

Procedure	Receiving ,sending email from new mail server and checking mail at New Webmail interface		
Reference No		Launched Date	07 March 2026
Apply To	Business email		

Objective

- Understand how to change password at NEW Webmail Interface
- Understand how to set up email account in Outlook
- Understand how to check/send email, set auto reply, set forwarding through **NEW** Webmail interface

How to apply procedure

Check list

1. Preventing unauthorized user, by changing to new password
2. Chang set up new username and password into MS. Outlook

Preventing unauthorized user, by changing to new password

Steps: You must log in and be authenticated in order to use the Webmail.

Logging in

1. Open browser.
2. Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended).
 Enter : <https://mail.expressdata.co.th:8443> (https://yourdomainname.com:8443)
3. You will be prompt for username and password.

Example

Username: Enter your email address

Password: Enter your password (default password)

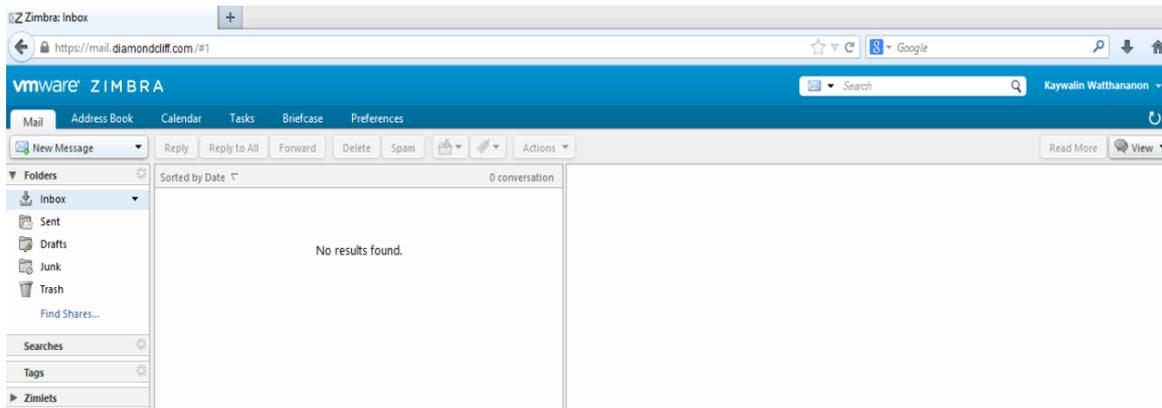


4. Click "Sign in" button.
5. After login with default password (123456), then system will force you to change to new secret password. By type secret password at New password box and retype new password at Confirm box.

Note : please remember this new password, will be asked you have to put in MS Outlook for next step.



6. Click "Sign in" button or Click Enter. You will be show up your inbox mail.
7. To prevent others from logging in to your email account, you should always use the Log Out link, located in the upper right of the Web Mail page to close your session.



