



Basic Web Mail Instructions

Welcome to World Client – your email access portal. This manual serves as a quick reference for basic email tasks.

LOGIN TO EMAIL

To access your mail account, open any browser (i.e, Internet Explorer, Mozilla Firefox, etc.) and enter in the following address:

Substitute "companyName"
with your company domain name

https://mail.companyName.com

The main Login screen for your mail account will appear. Enter your username and password as shown below:

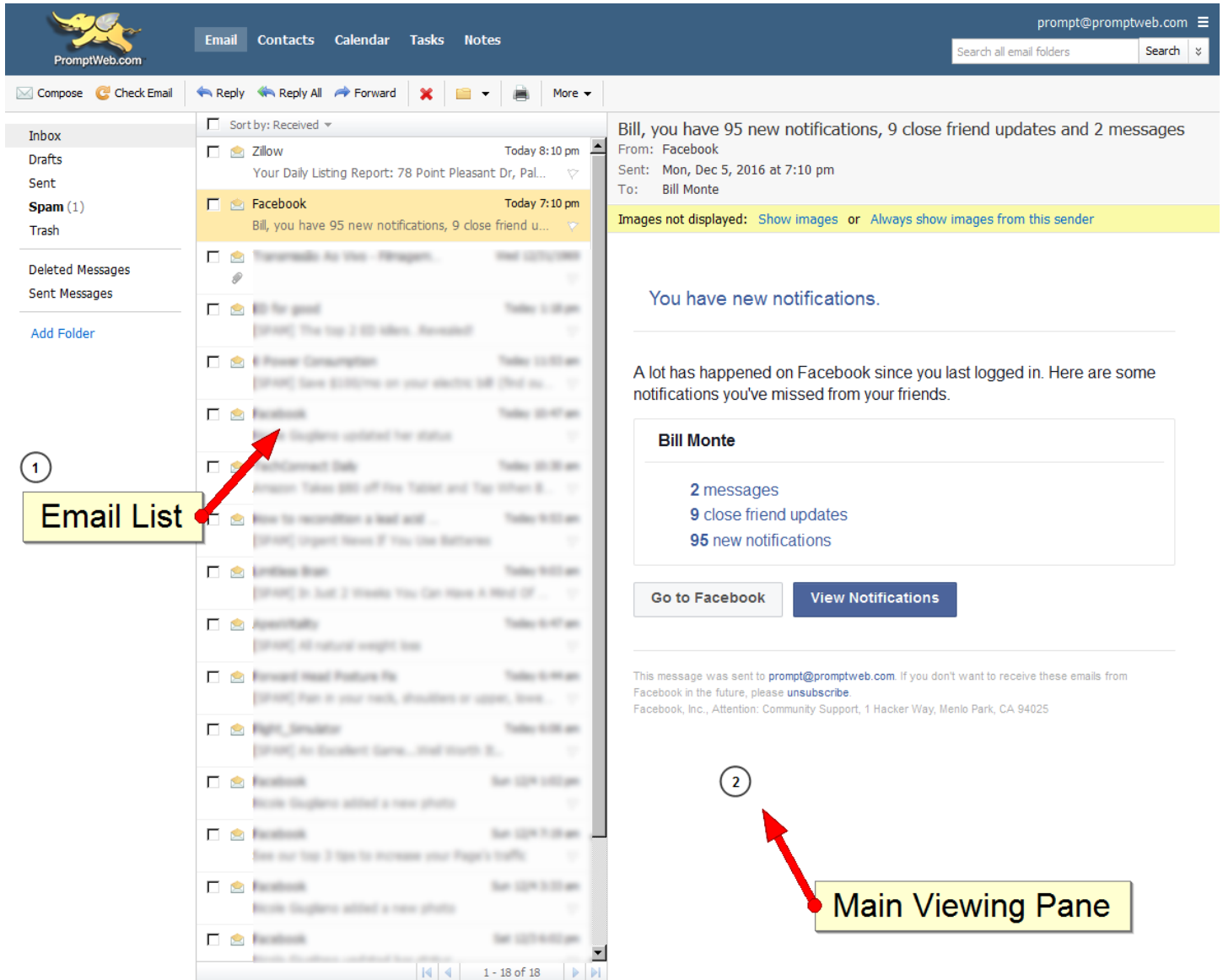
Webmail Login

Enter Full Email Address

Password

Customer Support - Monday - Friday 8am-5pm
Phone: 516-855-4360

Your email interface will resemble the following:



