**Verztec Webmail**

When you are not in the office, you may access Verztec Webmail at this URL:

<http://webmail.verztec.com>

Userid: your email address

Password: your password

This is useful when you need to check emails from home/ outside to reply to your clients/ suppliers.

Please do check emails regularly when you are accessing Internet at home.

Do take note of there will be email relay problems when you send out. As always, please put yourself as one of the recipients to ensure the email REALLY went out.

**Verztec SMTP mail Server for use in office MS Outlook:**

Incoming and outgoing: **mail.verztec.com**

Username: Your email address.

\*\* Note: If you download mails to your home PC using MS Outlook, you will not be able to download the same emails using your office PC - MS Outlook, so please use Webmail from home to keep a copy of the mails. Note that once you’ve downloaded your emails to your Outlook, it will not keep a copy in the Webmail / Server anymore.

If you have problems sending out emails, please check your SMTP or **Outgoing Mail** Settings to **mail.singnet.com.sg**

**How to set an Autoresponder:**

Please set an Autoresponder for your email when you are away on leave.

Go to **SETTINGS🡪 Auto- Responder** in **Webmail**, check the box on “Enable Auto-responder”, click on the tab “Auto-responder Message” and enter your Autoresponder Subject Title and Message.

**Please remember to deactivate this option when you’re back to work.**