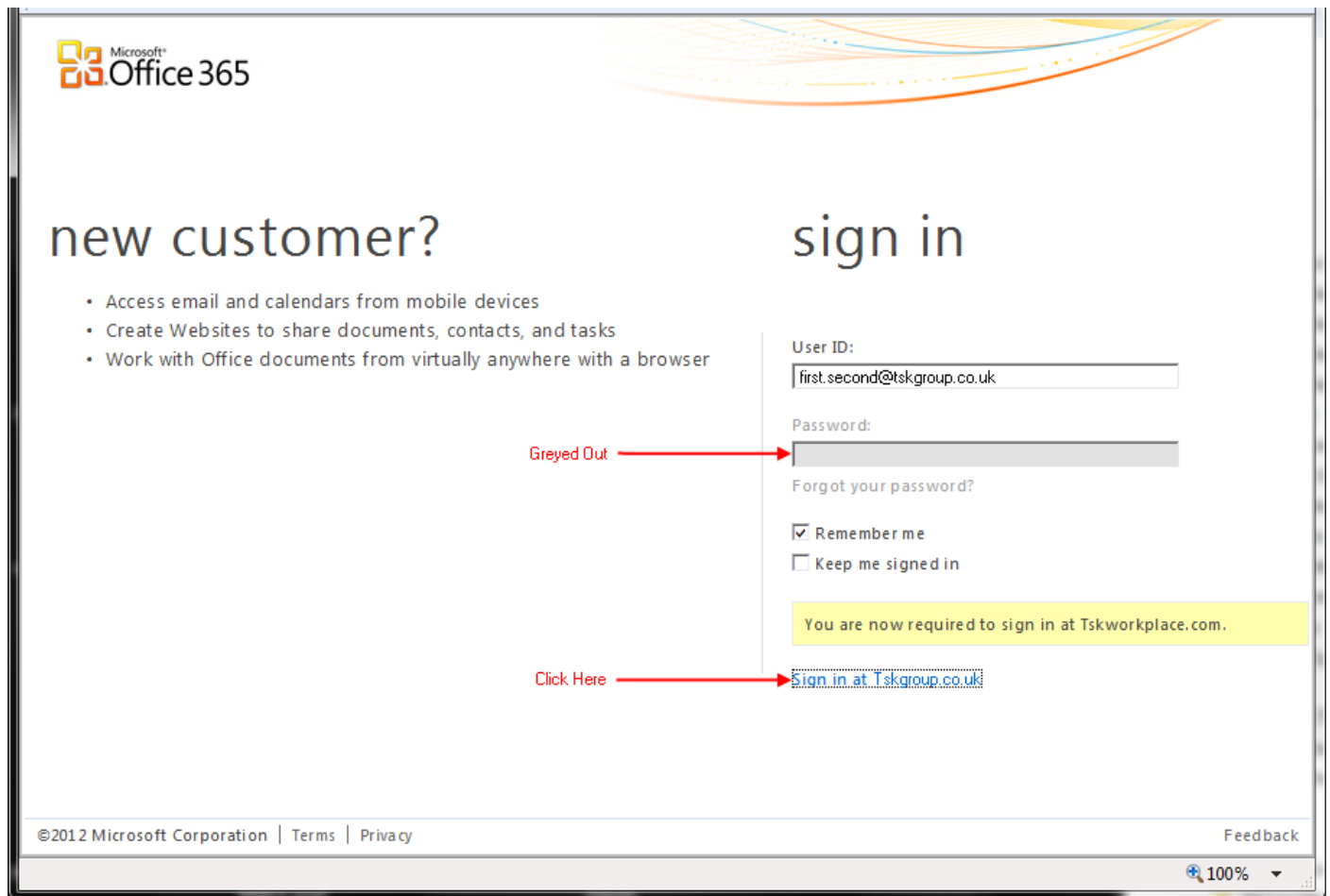


To Log into your TSK email using a web browser you need to browse to **webmail.tskgroup.co.uk** where you will see the following page (This link is also available on the Staff Login page of the Web Site) :



Enter your User ID: (Your primary email address) and tick 'Remember Me' to have the browser remember the name.

The Password box will go Grey and the Yellow Background statement will appear followed by:

[Sign in at Tskgroup.co.uk.](#) (Select this link to sign in.) You will be presented by a standard windows login box: i.e.

