

Accessing your Staff webmail account

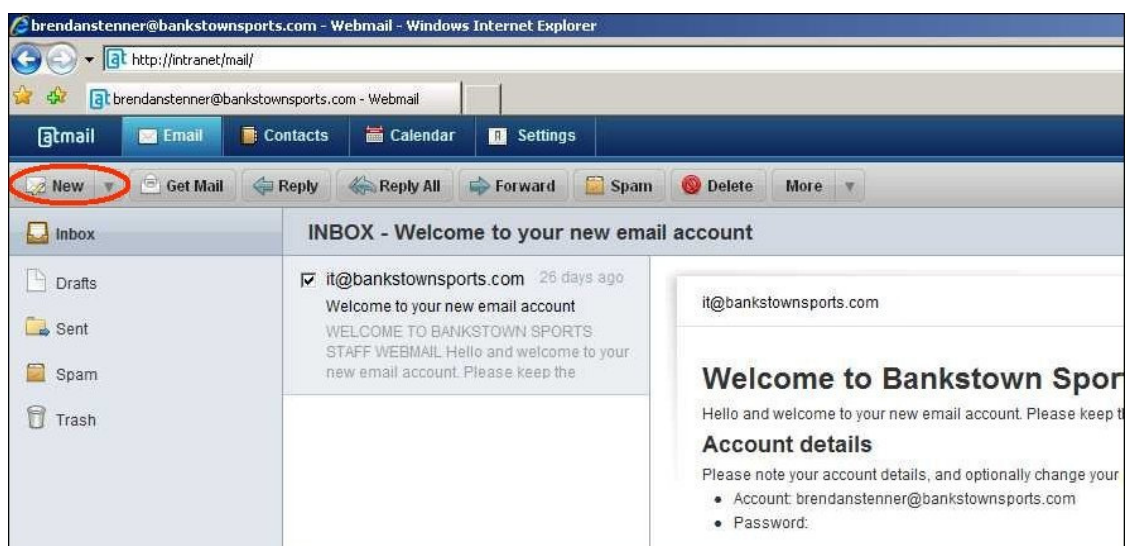
- 1./ Once you arrive at the login page, enter your username and password per the letter you received from us.



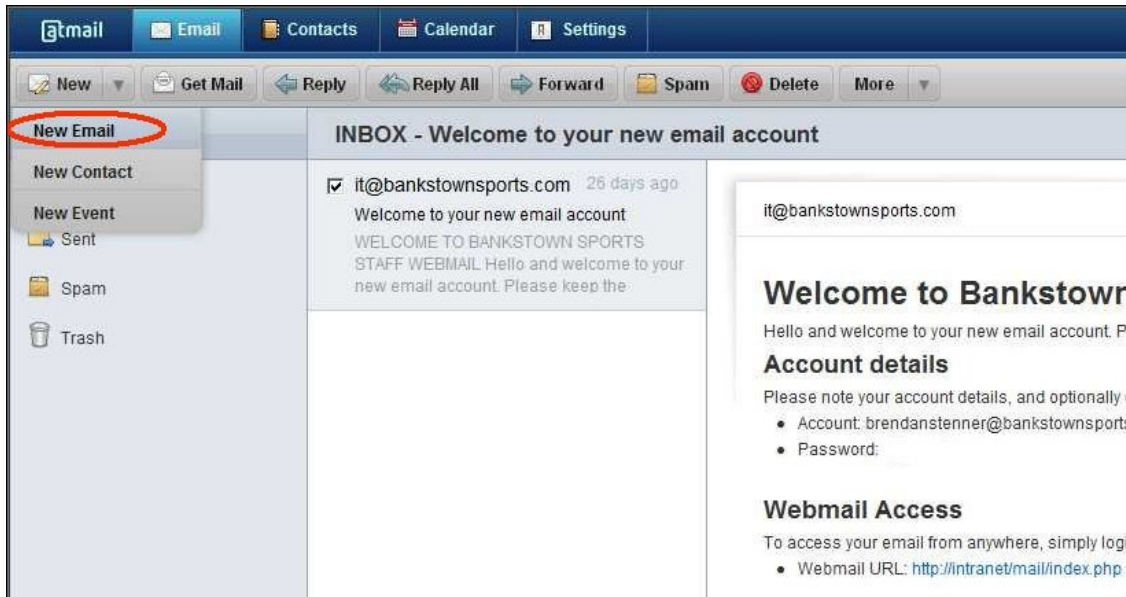
Username: Firstname Surname@sportiesstaff.com.au without the spaces (e.g. if your name is John Smith, your email address will be johnsmith@sportiesstaff.com.au)

Password: 6/3/1989 please remove the slashes (/) from your DOB (e.g. if your DOB is 21/06/1988, your password will be 21061988) – I strongly suggest you change this password at your first login: this can be changed from the webmail portal via *settings >> change password*.