CHANGING YOUR PASSWORD

To change your password, select the **3 Bars** button to the right of the screen. Then click on **SETTINGS** then **CHANGE PASSWORD**. The password personalization will immediately appear as shown below:

The screenshot displays the PromptWeb.com web interface. At the top right, the email address 'prompt@promptweb.com' is visible next to a three-bar menu icon, which is circled with a '1'. A yellow callout box with a red arrow pointing to this icon contains the text: 'Click 3 bars - click on setting - Then change password'. Below this, a 'Change Password' dialog box is centered on the screen. It features three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Save' button is located at the bottom left of the dialog, and a 'Cancel' button is to its right. A yellow callout box with a red arrow pointing to the 'Save' button contains the text: 'Click Save'. Another yellow callout box with a red arrow pointing to the 'Change Password' dialog box contains the text: 'Change information'. The background shows a list of emails in the inbox, including one from Facebook.

MESSAGE FORWARDING

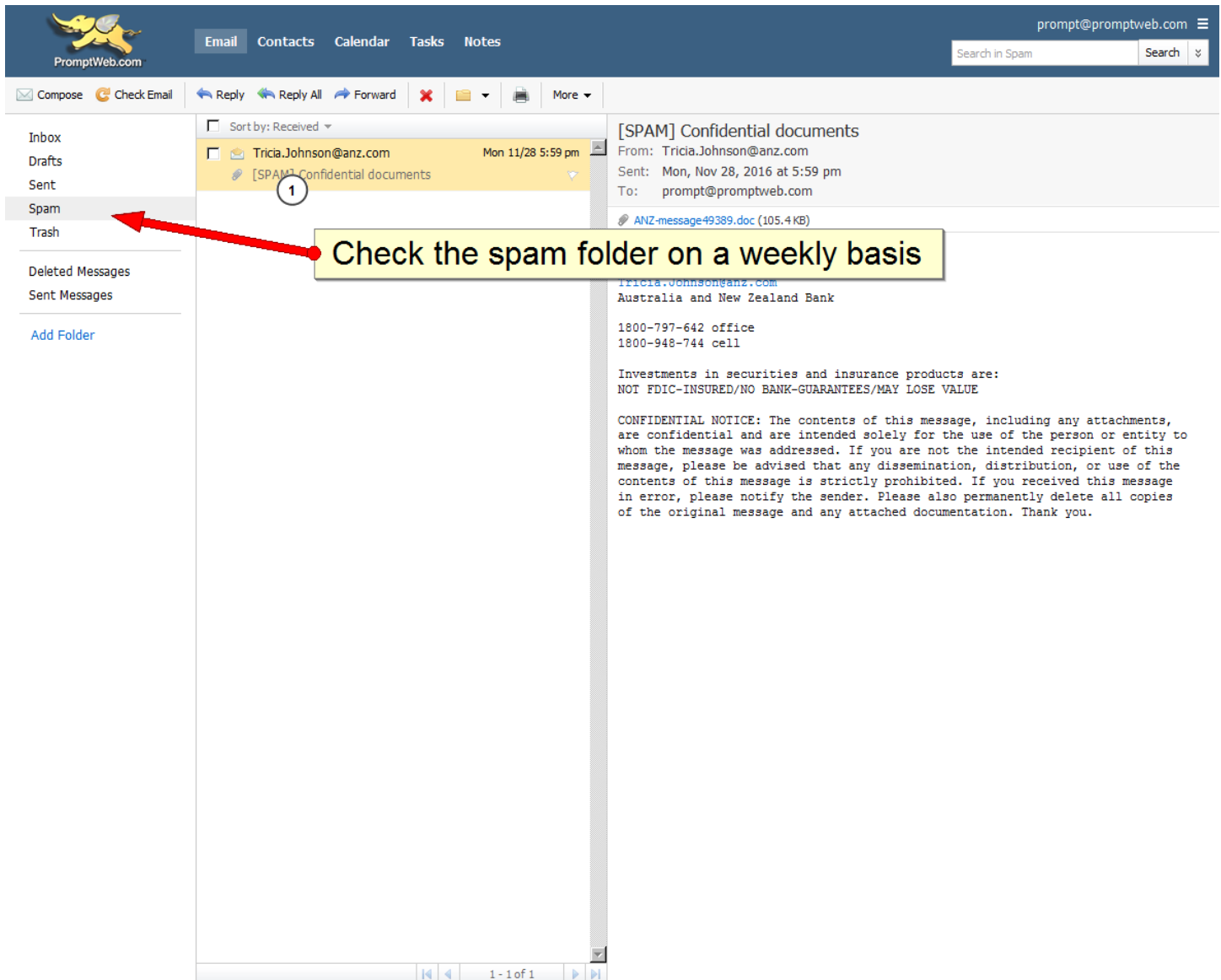
To forward messages to another email address, click on the **3 Bars** button to the right of the screen, and do the following:

