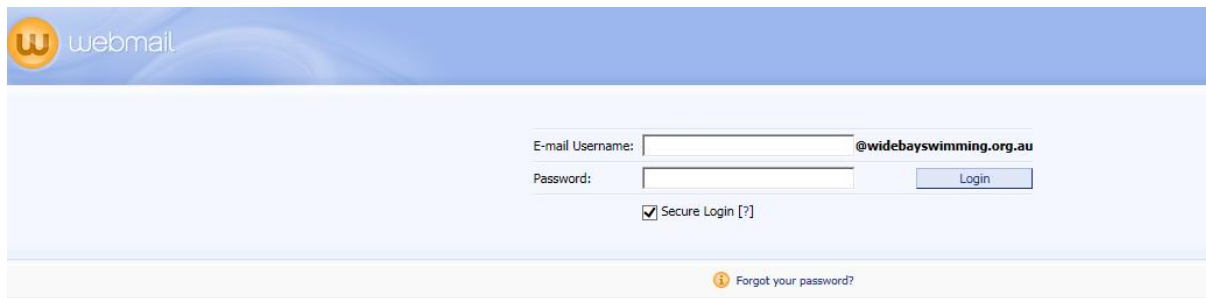


LOG-ON DETAILS

Go to [Wide Bay Webmail account](#) (click on link). It will bring up the below screen. If link is not successful the address is

<https://mbox.server266.com/index.php?domain=widebayswimming.org.au&>

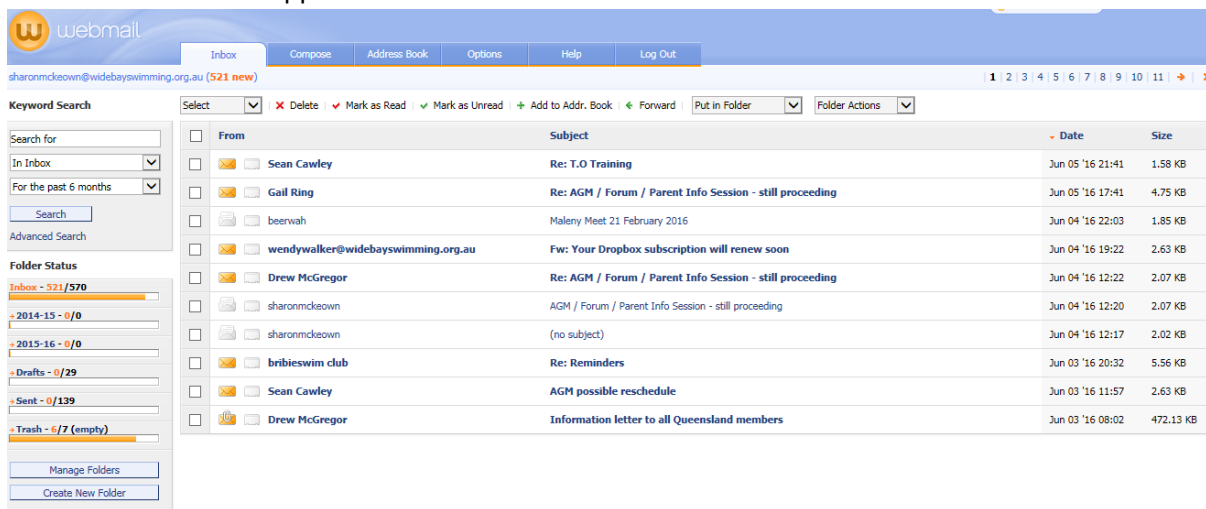


The image shows the login page for Wide Bay Webmail. At the top left is the 'webmail' logo. The main area contains a login form with the following fields: 'E-mail Username:' with a text box containing '@widebayswimming.org.au', 'Password:' with an empty text box, and a 'Login' button. Below the password field is a checked checkbox labeled 'Secure Login [?]'. At the bottom center, there is a link that says 'Forgot your password?'.

Type in your email username: e.g. joebloggs – you don't need to type in @widebayswimming.org.au as it's already populated.

Type in your password then select Login

Your Webmail should appear like this.

