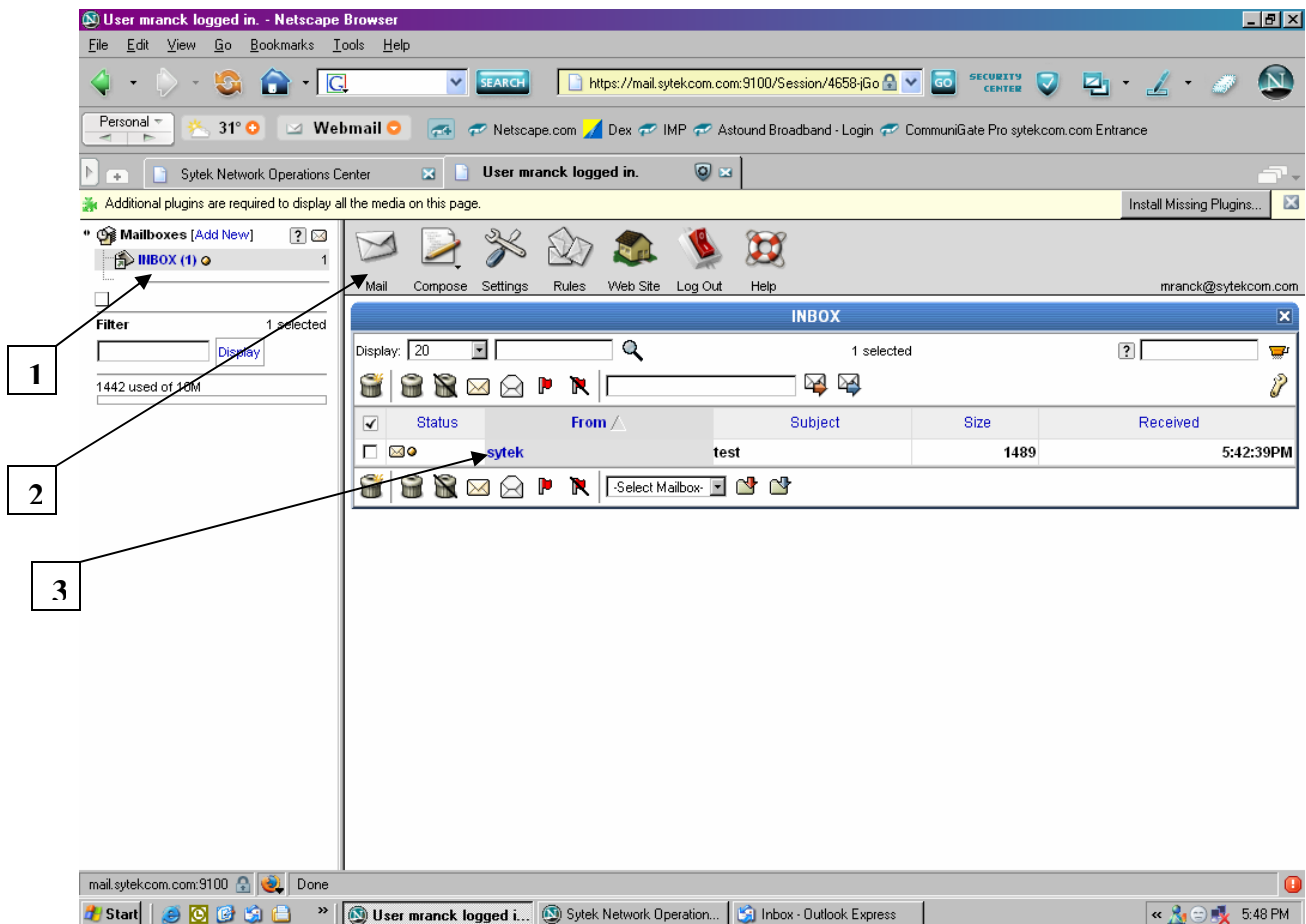



LOGGING INTO WEBMAIL

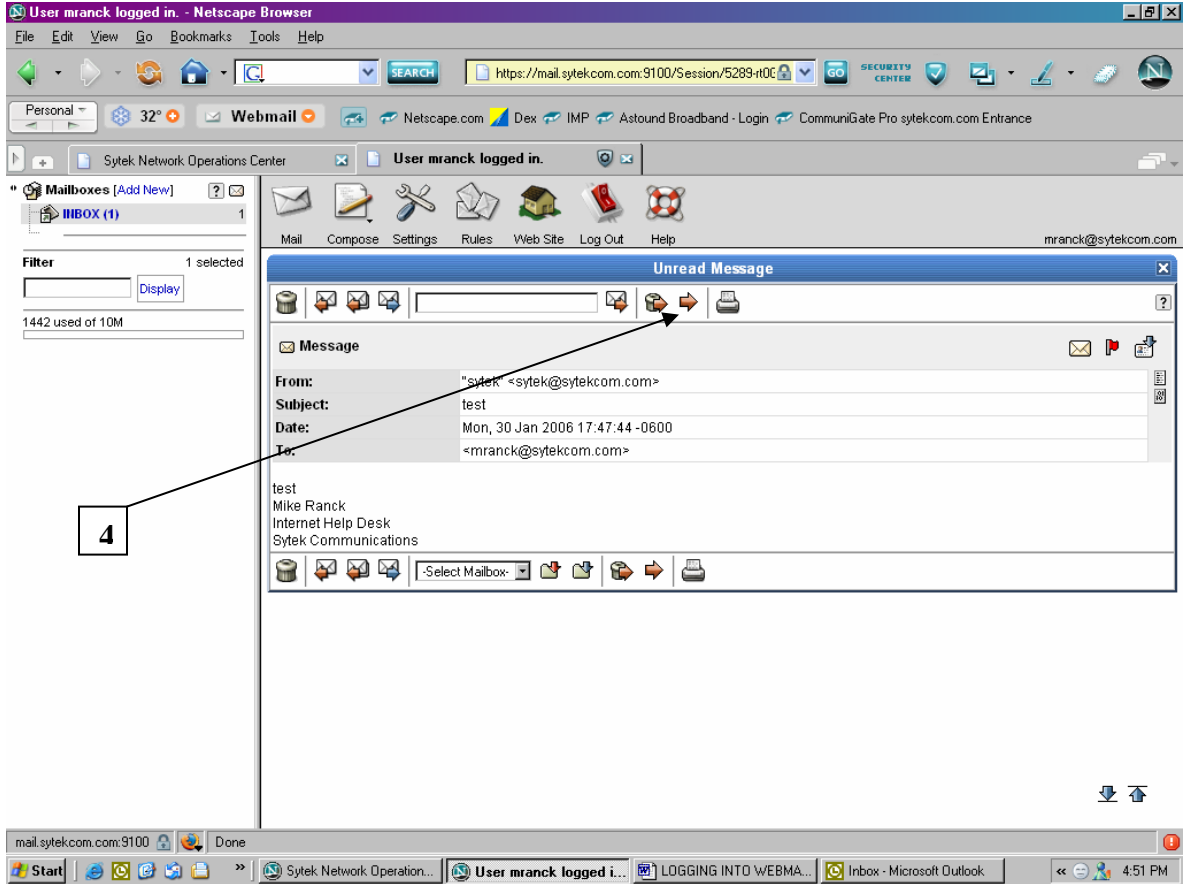
1. Type www.sytekcom.com in Address bar
2. Click on “**Check your mail**” on left side of page.
3. In the “**Login Name**” field, type in your full email address
4. Type Password in the “**Password**” field
5. Click **Enter**


You will then be directed to your inbox. If you have any new messages, you will get a pop up window saying: “you have new mail”.

