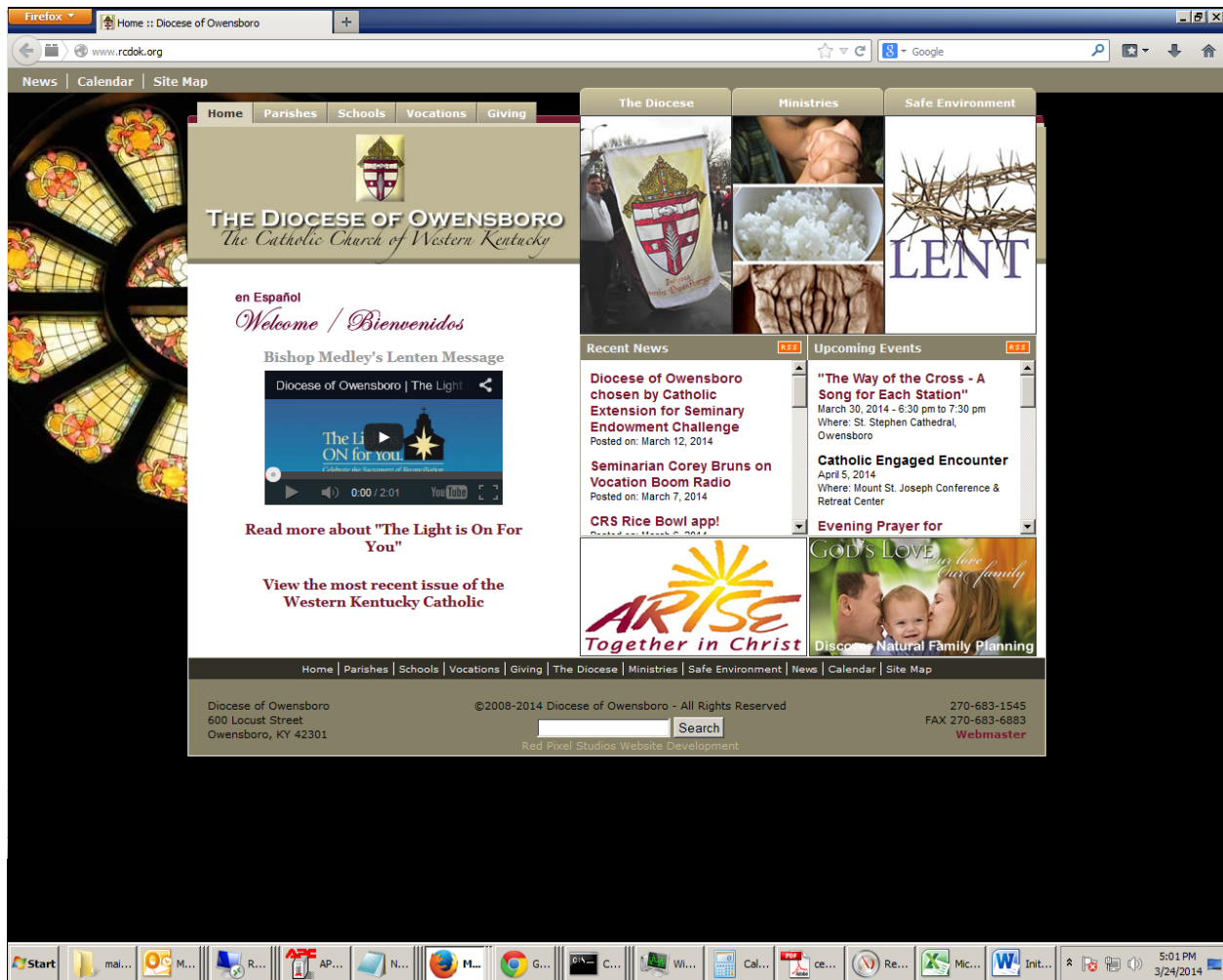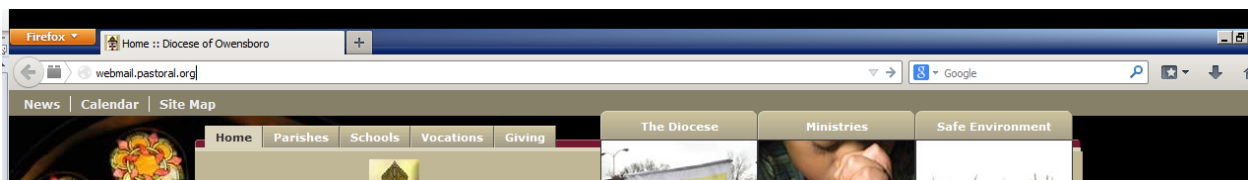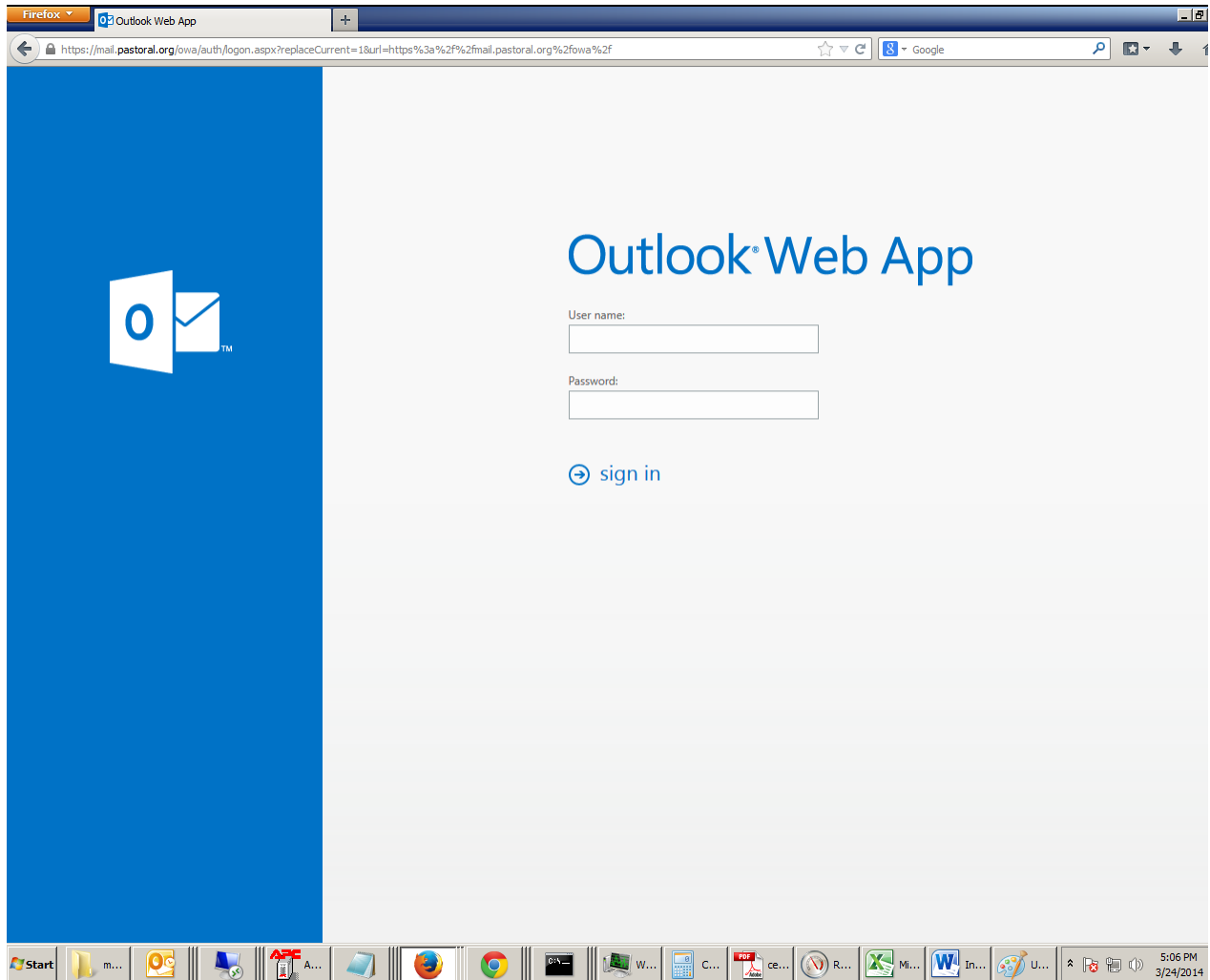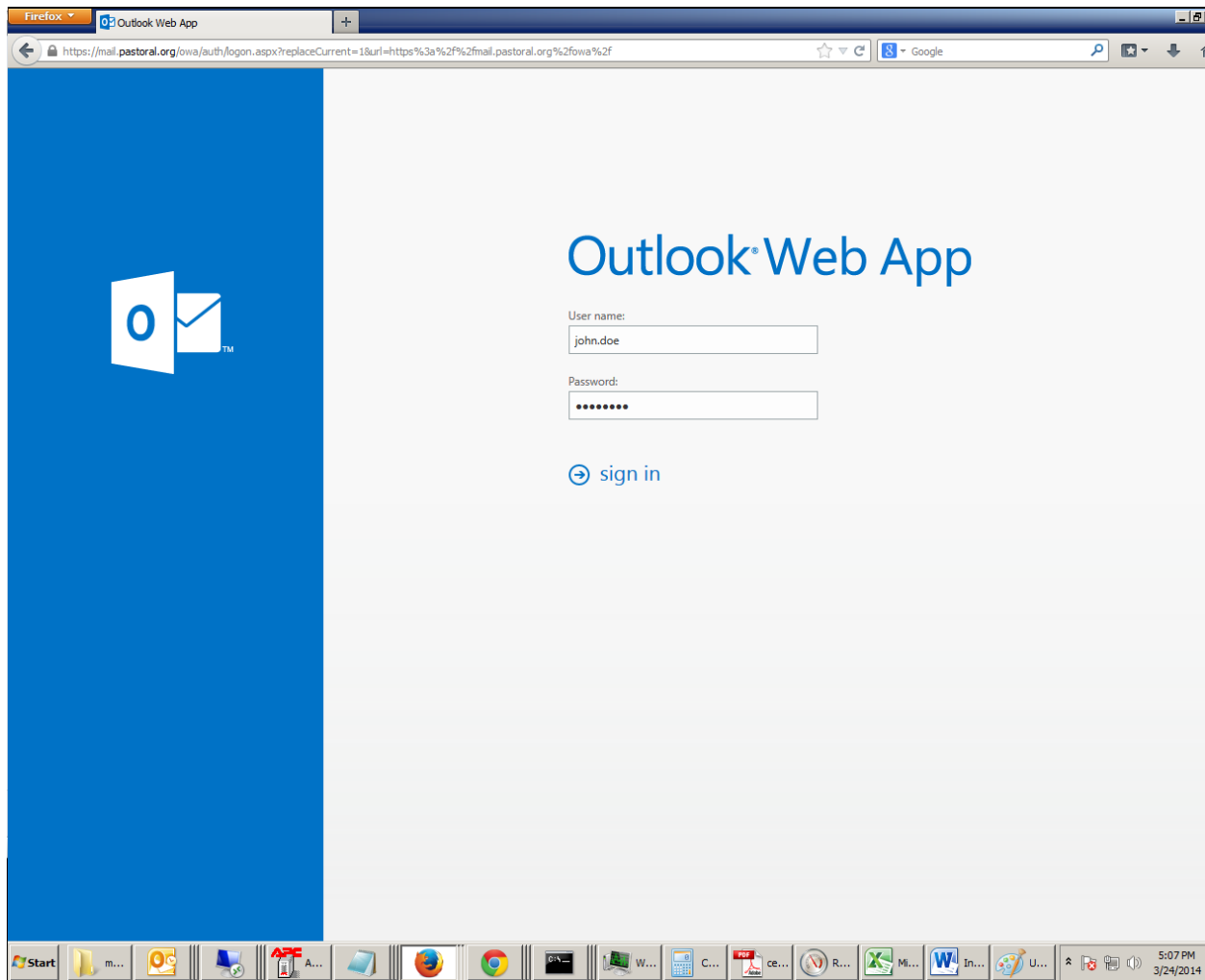1. Open a web browser

