visualedgedesign.com)).
2. Your login screen should now show in the window. Enter your user name (your full email address) and password into the appropriate fields. (Note: If you do not have a user name and password, call 877-775-2530 or 727-446-0834 and ask for Technical Services.)
3. In your folders, you can view your email in the In Box and can create New Messages. To retrieve email, click on the email subject and it will open for your view. At this point you can either reply or delete the message.

**You have successfully accessed your "Webmail" email account!**  
**If you have any questions concerning these instructions, please contact**  
**[techservices@visualedgedesign.com](mailto:techservices@visualedgedesign.com) or call 877-775-2530.**