READING MAIL

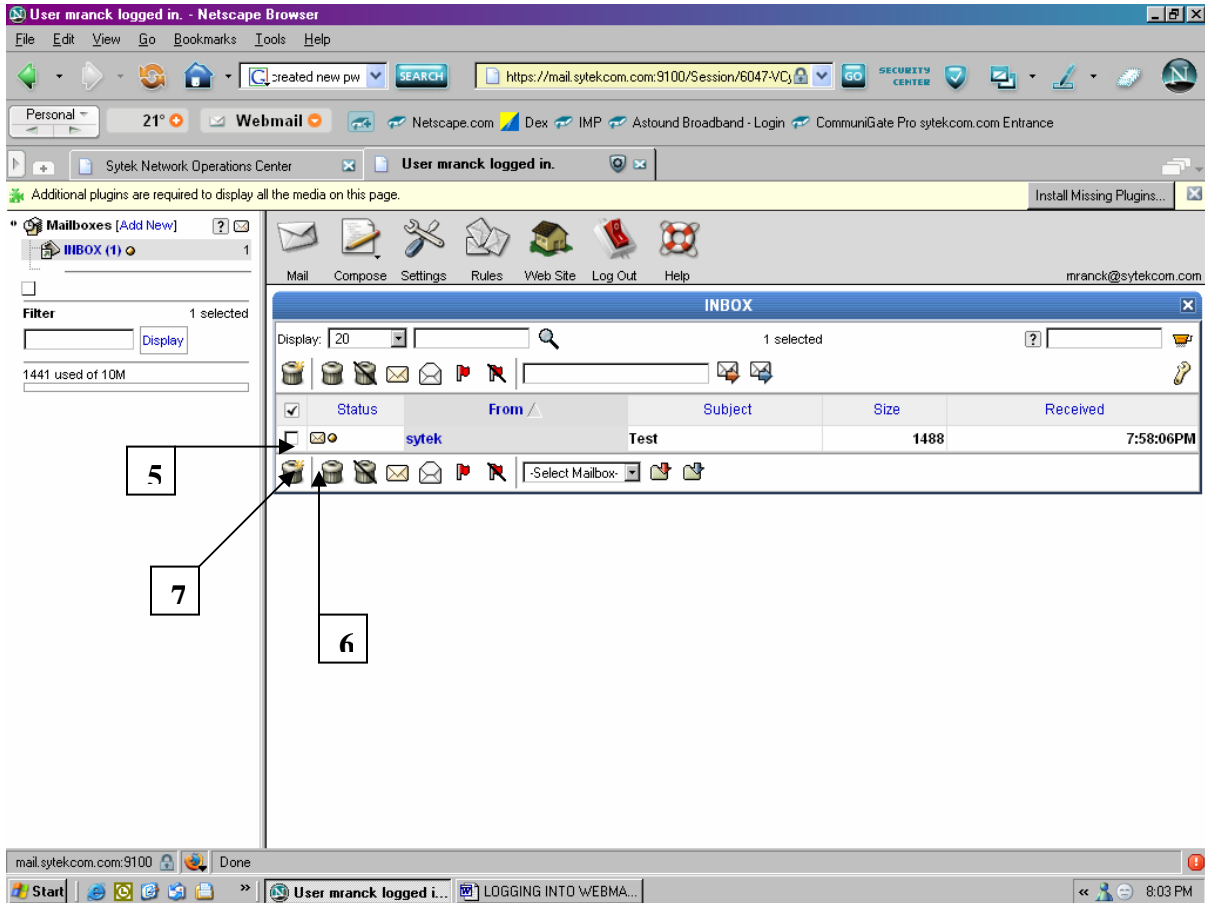


1. To access mail in the inbox, you can click on **Inbox(1)**, or on the **Mail** icon 
2. To read a message in your inbox, click on the address that your mail was sent from in the **From** column (3).



After clicking the message you want to read, a message window will open as shown in above example. After reading message, you can click on the red arrow  (4) to read next message.

