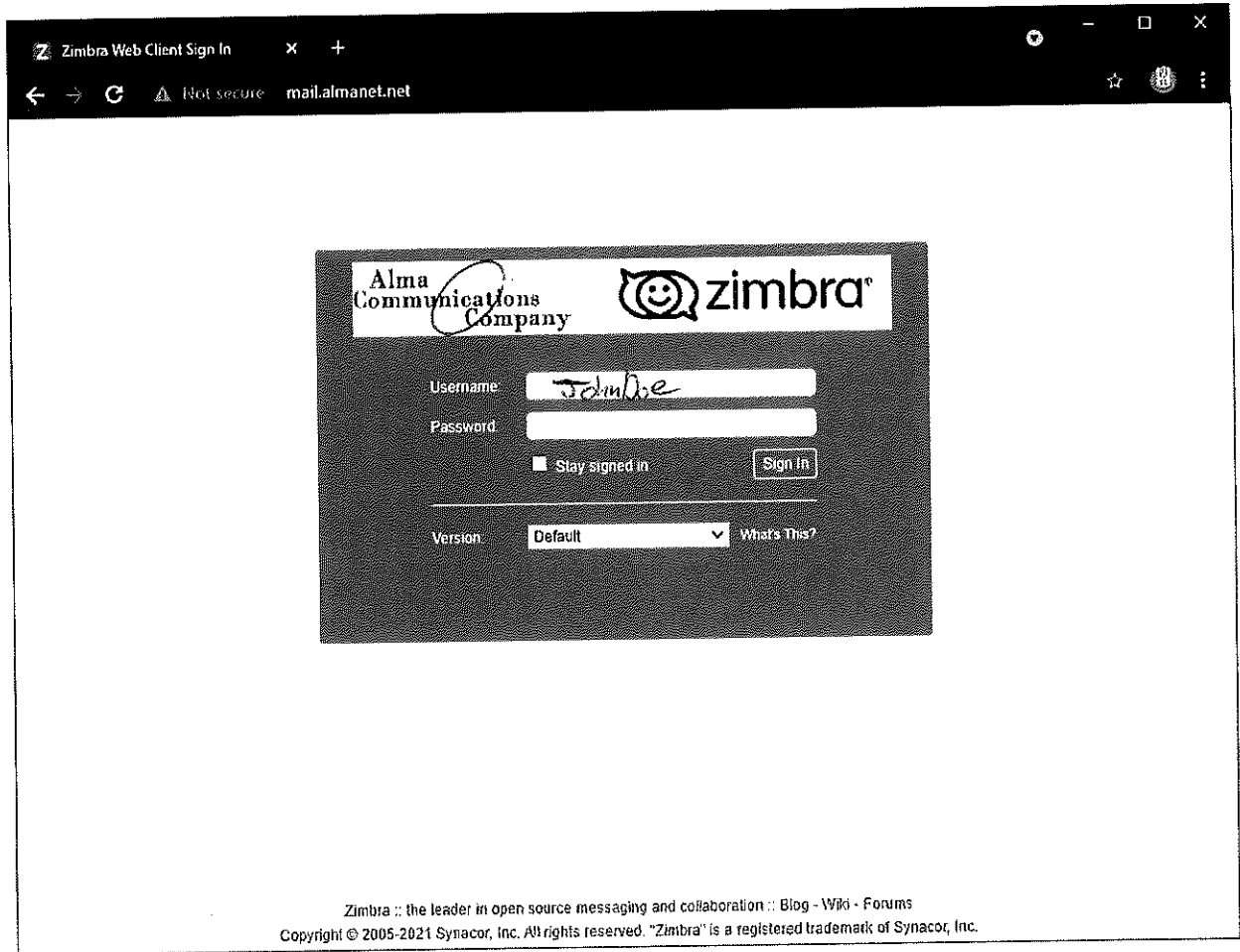
