Using 1and1 Webmail
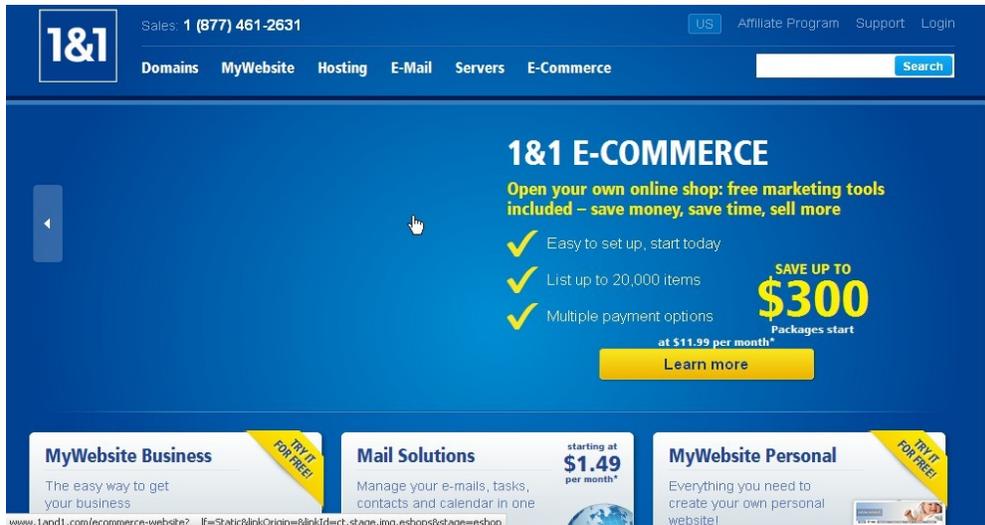
This tutorial will show you how to access and use your new email address.

Getting to it:
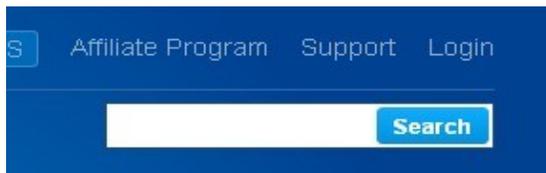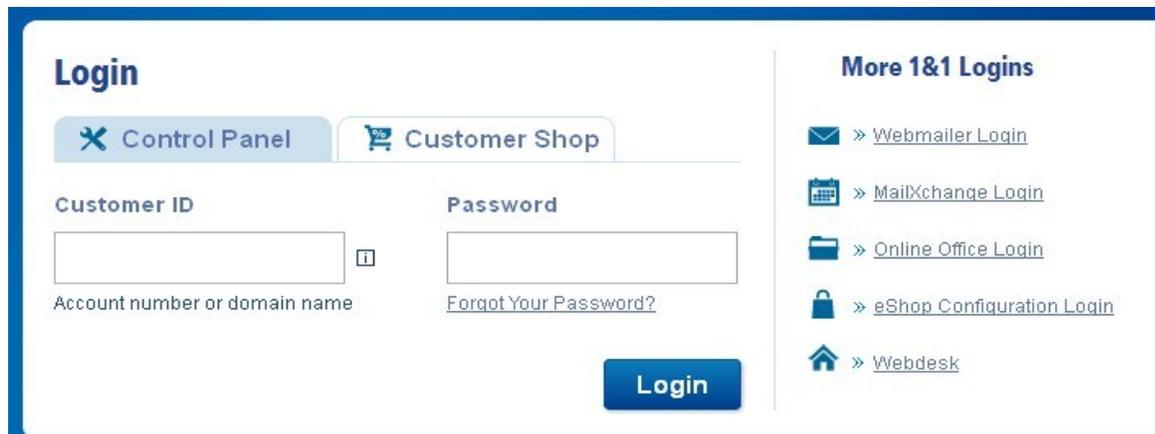Type www.1and1.com into your browser.

You will be taken to this page.

Click on the 'login' link in the upper right corner.

You will be taken to this screen:

You will want to click on the webmail login link.

» Webmailer Login

This will take you to the login screen for webmail.

1&1 E-mail and Online Storage

| E-mail Login | Online Storage |

Log in with your 1&1 e-mail address and password to access your e-mail with 1&1 WebMail 2.0 or 1&1 MailXchange.

