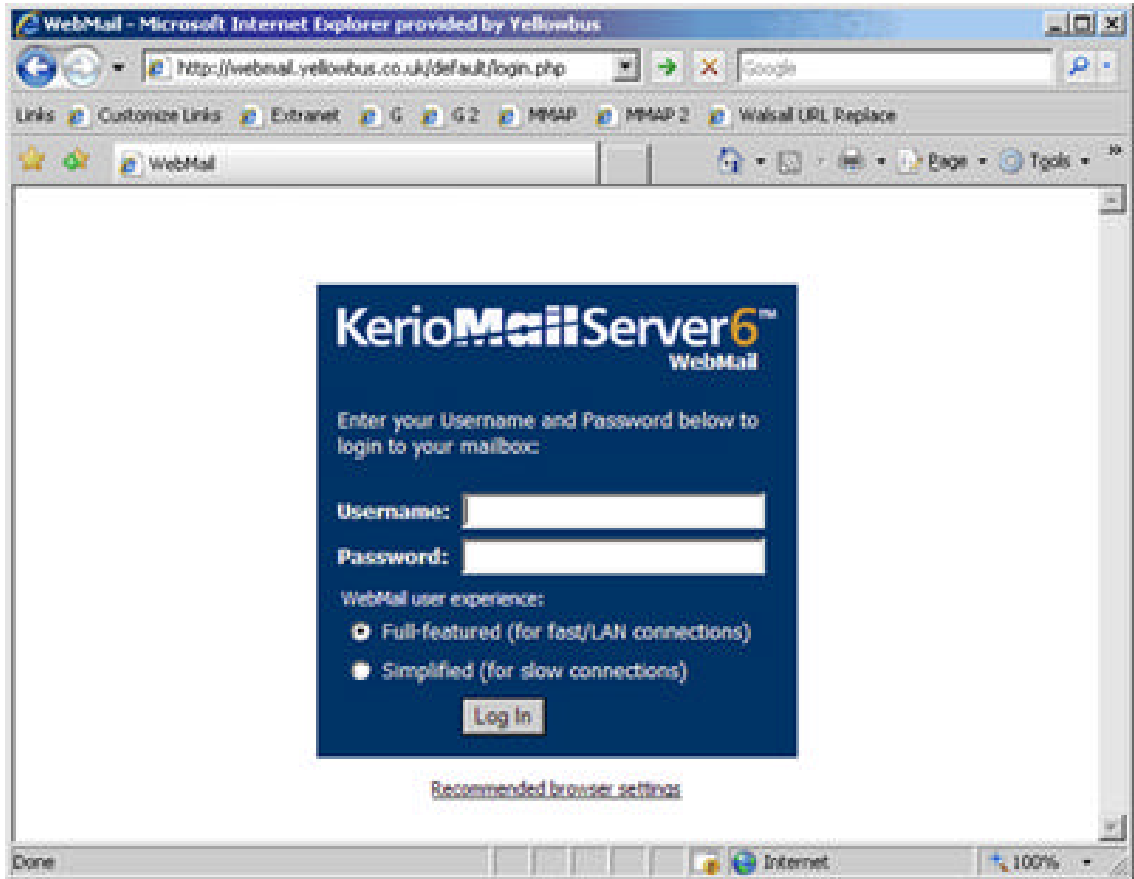


1) In your web browser go to <http://webmail.yellowbus.co.uk>



2) Enter your username & password (username is your full email address).

3) Under the password field you have two options - Full-featured (for fast/LAN connections) & Simplified (for slow connections).

4) After selecting your webmail type click 'LOG IN'

5) Once logged in you can view and send emails:

6) To send a new email click 'new mail' on the top bar - Enter the email address of the recipient in the 'TO' field. Enter a subject in the 'SUBJECT' field and your email message in the large text field below:

7) Once you have finished your email click the 'SEND' button in the top left of the window.

8) Webmail settings and features can be accessed using the 'SETTINGS' button under the Yellowbus logo. Using this button gives you access to features such as SPAM filters, OUT OF OFFICE AUTO-RESPONDERS and WEBMAIL SETUP

