

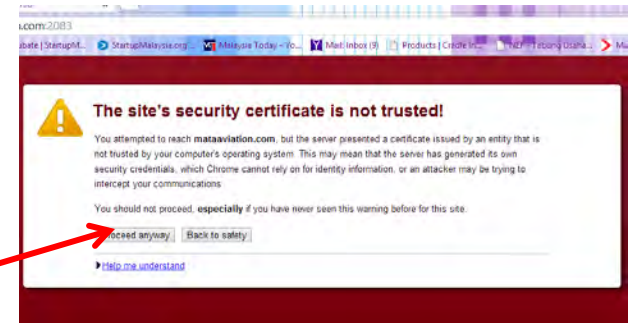
WEBMAIL SETUP

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How to access webmail

1. There are 2 way to acccess webmail
 - Go to website <http://www.mataaviation.com> and click webmail at bottom area
 - Directly type address at web browser <http://www.mataaviation.com/webmail>
2. If this warning page appear, click proceed.
3. Login with your email & password (if forgot please contact admin to reset password)
4. You can choose 3 different webmail software. (highly recommended use roundcube)

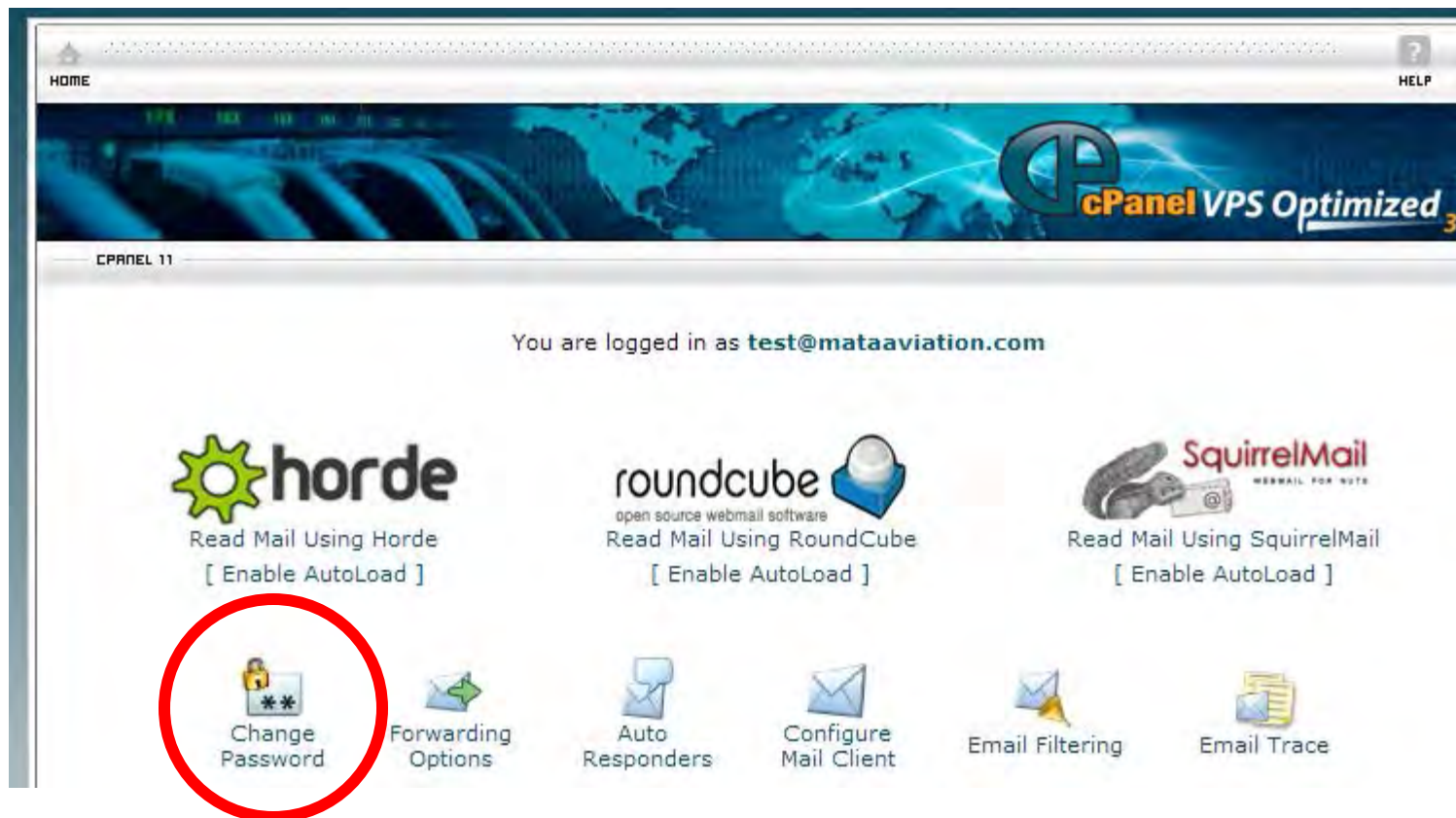


You are logged in as **test@mataaviation.com**



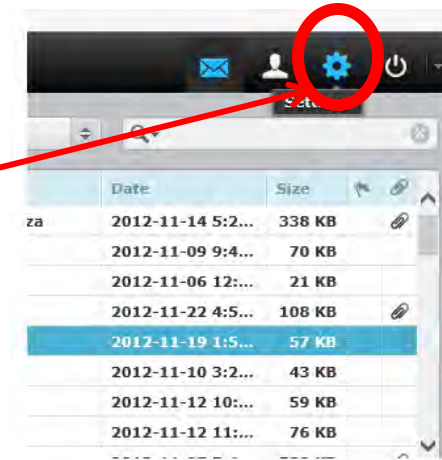
Change password of email

1. Login to Webmail <http://www.mataaviation.com/webmail>
2. Click on the: Change Password located at bottom of page.

