

CREW ACCOUNTS - QUICK REFERENCE GUIDE

EMAIL

HOW TO GET A CREW EMAIL ACCOUNT

CONTACT YOUR EMAIL ADMINISTRATOR TO OBTAIN:

USERNAME

PASSWORD

EMAIL ADDRESS

EMAIL

HOW TO ACCESS EMAIL

1. From your computer, laptop, tablet, iOS or Android device, connect to the wifi hotspot with a name similar to 'wxa-115-xxxx'.
2. Open a web browser and enter the URL: <http://10.1.5.1/webmail>
3. Enter the Username and Password as given to you by the Email Administrator.
4. Select <Login>

RedPort Webmail works like most email clients. Incoming Email is stored in the Inbox. Outgoing Email is stored in the Sent box.

IMPORTANT INFORMATION

When new email is composed, click <Send> to add the email to the outbound email queue. It will now appear in your Sent box; however, it has not yet been sent to the recipient. It will be sent to the recipient during the next scheduled email session as determined by the Email Administrator.

INTERNET

HOW TO WEB-BROWSE

1. You must have a pincode to access the web for browsing. Contact your on-site system administration to obtain a pincode.
2. From your computer, laptop, tablet, iOS or Android device, connect to the wifi hotspot with a name similar to 'wxa-115-xxxx'.
3. Open a web browser and enter web address you want to view.
4. When prompted, enter the pincode.
5. When done browsing, log off.