Using the Web Mail

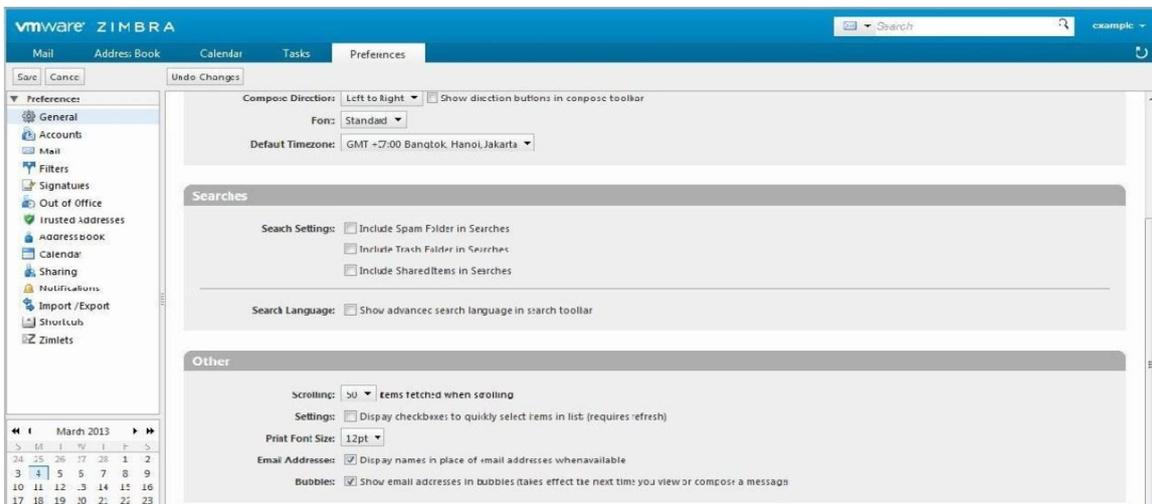
1. Getting Started to New Webmail

Your Web Mail mailbox combines email, calendar and address book tools under one easy log in.

When you log into the advanced Web Mail you see a full window view similar to the one shown below. The view changes with the different application that you are using. This view is the **Mail** view.

2. Setting your preferences

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work. You change these settings from the Preference Tab. When you open Preference, a series of sub-tabs are displayed. You can change any of the items listed under the sub-tabs.

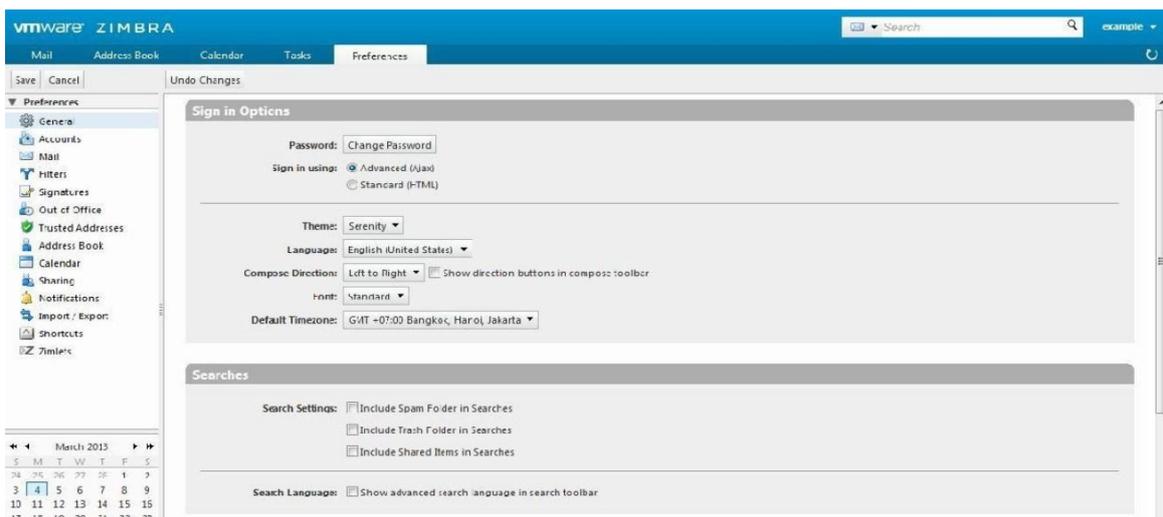


The Preference tab is described in setting your Preferences. The following preferences are described here because these are frequently customized.

2.1 Change password email

You can change new password email address.

- 1). Click Preferences and General.
- 2). Function Sign in Options click button Change Password.



3) Automatic detail for confirm password windows should look like this.

