

## How to Use Webmail ?

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1. Run IE
2. Enter the following URL address  
[www.silicon.sg/webmail](http://www.silicon.sg/webmail)
3. Enter your email address and password  
Note. Full email address is needed
4. Click Login

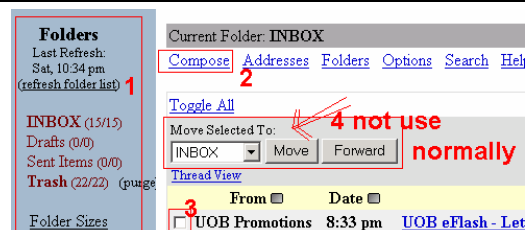


View of your folders on the left.

Control buttons at the top and bottom – you can compose new mail (2) or

select the mail (3) to forward, delete.

To read the mail, simply click it.



Your folder settings have been configured based on the **Best Practices** we have.

When finished, click Sign-out (located at the **top right hand corner**).

All Emails are anti-virus filtered. However, if you suspect that an attachment may have been infected with a virus, simply forward the whole email (with attachment(s)) to us at [support@emmanuel.com.sg](mailto:support@emmanuel.com.sg) without opening it.

We recommend that you download your emails regularly to your own computers to free-up the Server space.