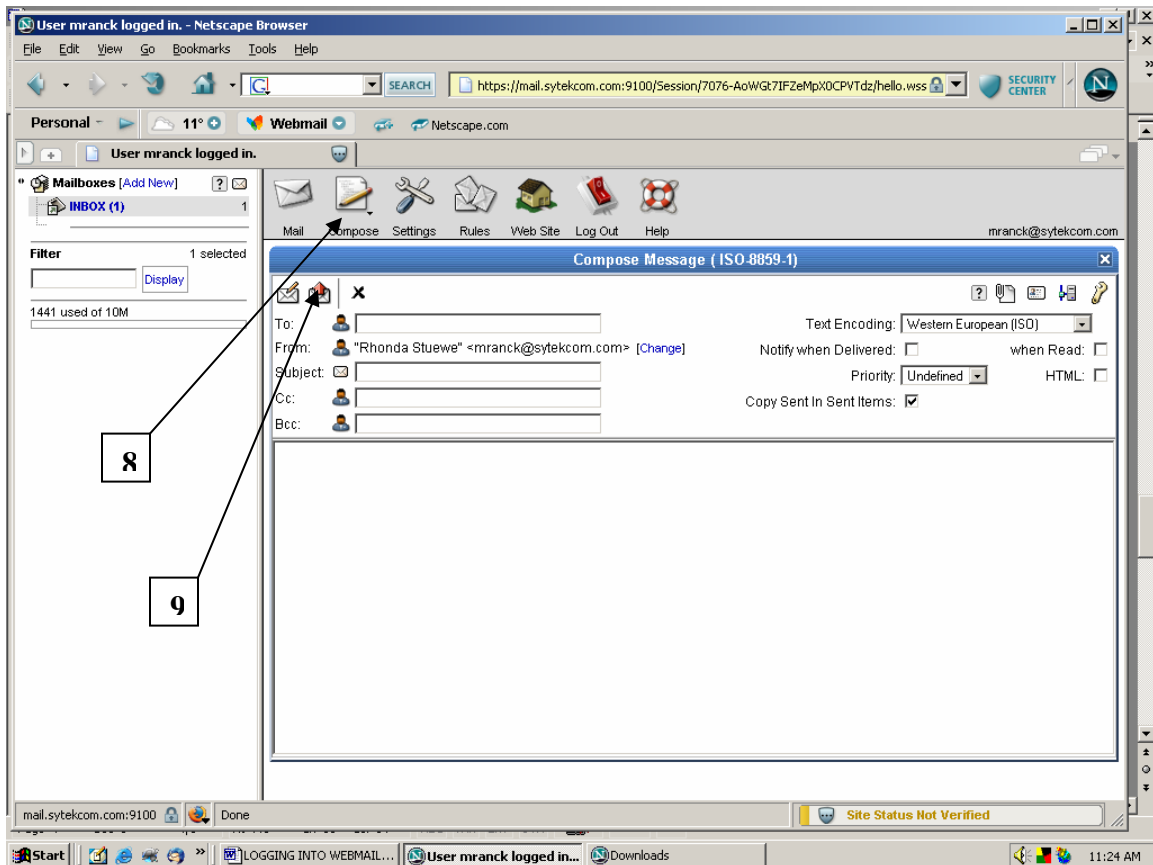
DELETING MESSAGES



To Delete messages, you must click on the checkbox (5) of each message you want to delete. Then you can click on the **Delete** icon (6) at the top of the message box. That will insert a line through the deleted messages but will NOT remove them from the inbox.

NOTE: To remove deleted emails from the inbox you must click on **Purge Deleted** icon (7) which will remove them from the inbox completely.

COMPOSING MAIL

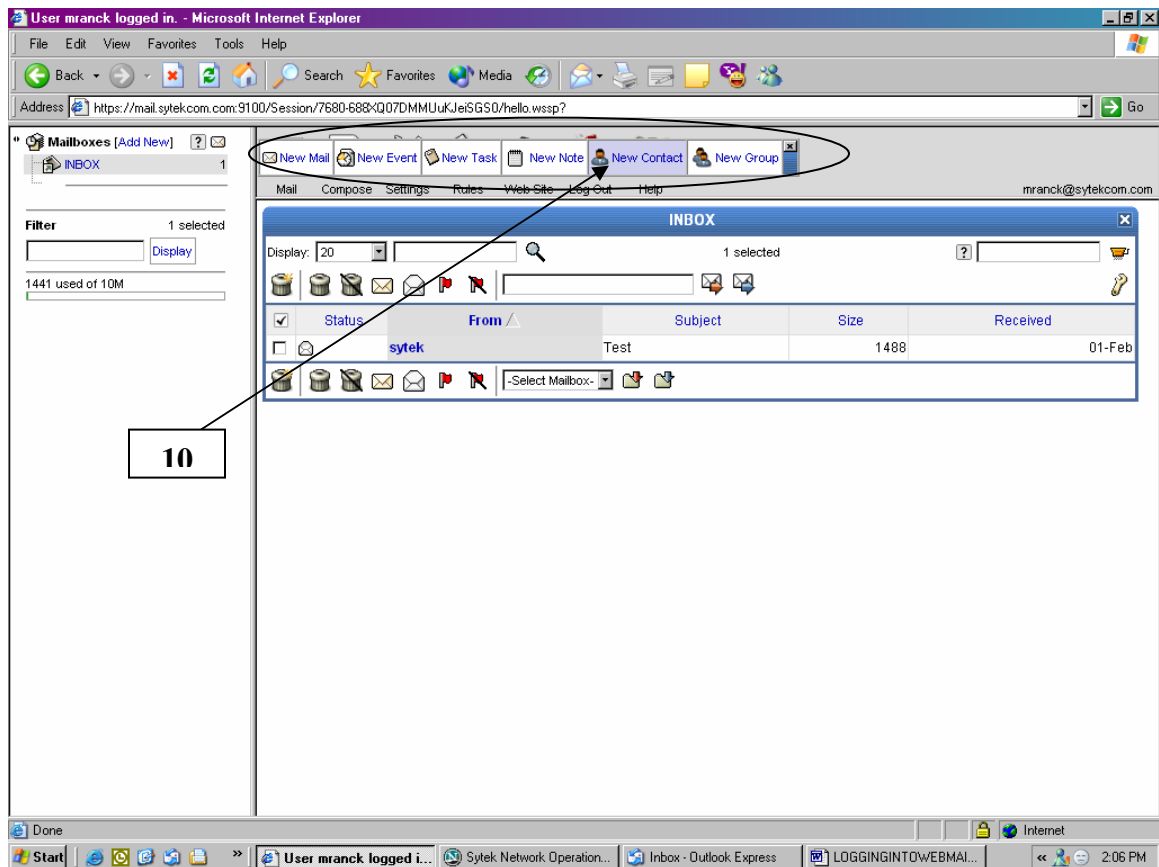


To compose mail, simply click on the **Compose** icon (8) which will open the Compose Message window. Once there, enter the email address you sending your message to in the **[To:]** field, enter the subject of your email in the **[Subject:]** field, and then type your message in the main window.

Once you have completed your email then you click on the Send icon (9).

ADDING CONTACTS

When you click on the small arrow pointing downward on the bottom right corner of the **Compose** icon (8), a small option window will pop up on the screen (see fig. below).



On the option bar, click on **New Contact** , which will open the New Contact information window. From there, type in your contact info in the various fields.