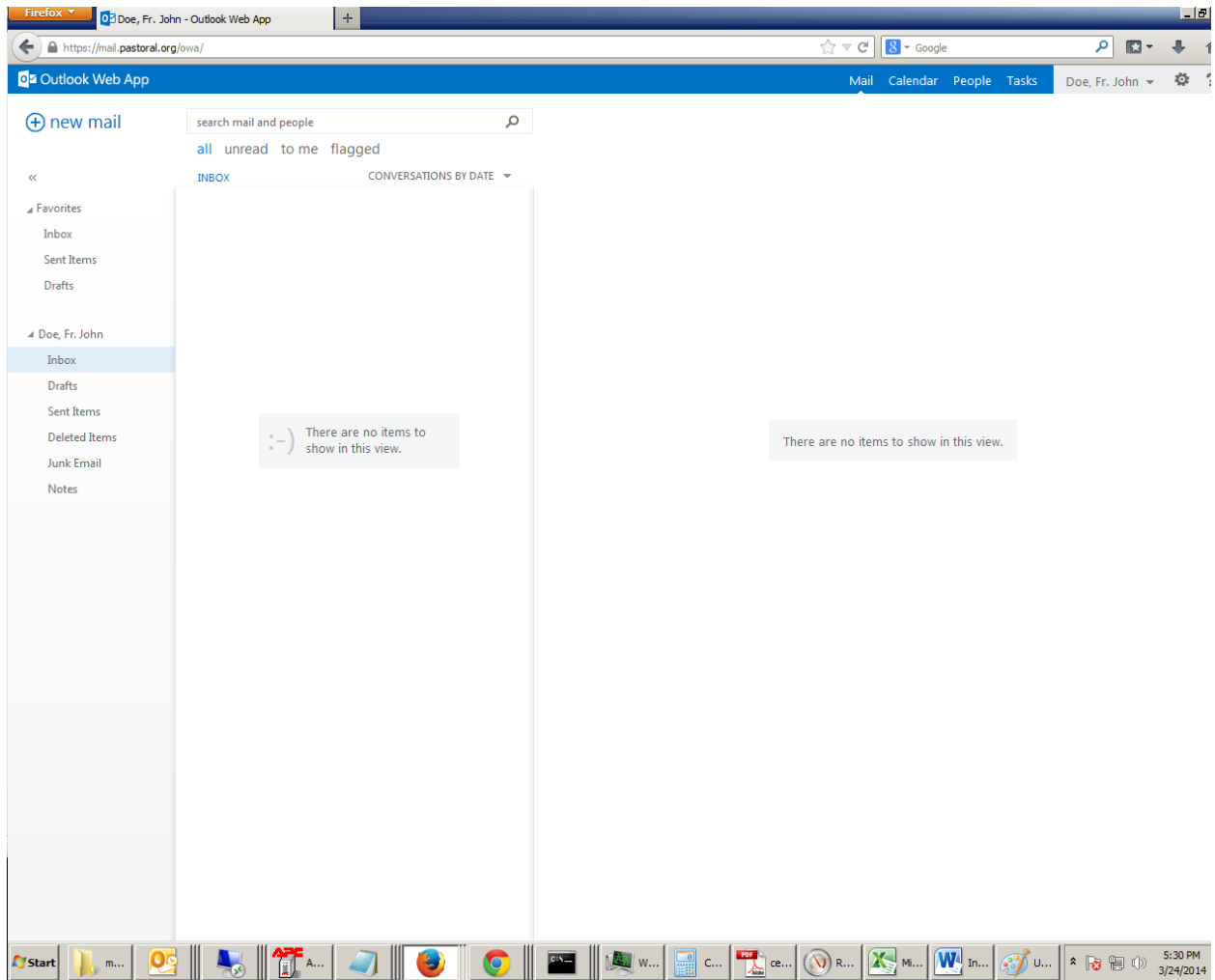2. Type "webmail.pastoral.org" into the address bar (not the search bar) and press enter.

3. This should bring you to the webmail log in page.
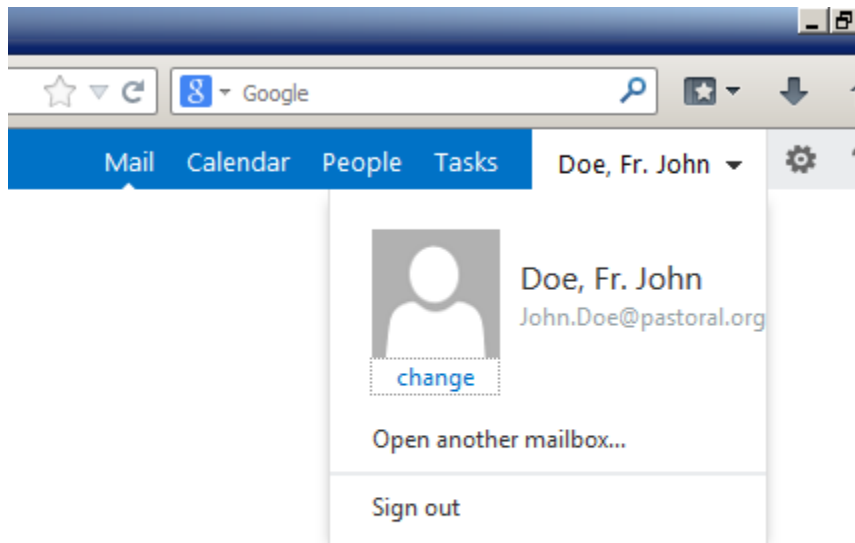
4. Enter your username (firstname.lastname) and password, then click "sign in".

9. This will bring you to a web page where you can see your e-mail.

10. When done, click on your name in the upper right hand corner of the web page and choose "Sign out". THIS IS IMPORTANT so that no one else can access your e-mail.

11. This will bring you back to the main login page confirming that you have logged out.