- Click on **INCOMING MAIL**
- Click on **FORWARDING**
- Status is set to **ON**
- Enter **FORWARDING EMAIL ADDRESS**
- Click on **SAVE**

The screenshot illustrates the steps to configure email forwarding in the PromptWeb.com interface. The interface includes a navigation bar with 'Email', 'Contacts', 'Calendar', 'Tasks', and 'Notes'. A toolbar shows 'Compose', 'Check Email', 'Reply', 'Reply All', 'Forward', and 'More'. The main content area displays an email from Facebook. A 'Forwarding' dialog box is open, showing 'Status: On', 'Forward to' field, and 'Save' button. Red arrows and numbered callouts (1-6) point to specific UI elements: 1. Three bars menu icon, 2. Incoming Mail link, 3. Forwarding tab, 4. 'On' radio button, 5. Forward to text input field, 6. Save button.

FILTERS/SPAM FOLDER

Check the Junk E-mail folder at least every week to assure that “wanted” mail was not improperly directed to this folder.



The screenshot shows a webmail interface for PromptWeb.com. The left sidebar contains folders: Inbox, Drafts, Sent, Spam, Trash, Deleted Messages, and Sent Messages. The 'Spam' folder is highlighted with a red arrow pointing to a callout box that says "Check the spam folder on a weekly basis". The main area shows an email from Tricia.Johnson@anz.com with the subject "[SPAM] Confidential documents". The email content includes contact information for Australia and New Zealand Bank and a confidential notice.

Check the spam folder on a weekly basis

[SPAM] Confidential documents
From: Tricia.Johnson@anz.com
Sent: Mon, Nov 28, 2016 at 5:59 pm
To: prompt@promptweb.com
ANZ-message49389.doc (105.4 KB)

Tricia.Johnson@anz.com
Australia and New Zealand Bank
1800-797-642 office
1800-948-744 cell

Investments in securities and insurance products are:
NOT FDIC-INSURED/NO BANK-GUARANTEES/MAY LOSE VALUE

CONFIDENTIAL NOTICE: The contents of this message, including any attachments, are confidential and are intended solely for the use of the person or entity to whom the message was addressed. If you are not the intended recipient of this message, please be advised that any dissemination, distribution, or use of the contents of this message is strictly prohibited. If you received this message in error, please notify the sender. Please also permanently delete all copies of the original message and any attached documentation. Thank you.