E-mail Address

Password

Login

Type in your email address and password. Your email address will be the name of your hi-rise and the officer position it is for. There will be no capital letters or spaces.
(sealsecretary@stphapresidentscouncil.org is one example.)
Click the login button.

You can also get to the webmail login at this link.
https://email.1and1.com/ox6/ox.html

That page has a login box like this.

1&1 Webmail 2.0 powered by OX

Security (Description)

○ Public or shared computer

◉ Private computer

User name:

Password:

Login

Version : 6.20.7 Rev2 (2012-08-27 10:25:18)

You will want to check the public computer option if you are not using your own computer to check email.

Youe Webmail box:
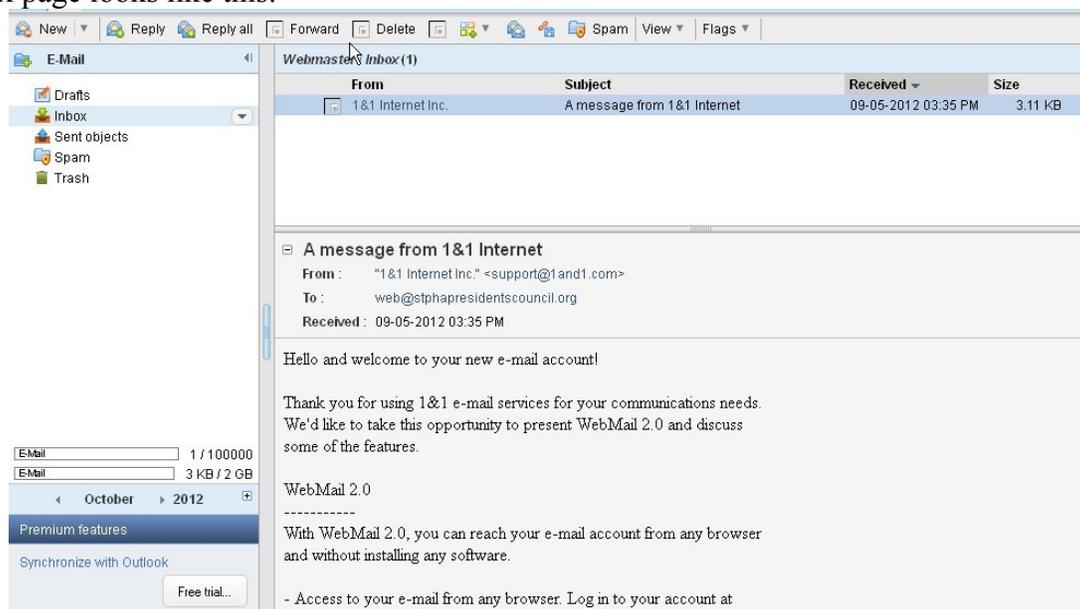
Your webmail page will look like this:
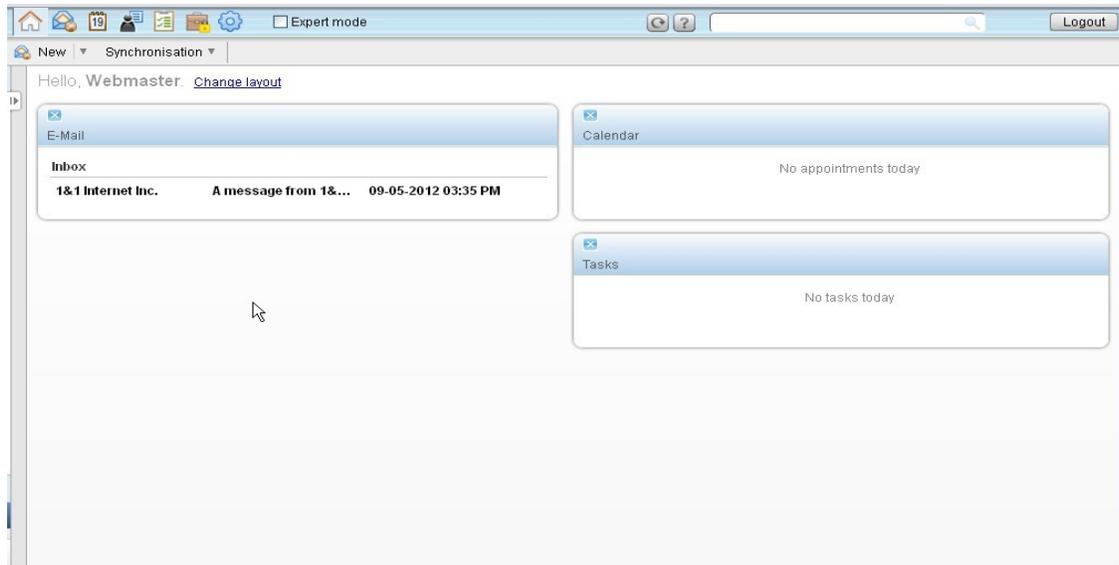
You will want to concentrate on the inbox link on the left side of the window. (You won't have anything in the calendar and tasks boxes so don't worry about those.)
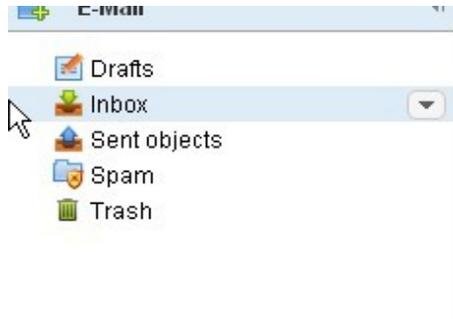
Double click on any message shown to open it. (That also opens the inbox folder so you can read other messages.)
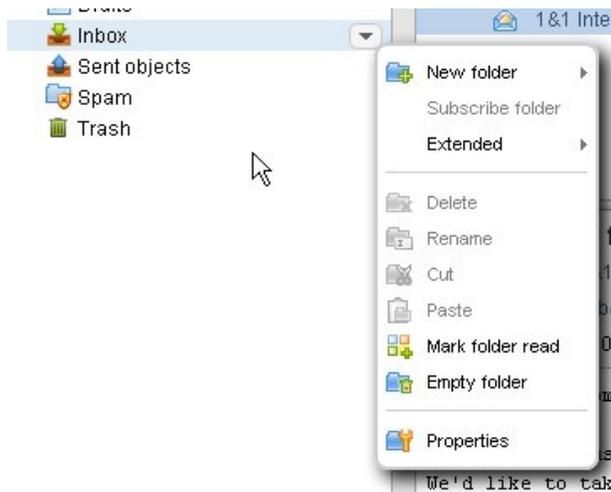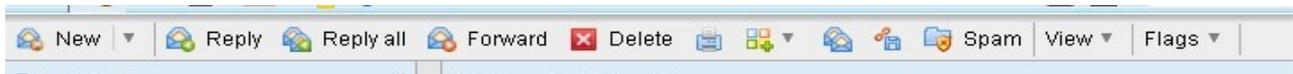

