INSTRUCTIONS TO SET UP WEBMAIL EMAIL ACCOUNT

How to access NEXION WebMail

Enter http://webmail.nexioncanada.com
Enter: xxxxxx@nexioncanada.com
Enter Password provided
This opens your email
Click on **FILE**
Scroll down to **SEND**
Click on **Shortcut to Desktop**
This creates an **ICON** on your desktop to easily access your Nexion Email.
Place your mouse over the **ICON** – right click – Select **RENAME**
Type **NEXION EMAIL** (enter)

How to set your out of office

Go to **http://webmail.nexioncanada.com**
Enter your Nexion Email address: **asmith@nexioncanada.com (example)**
Enter your Password
Click on **Settings** – (on the right-hand side)
Click on **Incoming Email**
Status ON
Create your out of office message
Complete the fields required – **Start on / End on and times**
Click **SAVE.**

How to add contacts

When opening an email
Look at the from (Add to contacts) click on add to contacts, Click OK

Clean your SPAM regularly and action these emails.

Click on **SPAM**
Click on each email – or check the little box – you can select more than 1 at a time
Click on **Move – Inbox or other option you choose or**
Click on **More – Click on Not SPAM**
The selected email will move to your inbox or the other option you selected.