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:

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

Your email interface will resemble the following:
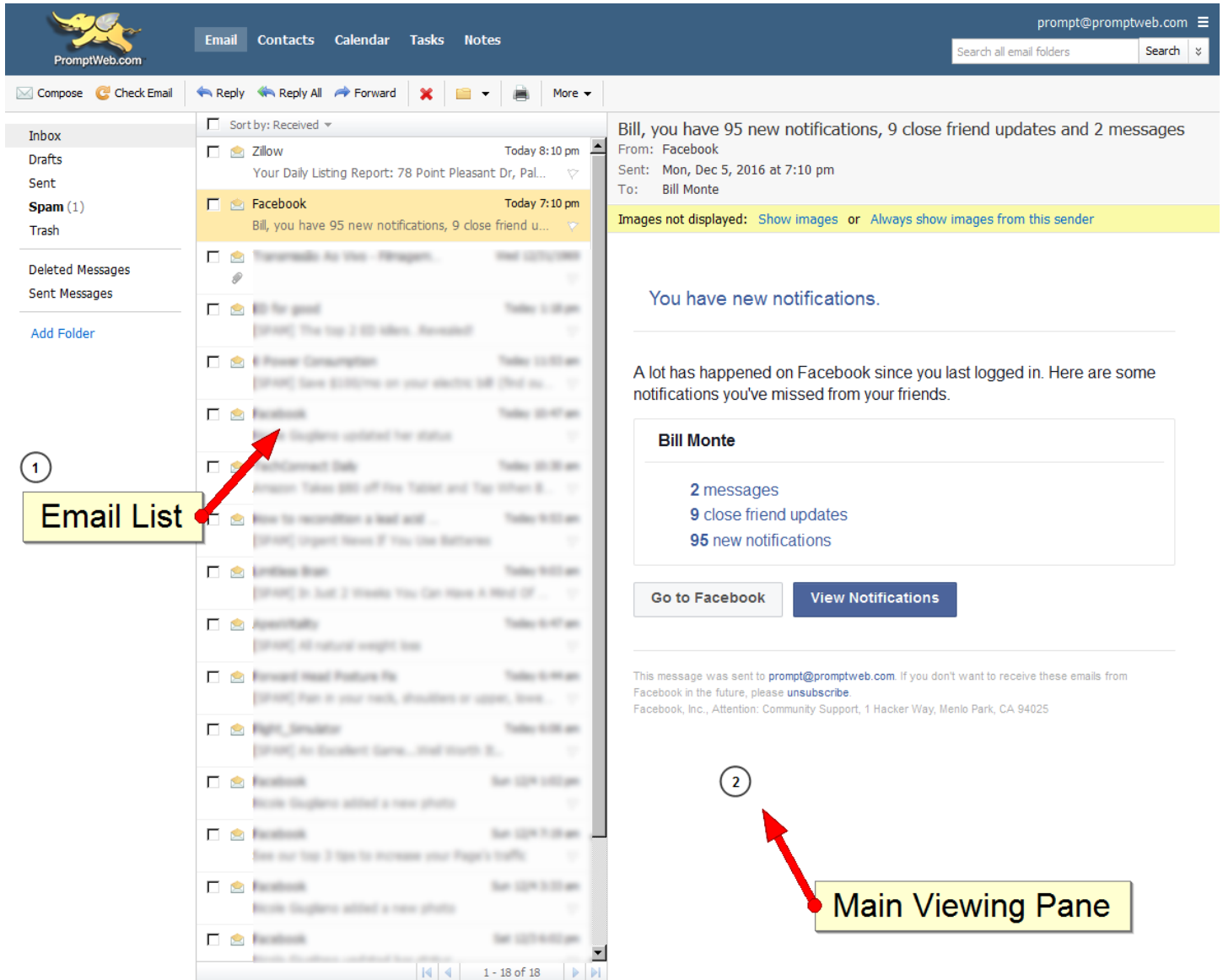
CHANGING YOUR PASSWORD

