



## Getting Email While Away

### Webmail from Melb PC

Melb PC does have web mail access from <http://outlook.office365.com> (or from links on the external web page) which provides access to read and send mail.

For most mail access it will prove adequate for use within some limitations. To access simply connect to the above address from any browser located anywhere, and access is gained simply by responding to the prompts for Username and Password. If the above address is hard to remember you can always connect through the link on the Melb PC external webpage <http://www.melbpc.org.au>

Melb PC subscribers are also able to download their email from their mailbox from almost any other Internet user's account located anywhere in the world.

Simply change the **POP3** settings in the mailer in the other account to: **outlook.office365.com**, change the **Account name** to your office 365 **username**, and when prompted, use your office365 **password**. Your email will then download to the other account.

Always remember to reset the POP address in the other account after use else the other person may wonder why they are not receiving any email.

**Note:** You may not be able to send any email addressed as: **username@melbpc.org.au** from another Internet providers domain.

### Other free email services.

Another method is to open an account at [www.gmail.com](http://www.gmail.com) or a similar free email service which is accessed using a regular browser program and not a specific email program. With a Gmail email you will have another email address (eg. fredsmith@gmail.com).

### Other web based email access

Although web based email has limitations for filing emails and reading attachments, access to other services like your ISP or Mobile provider are another option providing you use your current Username and Password to log in.

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