

NurseryCam Website Design Handover Document

1 Your Account Information:

Domain Name: www.miltonmountplaygroup.co.uk

Email:

committee@miltonmountplaygroup.co.uk

manager@miltonmountplaygroup.co.uk

password: mount!@1

password: mount!@1

2 Accessing email

2.1 Using web-based email portal

Go to: <http://webmail.miltonmountplaygroup.co.uk>

Type in to full email address and the password.

3 Changing your Email Account password

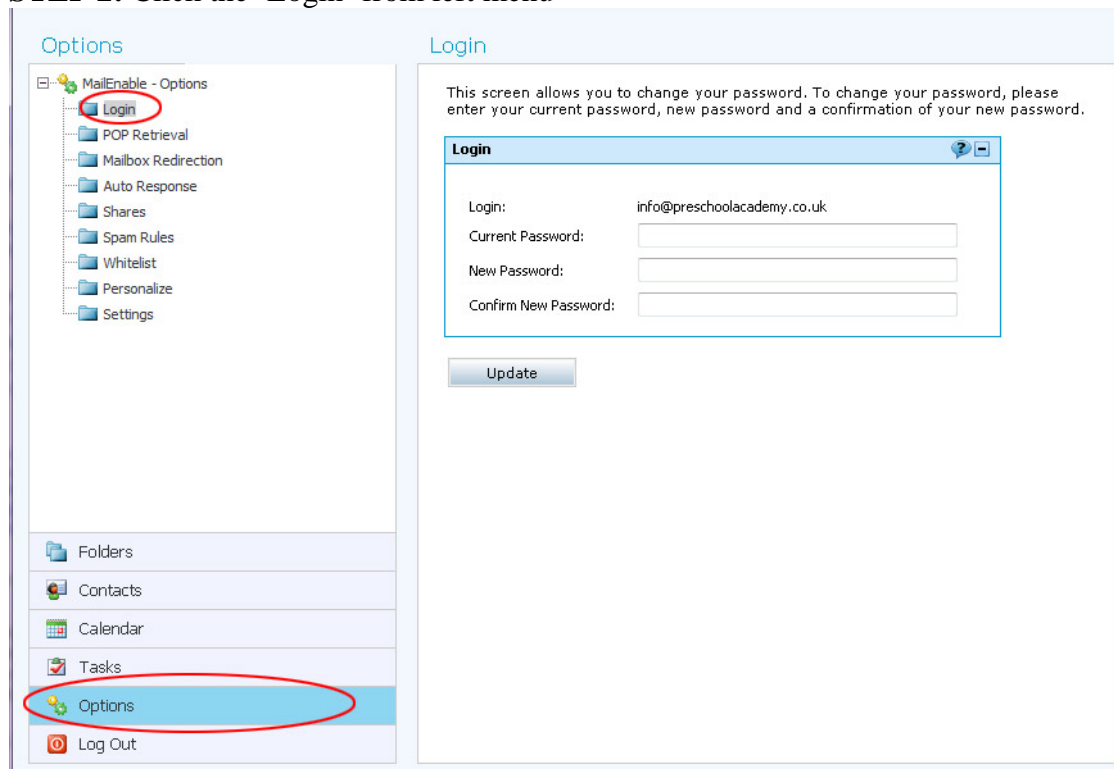
Open your web browser and type in the following,

<http://webmail.miltonmountplaygroup.co.uk>

Login with each email address and own password.

STEP 1: Click the 'Options' Icon on bottom left

STEP 2: Click the 'Login' from left menu



The screenshot displays the webmail interface. On the left, the 'Options' menu is expanded, with the 'Login' option highlighted by a red circle. Below the main menu, a secondary list of options includes 'Folders', 'Contacts', 'Calendar', 'Tasks', 'Options' (highlighted with a red circle), and 'Log Out'. The main content area is titled 'Login' and contains a form for changing the password. The form includes fields for 'Login:', 'Current Password:', 'New Password:', and 'Confirm New Password:'. The 'Login:' field is pre-filled with 'info@preschoolacademy.co.uk'. Below the form is an 'Update' button. A message above the form states: 'This screen allows you to change your password. To change your password, please enter your current password, new password and a confirmation of your new password.'

STEP 4: Change your password here and then click “Update”