

# FAQ - How to your email by using a browser and change mailbox password for the mailbox provided by TeamUnify

These are the steps:

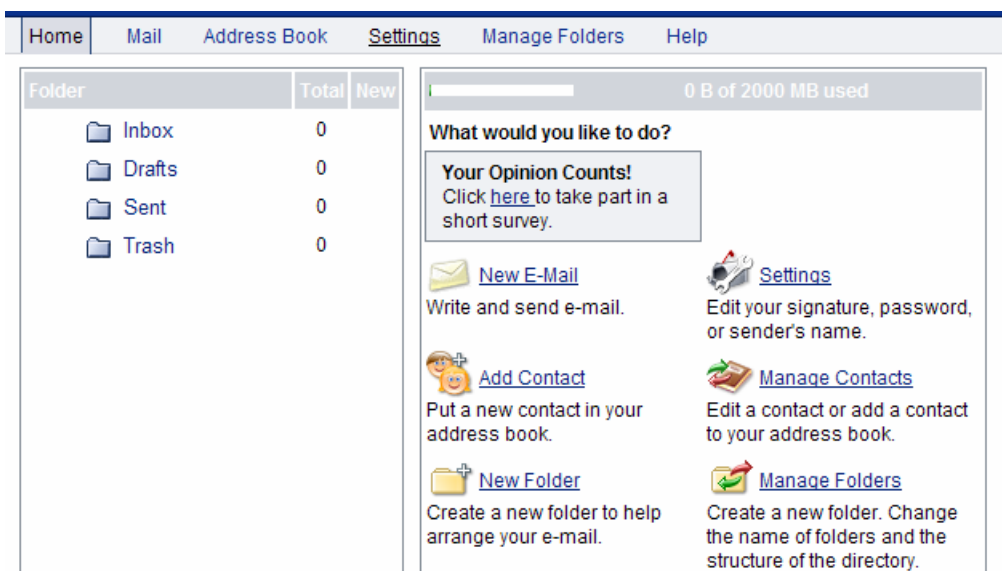
1. Open your browser and use this URL to access the TeamUnify web email system:  
<http://webmail.1and1.com>
2. Enter [Mailbox User Name] (m41828777-xxxxxx) and [Mailbox Password] provided by TeamUnify and click "Login".

### WebMail Login

E-mail address or mailbox name

Password

3. Click on Inbox to access your email or click "Settings" in the right box to change your password:



The screenshot shows the TeamUnify webmail interface. At the top, there is a navigation bar with links: Home, Mail, Address Book, Settings, Manage Folders, and Help. Below this is a table of folders:

Folder	Total	New
Inbox	0	
Drafts	0	
Sent	0	
Trash	0	

To the right of the folder list, there is a status bar showing "0 B of 2000 MB used". Below this, there is a section titled "What would you like to do?" with several options:

- New E-Mail**: Write and send e-mail.
- Add Contact**: Put a new contact in your address book.
- New Folder**: Create a new folder to help arrange your e-mail.
- Settings**: Edit your signature, password, or sender's name.
- Manage Contacts**: Edit a contact or add a contact to your address book.
- Manage Folders**: Create a new folder. Change the name of folders and the structure of the directory.

4. When you click on "Settings" in the previous step, the following page will appear. Click "Change Password" to change your password.

<b>Mailbox</b> <input type="button" value="Edit"/>	
E-mail address	waveaa@teamunify.org <a href="#">Change Password...</a>
Sender's name	
Your time zone	(GMT-05:00 ) Eastern Time (US and Canada)
<b>Automatic Signature</b> <input type="button" value="Edit"/>	
Current signature	
<b>E-mail Formatting</b> <input type="button" value="Edit"/>	
Write e-mail as	Text-only Format (no formatting, smaller file)
Previous message markers	>

5. Please note that password change usually takes up to 15 minutes to be in effect.
6. Please remember your new password and enter the new password into you Microsoft Outlook Email Account Settings. Please see **"FAQ - How to setup Microsoft Outlook to receive TeamUnify provided Email Account"** if you need help if Outlook complains that your mailbox password is incorrect.