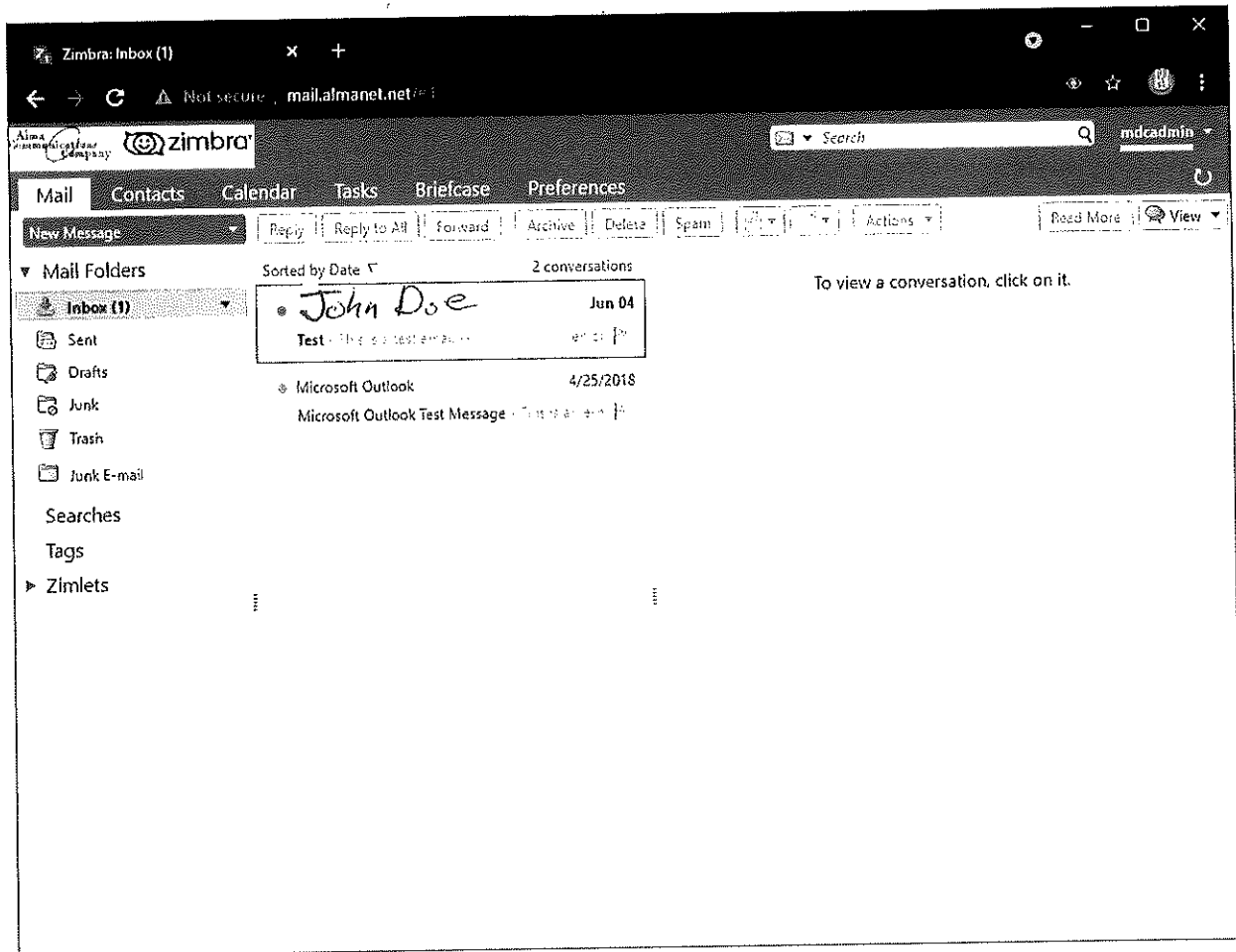