The inbox page looks like this:

There are links for different options along the top and sides of the message box.

You can also click on the arrow by the inbox link in the sidebar for more options.

The main ones you will likely be using are in the top bar.

Above that bar are links for configuration, calendar, tasks, contacts, and to return to the mail homepage.
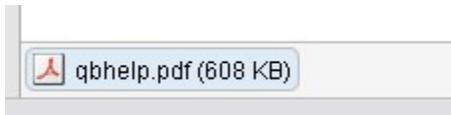

Hover your mouse over an icon to see what it is for. (In order these are home, email, calendar, contacts, tasks, infostore, and configuration.)
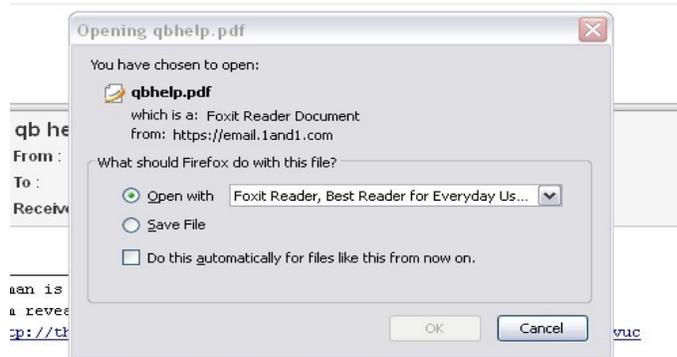
Using Webmail:

You likely will receive messages with attachments.
When you have an attachment there will be an icon for it at the bottom of the message.
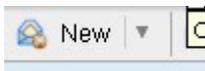
Double click on it and it will open.
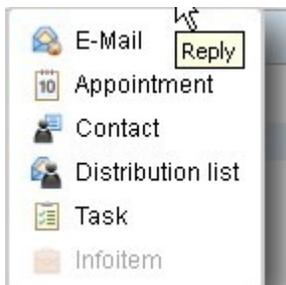You will get a box asking if you want to open or save the file.

