

# MailEnable Web Mail Administration

## WEB MAIL ONLY – TO ACCESS MAILBOXES

### ACCESS:

Open web browser. Go to [www.fpaa.net.au/MEWebMail](http://www.fpaa.net.au/MEWebMail)

Login with:        Username: Buyer Code [not necessary to add @FPAA]

Password:         Use the password provided by FPAA [case sensitive, be very careful]

Leave other fields as is [Skin=Oceano Language=English]

Initial loading will take a minute or so.

If the user has problems connecting and is using an old browser (and only then) you may suggest using the full address: [www.fpaa.net.au/MEWebMail/Mondo/lang/sys/Login.aspx](http://www.fpaa.net.au/MEWebMail/Mondo/lang/sys/Login.aspx). This is not normally required, and only makes the whole user experience appear cumbersome.

### OPTIONS TAB:

Allows you to configure your Mailbox

Login:    You can change the password. Note that FPAA will not have access to this changed password, and will only be able to reset the mailbox password to the original supplied to you.

You can change the initial opening screen to Inbox or other selections

Mailbox Redirection: You can change the address to which the mail is redirected.