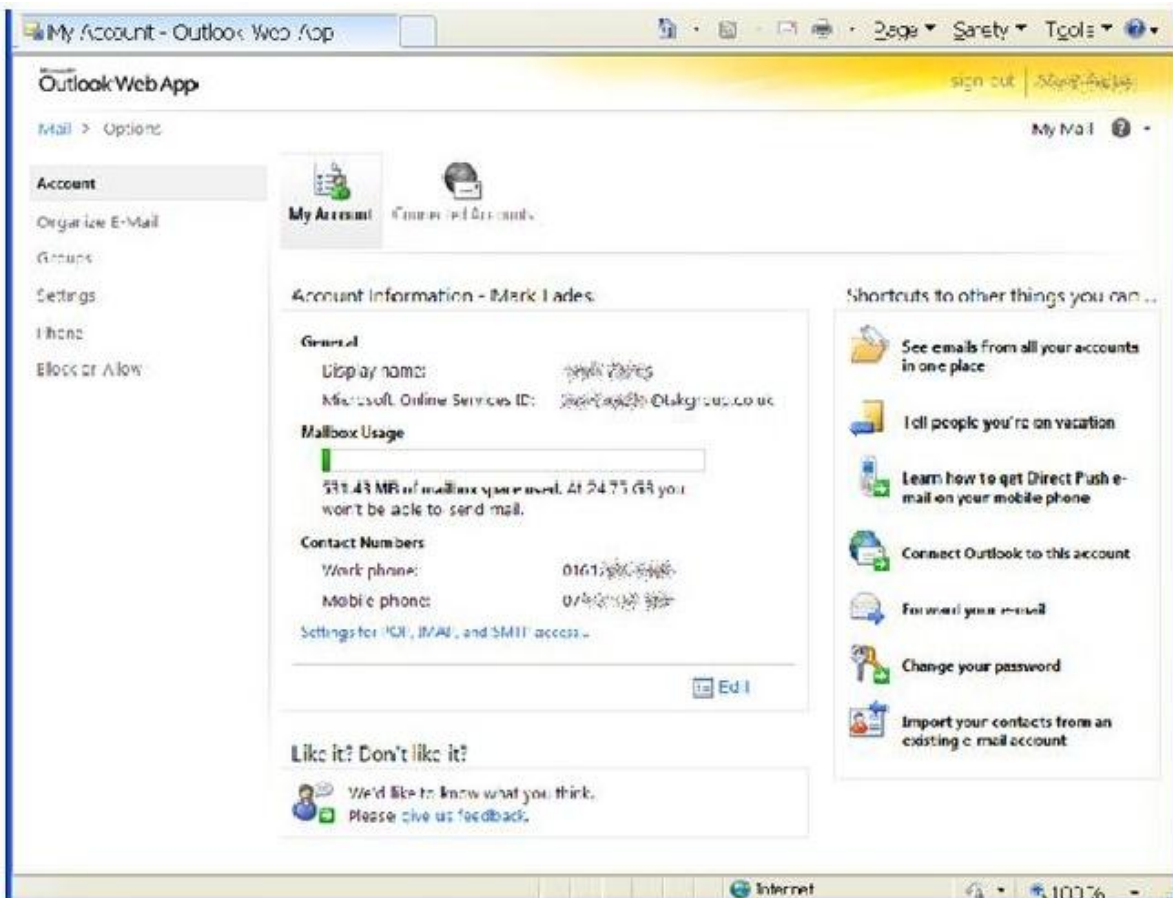
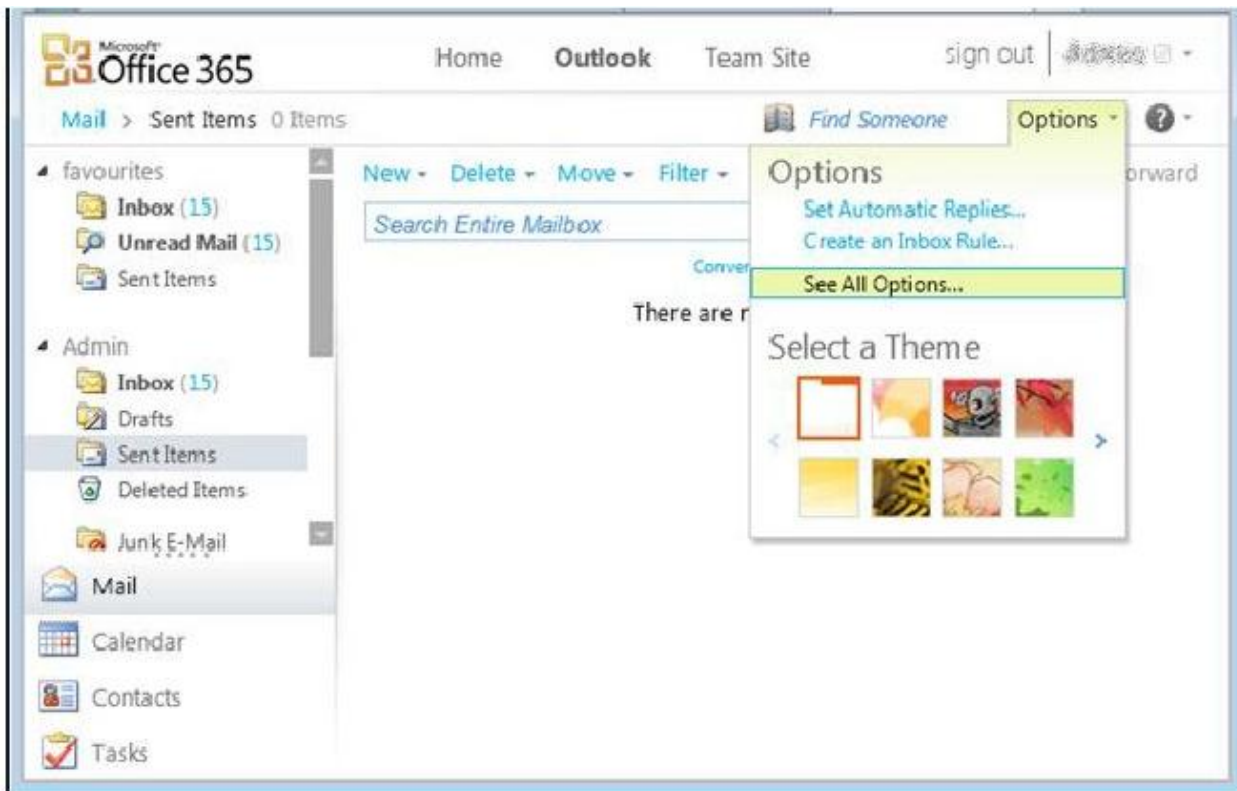


