



Using Excell.Net WebMail

We recommend using WebMail when you need to retrieve your email remotely.

These instructions are for those Excell.Net customers whose incoming and outgoing mail servers are specified as **mail.excell.net**.

Key in the following in the address line of your browser:

<https://login.excell.net/mailmaxweb/>

Enter your email address

Enter your password

Click on: Check Mail

Cookies must be enabled in your browser to use Excell.Net WEB mail.

When you login, you will be at the main interface for reading and composing emails. The bottom frame contains all of the messages in the selected folder. By default, the selected folder is "New Messages". To view a message, just click on the email address it is from or the message subject.

Excell.Net WEB mail permits you to define the number of folders to which you can store email messages. The most efficient way to use Excell.Net WEB mail is to move new messages to appropriately named folders if you wish to save them. This will keep your "new" message folder small and quickly accessible. For example, if you wish to keep work-related messages in their own folder, click on the Move To button while "Create New" is showing in the drop-down list (located to the right of the Move To button). Now enter the folder name (for instance, "Work") when prompted. Once the folder is created, you may select it from the list whenever you wish to access those particular messages.

To view messages stored in a folder, select the appropriate folder from the left-hand list and click on Go To. You will always have a "New Messages" folder and a "Sent Items" folder. ("Sent Items" will contain a list of all messages you have sent via Excell.Net WEB mail).

The other buttons across the button bar are:

- Check Mail: Click on this button to check for new messages.
- Compose: Click on this button to create a new email message.
- Delete: To delete messages from a folder, click on the checkbox beside the appropriate message or messages and then click on the delete button.