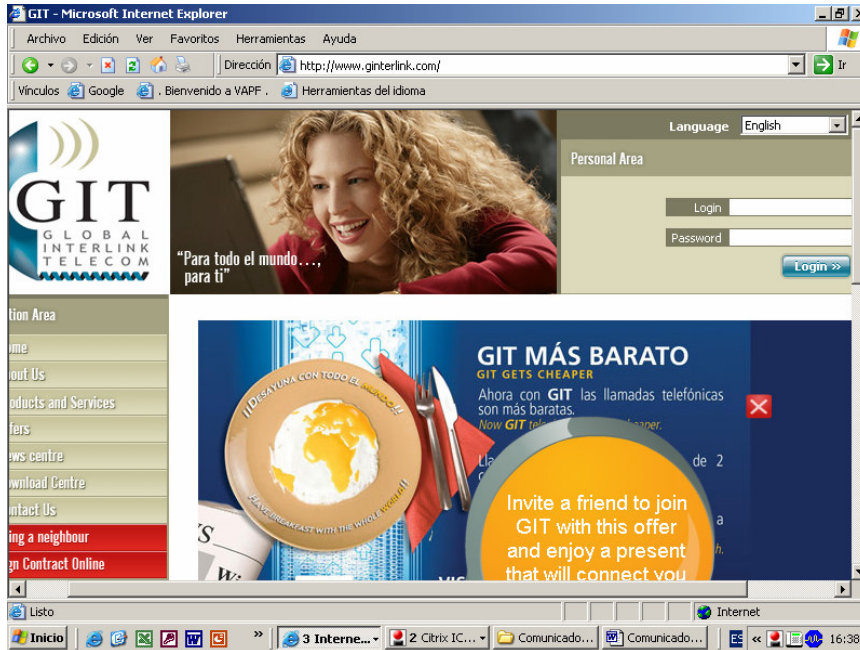


HOW TO ADMINISTER MY E-MAILS?

On the main page there is a Personal Area. Here you have to enter your login and password and click on "Login".



This is how to start your session.



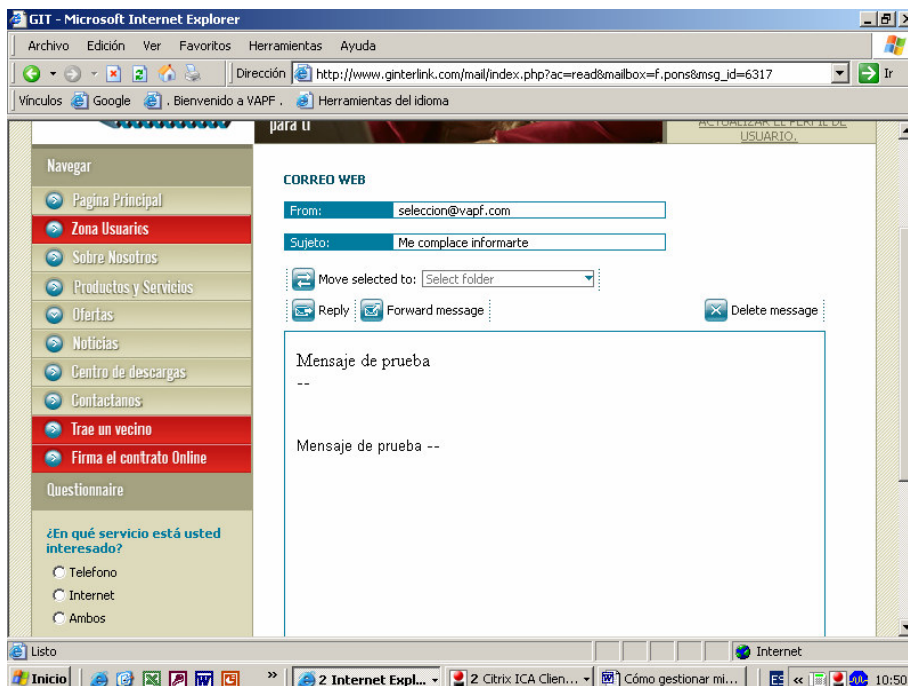
On this window you will see the following folders:

- Inbox: Received messages. The total number of messages. The ones that have not been read yet. The size of the messages.
- Sent messages: The total number of messages. The ones that have not been read yet. The size of the messages.
- Trash_can: Erased messages. The total number of messages. The ones that have not been read yet. The size of the messages.

You can read your messages directly clicking on Inbox. There, you choose the message and double-click on it to read its content.



To reply, forward, erase or relocate the message in another folder.



At the top there are more options:

My Webmail. Here you can create messages, open the folders and create a new folder.

New Message. To create a new message.

Change account to. This is to choose another e-mail account you have with global.



To write a message, click on New Message.

A new window opens and you have to fill in the shown fields. You can personalize the text and attach files.