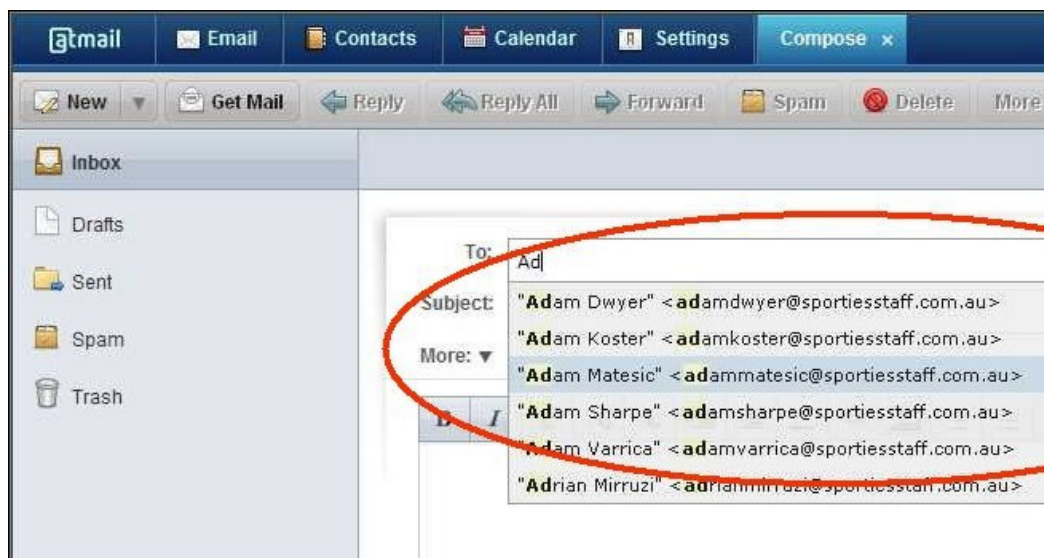
- 2./ Once you login, you will be presented with the main inbox page, this is where all of your new emails will arrive.



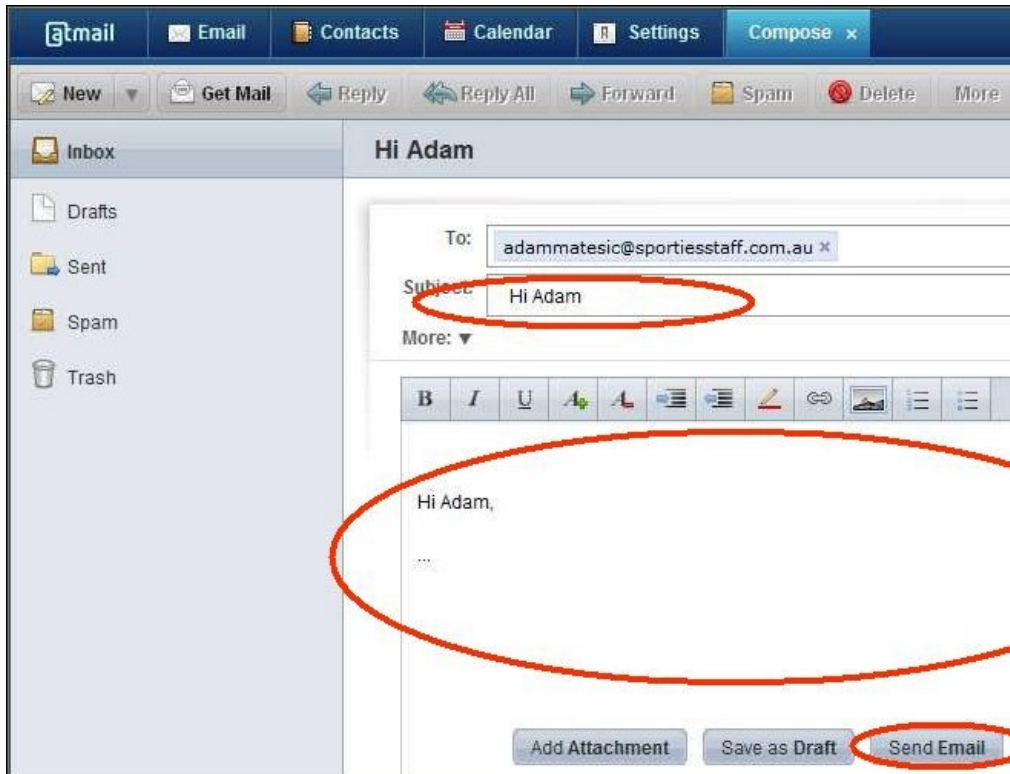
3./ To compose a new email, simply click on the “New” button on the top left hand side and select “New Email”, per the image below.



4./ Once “New Email” button is clicked, you will be presented with a blank email, if you click in the “To:” field and start typing the first one to two letters of the person you would like to email. Once the correct name appears, simply click on that name.



5./ Once you have chosen the correct person you would like to email, you can type a subject and the content of your email. Once finished, simply click on “Send Email”.



6./ Once you have finished using your email, always be sure to click on the “Sign Out” button in the top right corner. This will help to ensure your emails are kept secure.



If you have difficulty accessing your webmail account or any questions about this service, please contact me on 02 9709 3899 ext 499 or via email.

Thanks,

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