

## First Login

1/ Firstly enter your email address in FULL and password

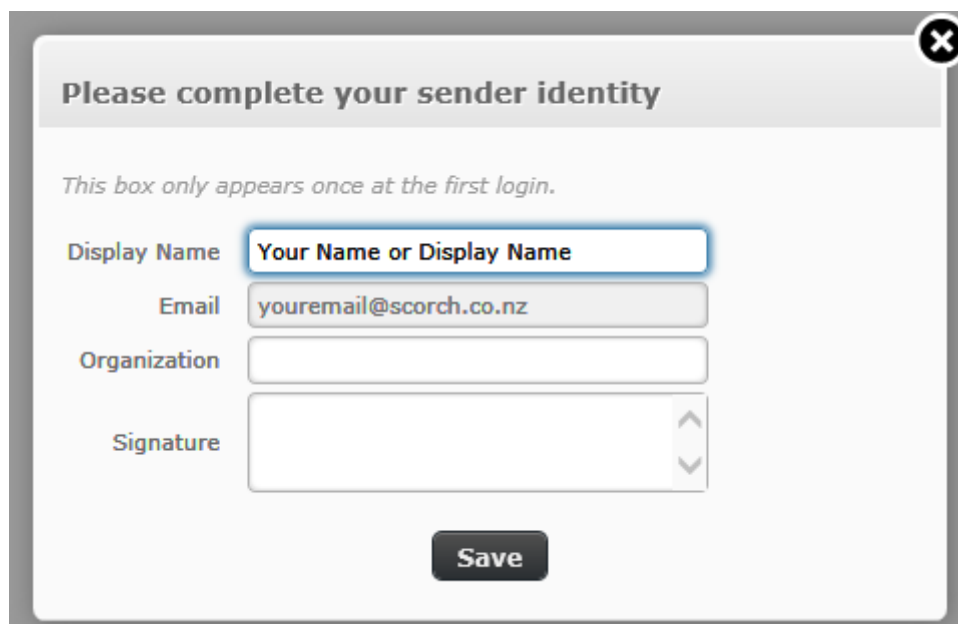


The image shows the Scorch Webmail login interface. At the top, the text "Scorch Webmail" is displayed in a red and white font. Below this, there are two input fields: "Email Address" containing the text "youremail@scorch.co.nz" and "Password" containing a series of ten black dots. A "Login" button is centered below the password field.

2/ Upon your initial login you will be prompted to complete your sender identity information, this is the name any emails you send will be seen as coming from. This will only ever need to be done once.

This can be anything you want, i.e. Your Name or Your Display Name or even your email address - it is up to you.

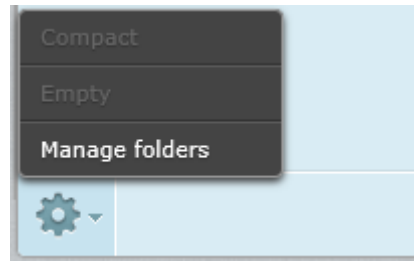
Now, click Save and you are ready to use the new system.



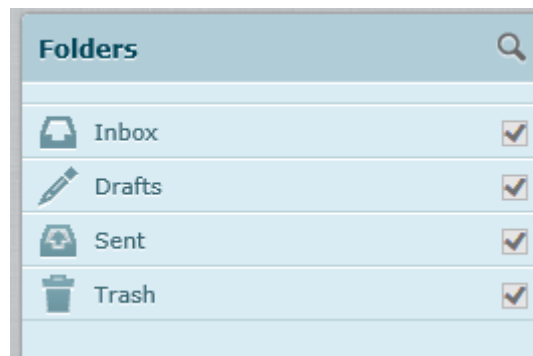
The image shows a dialog box titled "Please complete your sender identity" with a close button (X) in the top right corner. Below the title, a note states "This box only appears once at the first login." The form contains four fields: "Display Name" with the placeholder text "Your Name or Display Name", "Email" with the text "youremail@scorch.co.nz", "Organization" (empty), and "Signature" (empty). A "Save" button is located at the bottom center of the dialog box.

## Legacy Webmail Folder Access

**1/** If you have used our previous webmail systems and wish to access your existing mail folders, please click the cog symbol on the bottom right, followed by Manage Folders.



**2/** You will now have displayed a list of all folders that exist for your email account. Simply go through and tick any folders you wish to have access to on the new webmail portal.



**3/** After you are done, just click on the Scorch Webmail logo at the top of the page to return to your inbox. You will now see your selected folders.

**That's it! You are ready to use the webmail system – please close this PDF to return to the webmail login!**

*We welcome any questions or feedback, please email [support@scorch.co.nz](mailto:support@scorch.co.nz) with your comments.*