To login to the new web email client, go to <https://mail.almanet.net>.

Type in your username and password:



Once logged in you will see the main web interface:



On the left are folders, click on the small down triangle to the right of Inbox to create new folders.

The middle area is a list of emails, click on an email to open it in the right reading panel.

To reply or forward an email click on the Reply, Reply to All, or Forward buttons:

The screenshot displays the Zimbra webmail interface. At the top, the browser window title is "Zimbra: Reply" and the address bar shows "mail.almanet.net". The Zimbra logo and a search bar are visible. Below the navigation tabs (Mail, Contacts, Calendar, Tasks, Briefcase, Preferences), there is a toolbar with buttons for "New Message", "Reply", "Reply to All", "Forward", "Archive", "Delete", "Spam", and "Actions".

The "Mail Folders" sidebar on the left includes "Inbox", "Sent", "Drafts", "Junk", "Trash", and "Junk E-mail". The main content area shows a list of messages sorted by date. One message is highlighted:

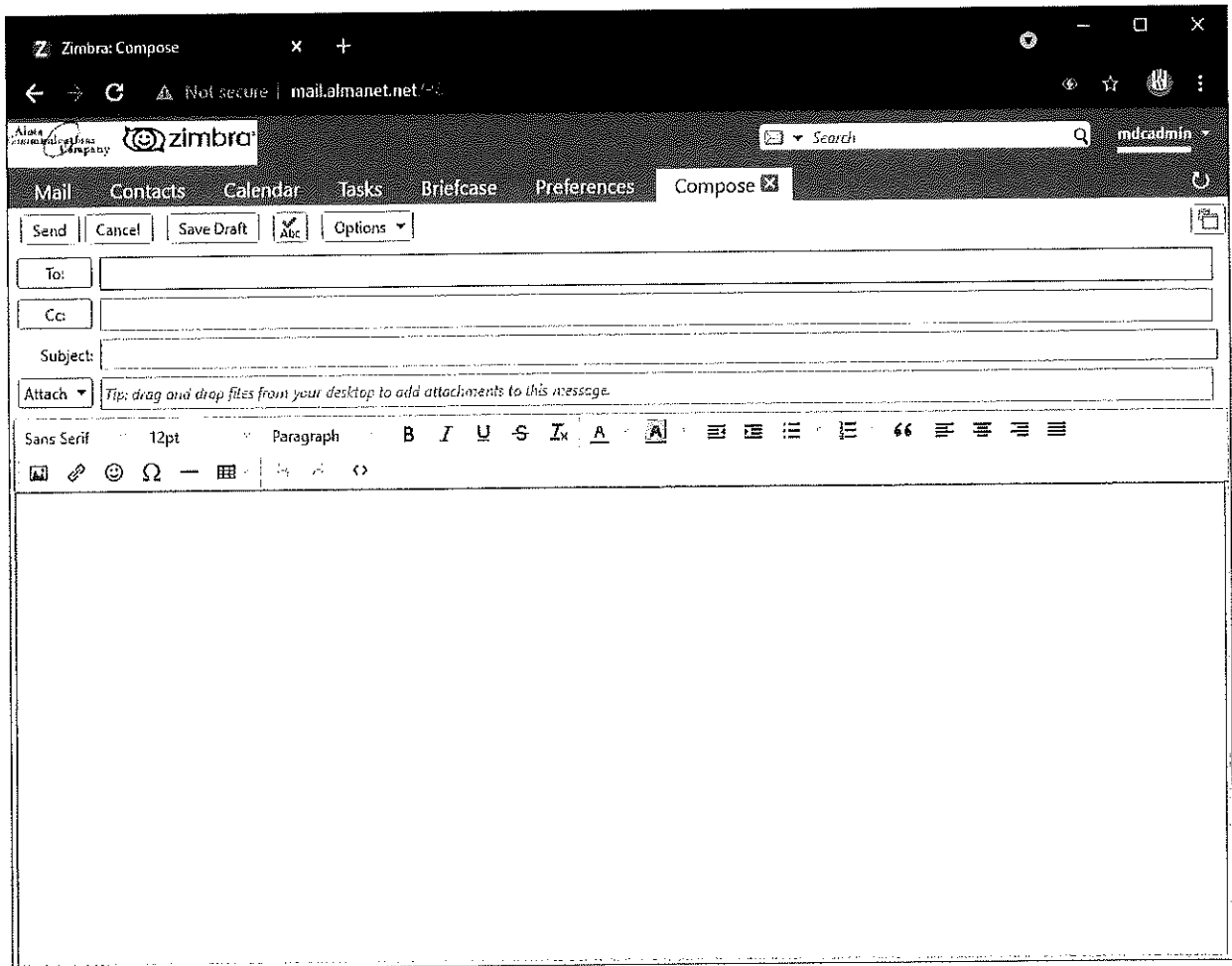
- From: "Microsoft Outlook" <mdcadmin@almar> April 25, 2018 9:21 AM
- To: "MDC Admin" <mdcadmin@almanet.net>
- Subject: Microsoft Outlook Test Message

The message body contains the text: "This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account." Below the message list, there is a calendar view for June 2021, showing the dates 1 through 10.

