

CHECKING YOUR EMAIL ONLINE VIA WEBMAIL

1. Open any internet browser. Type: **webmail.YOURDOMAIN.com** where YOURDOMAIN is your domain name. For example for www.cdkweb.com, one would type webmail.cdkweb.com. DO NOT ENTER www AS IT IS NOT NEEDED!

The “Welcome to Horde” screen appears (Horde is a specific software that allows you to check your email online.)



Welcome to Horde

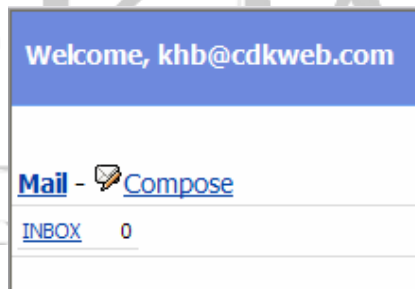
Username

Password

Language ▼

2. Type in your USERNAME. Your username is the FIRST PART of your email address, before the @ (ex: test@YOURDOMAIN.com would have a username of **test**). Type in your PASSWORD. Click the “Log In” button.

3. The “Email Accounts” Screen will appear as below.



Welcome, khb@cdkweb.com

[Mail](#) - [Compose](#)

[INBOX](#) 0

4. To check your mail, simply click the “Mail” link. To see your inbox, click the “Inbox” link. All new mail will appear.
5. If you ever forget your new password, simply email tech support at support@cdkweb.com and they can reset it for you.