The Password is the common login password you set for the TSK network machines and email.

When you enter valid credentials you will be taken to your email page. You should Tick 'Remember my credentials'

You will have to log in to Web Email this way every time you open a new browser. You will not be prompted for your password while you navigate around in the web browser.

The first place to go is Options as seen here:



You will see from the side menu on this dialog, you can


'Change your password' here

Please take the time to **Edit** your profile via the Edit button

(Middle Bottom) <- e.g.

Don't forget to **Save** the changes when you are done.

Please make sure you set your email footer and general **Settings** as required:

Account Information - 

*Required fields

General

Contact Location

Street:
130 Metroplex Business Park
Broadway
Salford Quays

City:
Manchester

State/Province:
Greater Manchester

ZIP/Postal code:
M50 2UW


Country/Region:
United Kingdom

Office:

Contact Numbers

Save Cancel

Internet 100%

Microsoft Outlook Web App sign out 

Mail > Options My Mail

Account Organize E-Mail Groups **Settings** Phone Block or Allow

Mail Spelling Calendar General Regional

Mail Signature

Century Gothic

Always include my signature on messages I send

Message Format

Always show Bcc
Always show From

Compose messages in this format: HTML

Read Receipts

Choose how to respond to requests for read receipts.

Ask me before sending a response
Always send a response
Never send a response

Reading Pane

Choose when items should be marked as Read.

Mark the item displayed in the Reading Pane as Read
Wait 5 seconds before marking the item as read
Mark the item as Read when the selection changes
Don't automatically mark items as Read

Conversations

Sort messages in the conversation Reading Pane in this order:

Newest message on top
Newest message on bottom

Save