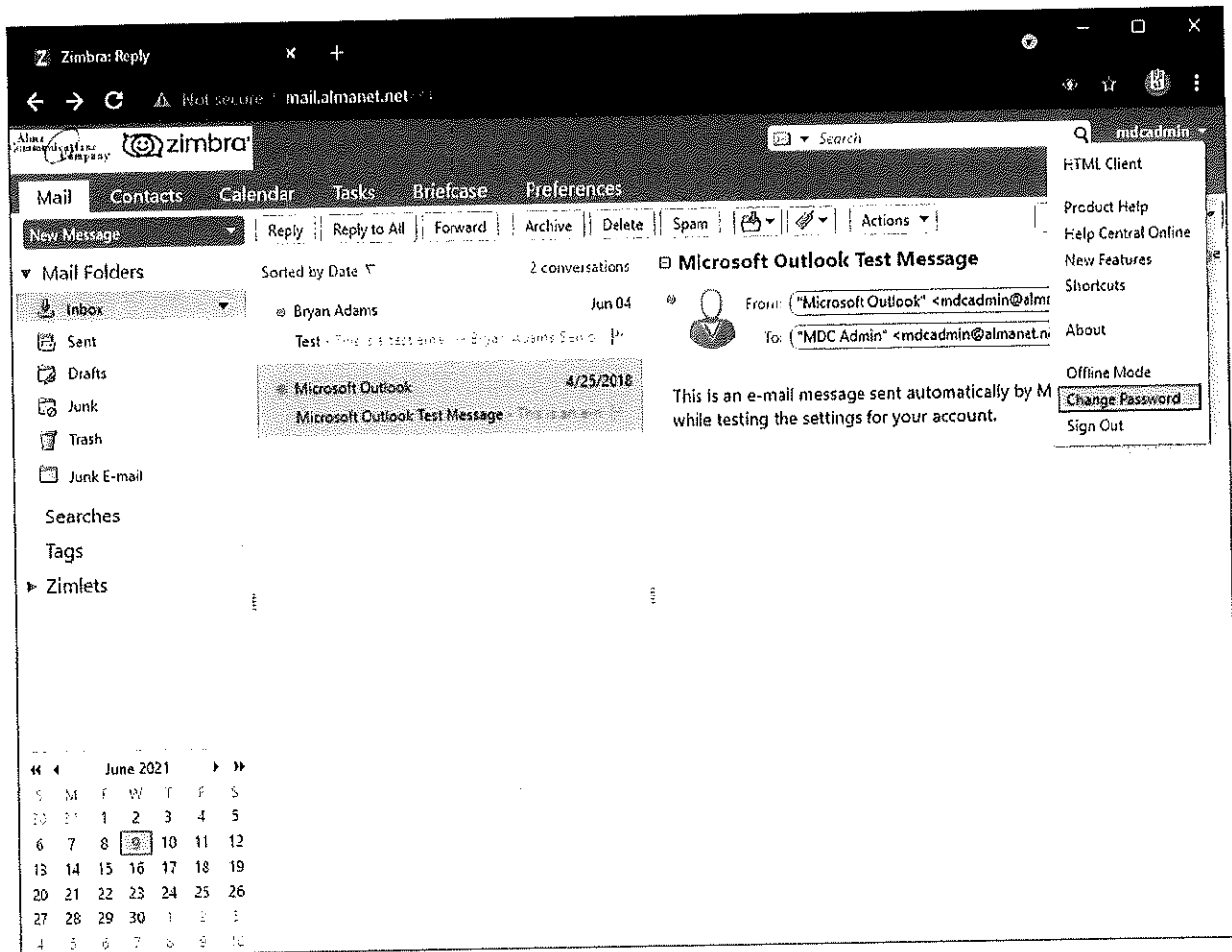
To send a new message, click on New Message in the upper left corner:

The screenshot shows the Zimbra webmail interface. At the top left, there is a 'New Message' button. Below it is a sidebar with various mail-related options: Message [nm], Contact [nc], Contact Group, Appointment [na], Task [nt], Document [nd], Folder [nf], Tag [nt], Contacts Folder, Calendar [nl], Task Folder, and Briefcase. The main content area displays a conversation titled 'Microsoft Outlook Test Message' with 1 message. The message is from 'Microsoft Outlook' <mdcadmin@alm> dated April 25, 2018 9:21 AM, sent to 'MDC Admin' <mdcadmin@almanet.net>. The message body contains the text: 'This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.' Below the message list is a calendar view for June 2021, showing dates from 1 to 13.