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:
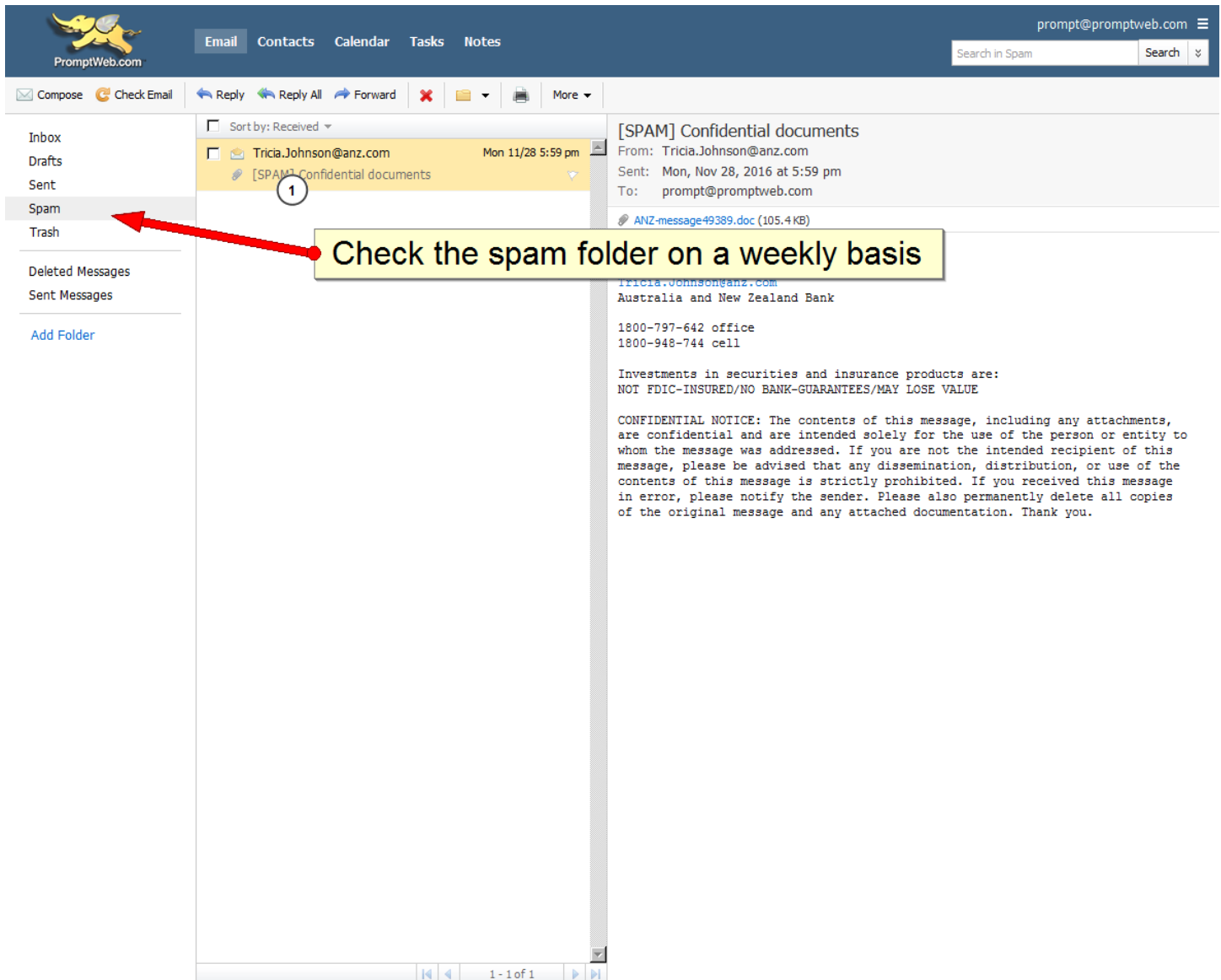
MESSAGE FORWARDING

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

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.