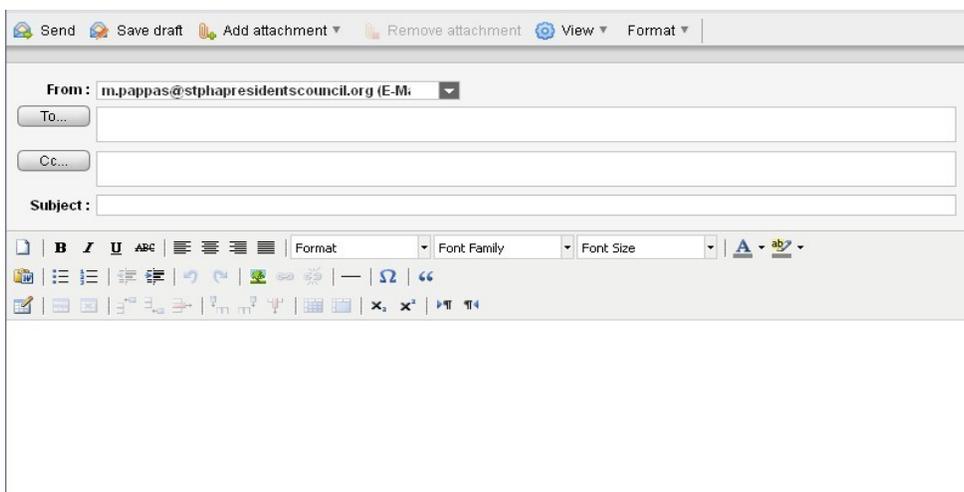Choose either option and click OK.

To send an email start by clicking on the 'new' link at the left of the screen.

This menu will come up when you click on the arrow.

Click on E-mail.
A box will pop up.

Type in the email address of the person you're sending the message to and the subject of the message in the boxes at the top.

Type your message below.
Click the send link at the top left.

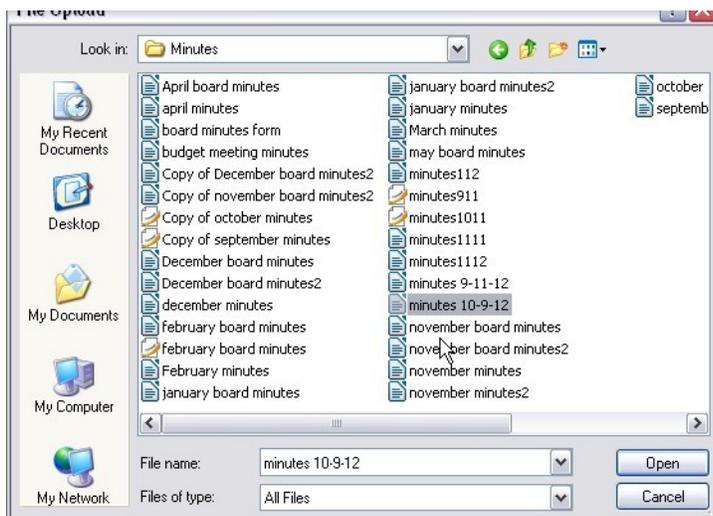To attach a file, click on the 'add attachment' link.
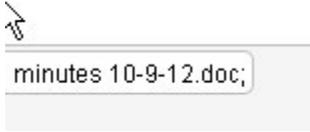

This will pop up:

Click on attach local file.
You will then get this box.
Click on browse to choose the file you want to attach.

To choose a file:

Choose the folder or drive the file is on by using the top drop down menu.
Locate the file and click on it.
Click open.
The file will be added to your message.
You can see a link to it at the bottom.

minutes 10-9-12.doc;

Once all files are attached you can click send.