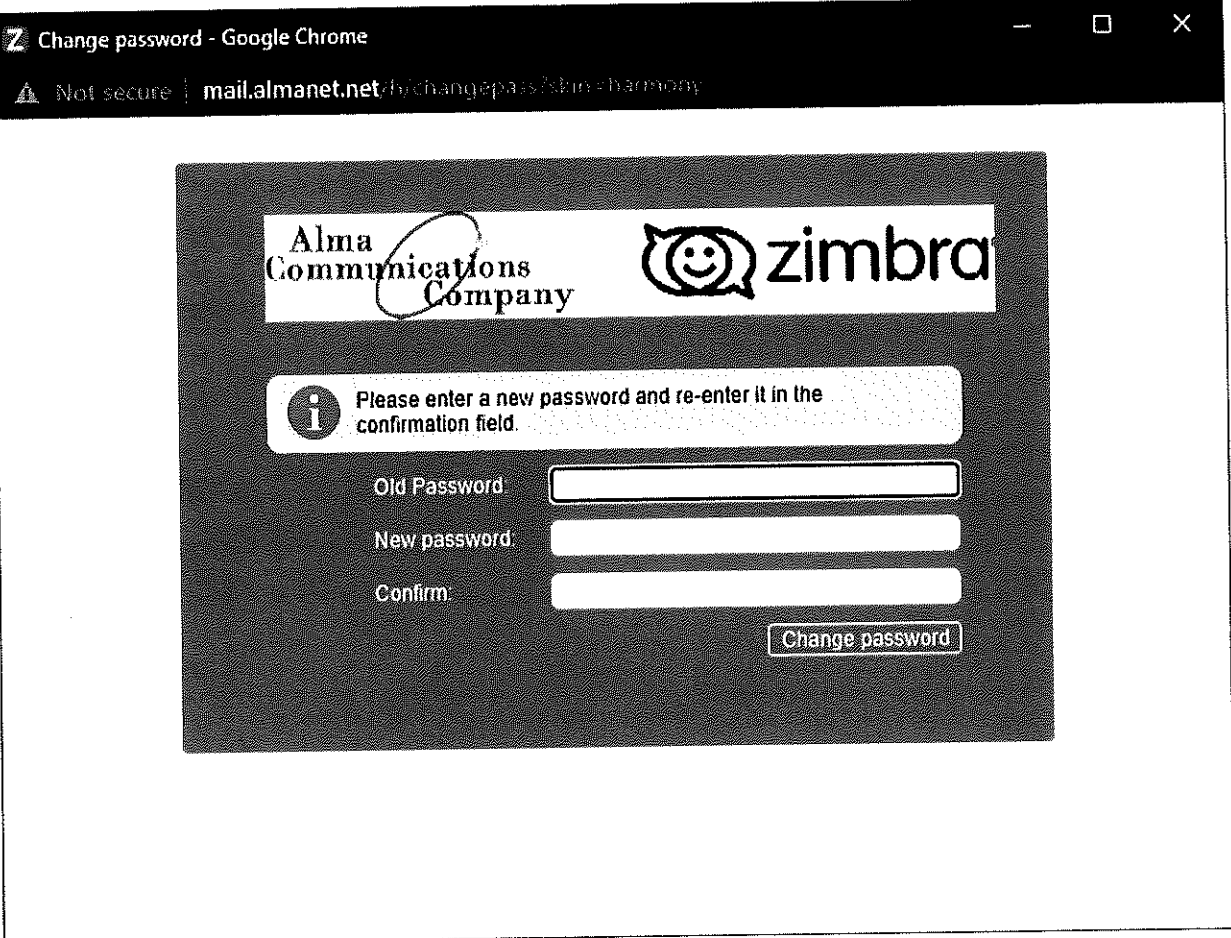
Once your message is complete, click on Send, or click on the X box next to Compose to stop editing the message:



To change your password, click on your name or username in the top right corner, then click on Change Password:



This will open another window where you need to type in your current password, then type in your new password twice:



The screenshot shows a web browser window titled "Change password - Google Chrome". The address bar displays "mail.almanet.net/ib/changepass/skin-harmony". The page content includes the logos for "Alma Communications Company" and "zimbra". A message box with an information icon states: "Please enter a new password and re-enter it in the confirmation field." Below this, there are three input fields labeled "Old Password", "New password", and "Confirm". A "Change password" button is located at the bottom right of the form area.

Passwords are required to be at least six characters long, have one lower case character, one upper case character, and either one number or one punctuation symbol.