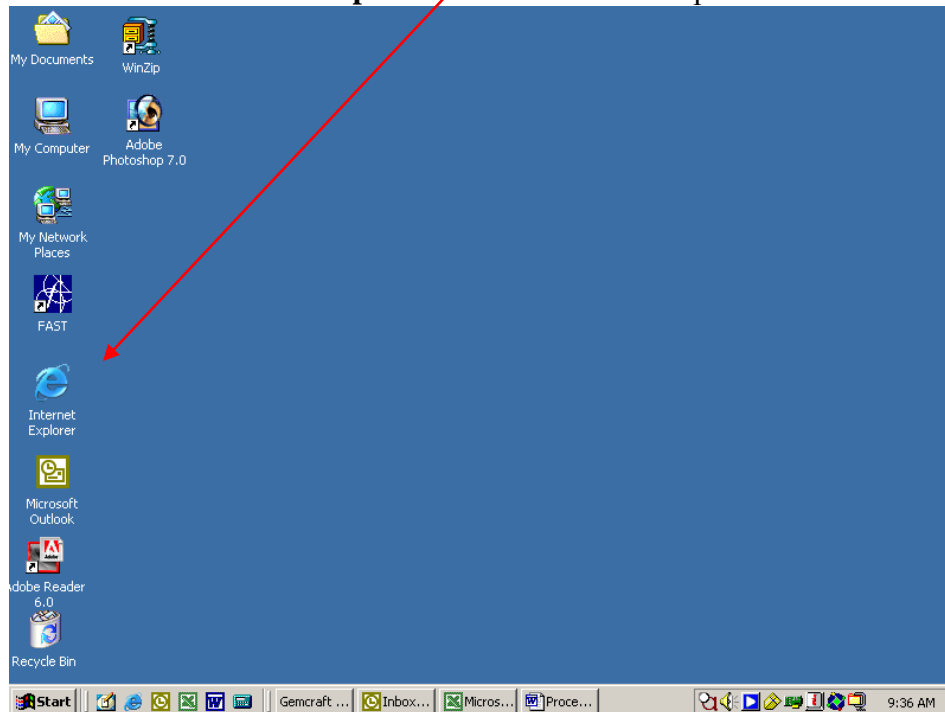


## LOGON TO INTERNET EMAIL

1. Turn on the computer and monitor.
2. The Windows login screen will appear automatically. Type in User Name and Password. *Note the password is case-sensitive, so remember to capitalize the “S” and only the “S”.*
  - i. If accessing the system from the Corporate Office:
    - Type in User Name = **Salesperson**
    - Type in Password = **Sales123**
  - ii. If accessing the system from a Satellite Office:
    - Type in User Name = **SO##**
    - Type in Password = **SO##**
3. Double-click on the “**Internet Explorer**” icon on the desktop.



4. The zmail website home page, [www.zmail.com](http://www.zmail.com), will automatically launch.

## EMAIL ETIQUETTE

The following are common courtesies you should follow when using email:

- Include a concise “Subject” line.
- Use “Spell Check” before sending an email.
- Only use “Signature Files” when necessary. Sometimes the email recipient does not need to know your title and work telephone.
- Empty your “Trash/Deleted” items on a regular basis (daily, weekly, bi-weekly). This will insure that your emails do not bounce back from a full mailbox (2000 K or 2M of emails and attachments).
- “Save message in Sent folder” if you want a record of what you sent, but make sure to keep your account within the 2000K limit as mentioned above.
- Check your “Draft” folder occasionally to insure you sent out all emails you meant to send.
- “Logout” of the system either when you are through checking your email or at the end of the day.