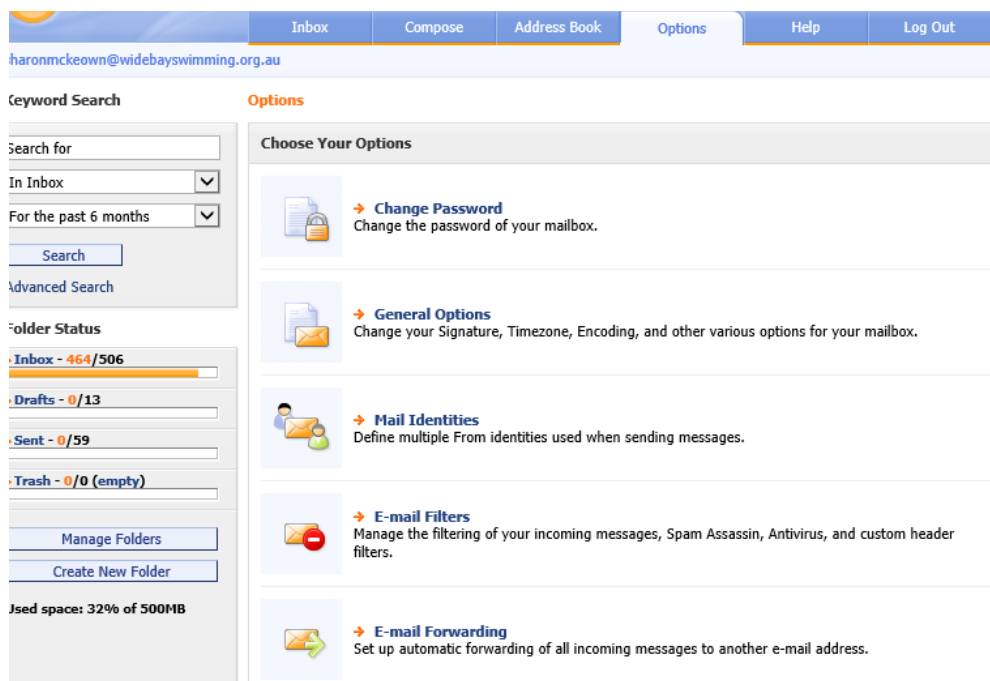


The image shows the main interface of the Wide Bay Webmail inbox. At the top, there are navigation tabs: 'Inbox', 'Compose', 'Address Book', 'Options', 'Help', and 'Log Out'. Below the tabs, the user's email address 'sharonmckeown@widebayswimming.org.au' and a notification '(521 new)' are displayed. A toolbar contains various actions: 'Select', 'Delete', 'Mark as Read', 'Mark as Unread', 'Add to Addr. Book', 'Forward', 'Put in Folder', and 'Folder Actions'. The main area is a table of email messages with columns for 'From', 'Subject', 'Date', and 'Size'. The 'Folder Status' sidebar on the left shows 'Inbox - 521 / 570' and other folders like 'Drafts - 0 / 29' and 'Sent - 0 / 139'. At the bottom, there are buttons for 'Manage Folders' and 'Create New Folder'.

From	Subject	Date	Size
Sean Cawley	Re: T.O Training	Jun 05 '16 21:41	1.58 KB
Gail Ring	Re: AGM / Forum / Parent Info Session - still proceeding	Jun 05 '16 17:41	4.75 KB
beerwah	Maleny Meet 21 February 2016	Jun 04 '16 22:03	1.85 KB
wendywalker@widebayswimming.org.au	Fw: Your Dropbox subscription will renew soon	Jun 04 '16 19:22	2.63 KB
Drew McGregor	Re: AGM / Forum / Parent Info Session - still proceeding	Jun 04 '16 12:22	2.07 KB
sharonmckeown	AGM / Forum / Parent Info Session - still proceeding	Jun 04 '16 12:20	2.07 KB
sharonmckeown	(no subject)	Jun 04 '16 12:17	2.02 KB
bribieswim club	Re: Reminders	Jun 03 '16 20:32	5.56 KB
Sean Cawley	AGM possible reschedule	Jun 03 '16 11:57	2.63 KB
Drew McGregor	Information letter to all Queensland members	Jun 03 '16 08:02	472.13 KB

CHANGE PASSWORD

Go to "Options" & select "change password" & follow instructions



The image shows the 'Options' page in the Wide Bay Webmail interface. The 'Options' tab is selected in the top navigation bar. The page title is 'Options'. On the left, there is a 'Keyword Search' section and a 'Folder Status' sidebar showing 'Inbox - 464 / 506'. The main content area is titled 'Choose Your Options' and contains five menu items, each with an icon and a description:

- Change Password**: Change the password of your mailbox.
- General Options**: Change your Signature, Timezone, Encoding, and other various options for your mailbox.
- Mail Identities**: Define multiple From identities used when sending messages.
- E-mail Filters**: Manage the filtering of your incoming messages, Spam Assassin, Antivirus, and custom header filters.
- E-mail Forwarding**: Set up automatic forwarding of all incoming messages to another e-mail address.

FORWARDING EMAIL

Go to "Options" & select "email forwarding" & follow instructions

The screenshot shows a webmail interface for the user `sharonmckeown@widebayswimming.org.au`. The navigation menu includes **Inbox**, **Compose**, **Address Book**, **Options** (selected), **Help**, and **Log Out**. The main content area is titled **Options - E-mail Forwarding**.

Keyword Search: Search for [text], In Inbox [dropdown], For the past 6 months [dropdown], Search button, Advanced Search link.

Folder Status: **Inbox - 464/506**, **Drafts - 0/13**, **Sent - 0/59**, **Trash - 0/0 (empty)**, Manage Folders button, Create New Folder button, Used space: 32% of 500MB.

E-mail Forwarding Options:

- Enable forwarding: Enabled [dropdown]
- Keep a copy of the forwarded messages: Yes [dropdown]

Use ";", "-", or Enter to split your email accounts.
Example: `test@example.com, info@example.com; probe@example.com`
or
`test@example.com`
`info@example.com`

Your forward list: `sharon.mckeown@bigpond.com`

Update button, Cancel button.