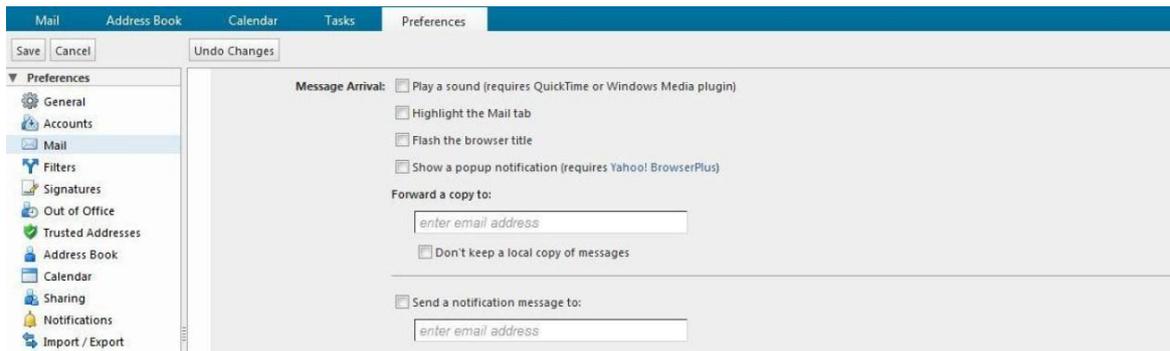


3. Setting a forwarding address

You can identify an email address to forward your messages. You can then choose to retain the message in your mailbox or automatically delete the message when forwarded.

To set a forwarding address:

- 1). Click Preference and then Mail.
- 2). Scroll down and add the complete forwarding address in the Address to forward mail to field.
- 3). If you do not want a copy of the message left in your mailbox, check Don't keep a local copy of message.



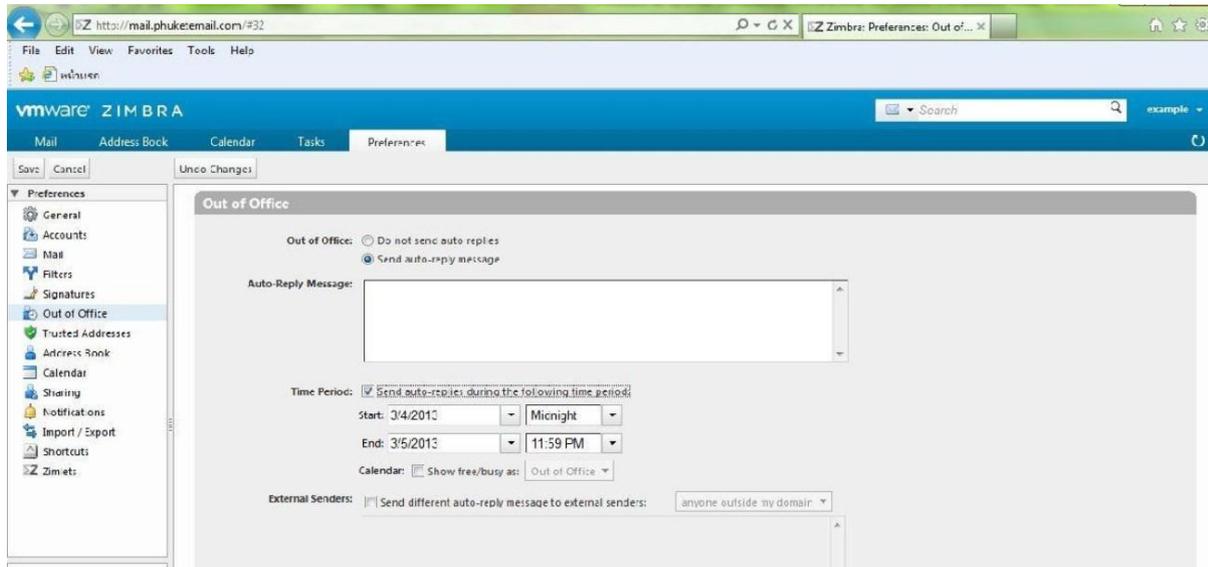
4. Creating an Away Message

This feature is also known as an Out-of-Office or Auto-Reply message. You can set an Away Message that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient only once, regardless of how many messages that person sends you during your designated away period.

To set a vacation message:

- 1). Click Preferences and then click Mail.
- 2). Check Out of Office and Click Send auto-reply message.
- 3). In the Away message field, enter the away message to be sent, such as: "I am currently out of the office and am checking voice mail but not email. I will return on March 5, 2026."

- 4). Click Save. The away message feature is enabled immediately.
- 5). You define when Away message will start and finish by check Start Date and End Date enable and choose the date at drop down list.



5. Logging out

To prevent others from logging in to your email account, you should always use the Sign Out link, located in the upper right of the Web Mail page to close your session.