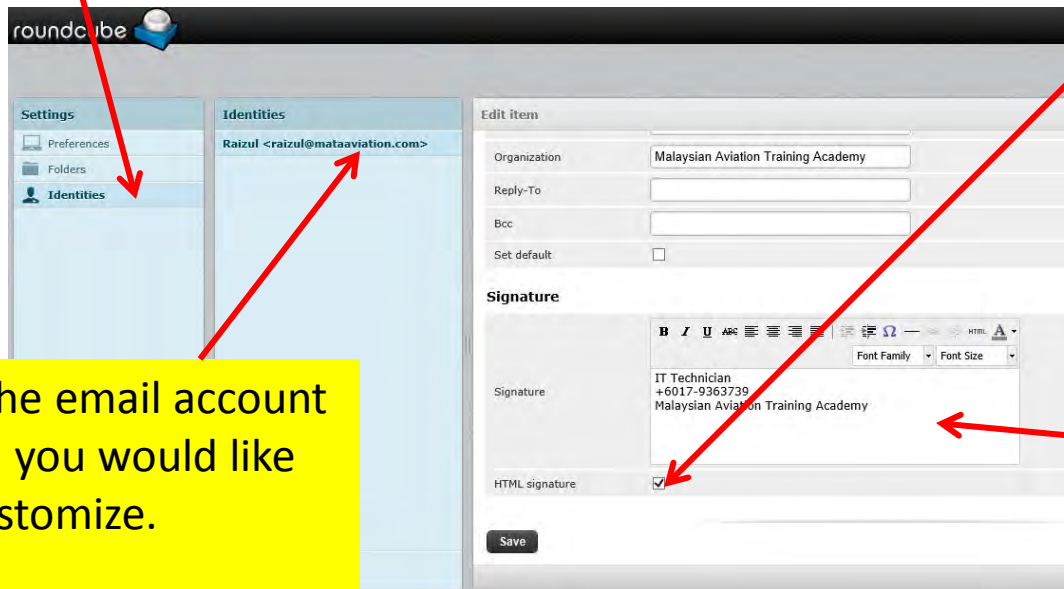


CHANGE EMAIL SIGNATURES

1. Login to Webmail
2. Click on Settings located in the upper right corner.



3. Click on Identities.



4. Select the email account listed you would like to customize.

5. Tick HTML signature

6. Type your signature as you wish and save.

Can i use Microsoft Office Outlook instead of Webmail?

- Yes, you can use email client software like Microsoft Outlook , Windows Live Mail or others.
- To setup your email in these software, please use below configuration.
- (Please contact IT technical for help)

Username: **your_emailname**@mataaviation.com

Password: *Use the email account's password.*

Incoming Server: mail.mataaviation.com

IMAP Port: 143

IMAP Authentication : Required

Outgoing Server:mail.mataaviation.com

SMTP Port: 587

SMTP Authentication : Required