



Business and Collaboration Web Access Guide

To access your email from anywhere in the world without needing to be on your work computer or laptop all you need to do is to access your company's website followed by /mail

For example if you company website is:

www.mydomain.com.au

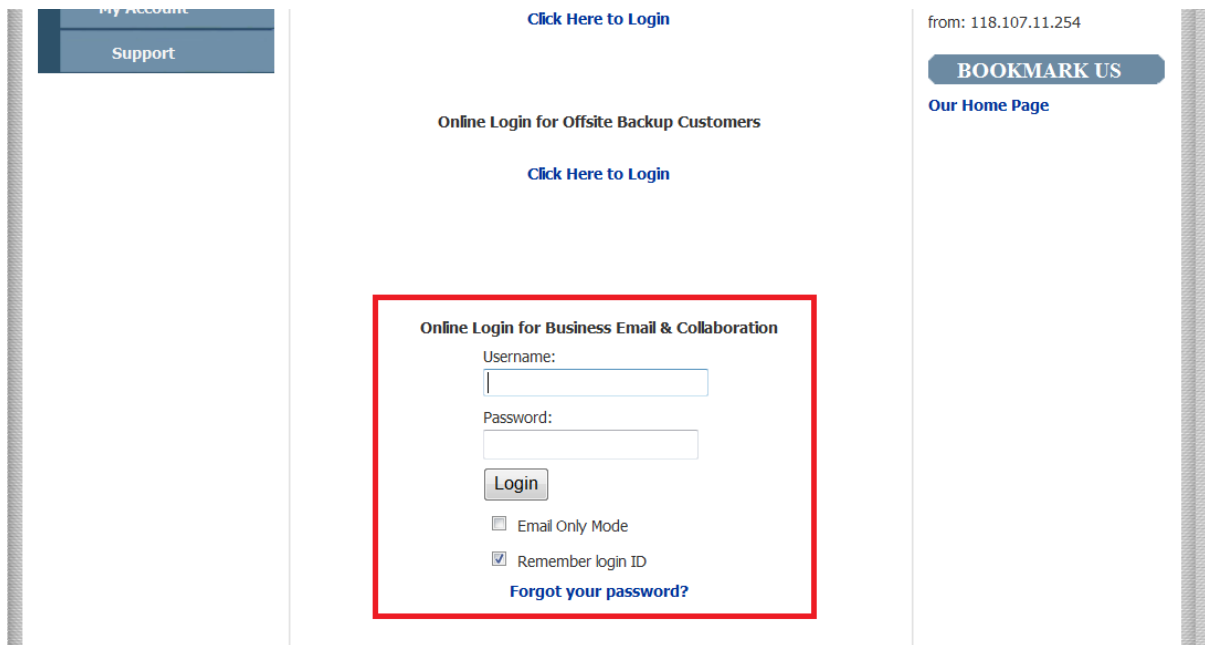
You would simply type this: www.mydomain.com.au/mail to access your emails.

Or if you have issues accessing it by the above method then please simply go to

www.sacotechnology.com.au

And follow the links to the My Account section.

Scroll down till you find the Business Email & Collaboration login box:

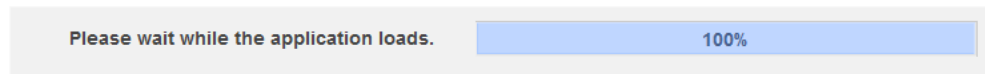


You will then need to enter your username which is your full email address. For example:

myemail@mydomain.com.au

And then enter your Password and click the login button.

You will then see the following for 5 to 60 seconds depending on the speed of your internet connection:



You will now be able to use the email application.

If this is the first time you have used the email application on this computer you will see the following screen:



All you need to do is simply tick the Always trust content option and hit the Run button.

Please make sure you're using either Microsoft Internet Explorer or Mozilla Firefox to access the web based client to avoid compatibility issues. If you are unsure of what web browser you are using then you are most likely using Internet Explorer and shouldn't have any issues.