

# Email on the internet.



**IMPORTANT** :- Security of your email is the most important part to consider when using the system. There are elements of this document that outline security.

To gain access from home, you will need the following

- A computer running Internet Explorer version 5 or above
- Access to the internet
- Your Windows login information

## THE FIRST TIME YOU CHECK YOUR EMAIL

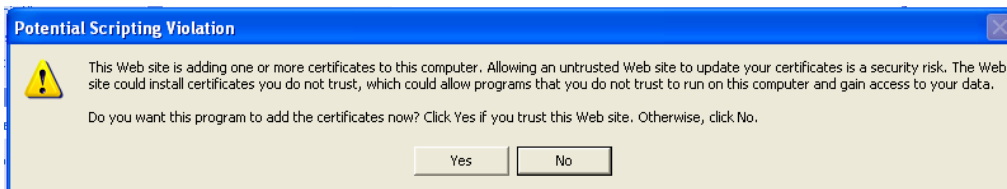
This will install a security certificate on your computer. You will only need to do this once only. This will allow all data that passes to the server to be encrypted, so nobody else can read it.

In internet explorer address bar, please type in the following :-

**<https://email.fevershamcollege.com/cert.htm>**

**Please note** that the start of the address is “https” with an extra ‘s’ unlike a normal web address.

When you press enter, you may see the message below.



Click on **YES**



Click on **Yes** to proceed



Click on **OK** to close the box.

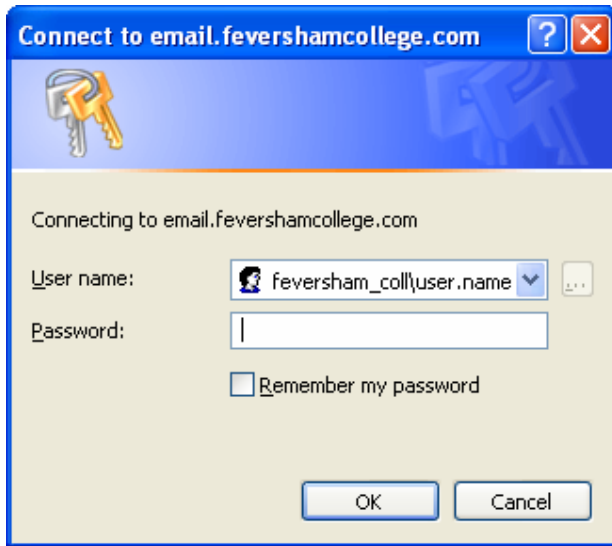
## EACH TIME YOU WANT TO CHECK YOUR EMAIL

In internet explorer address bar, please type in the following :-

<https://email.fevershamcollege.com/exchange>

**Please note** that the start of the address is “https” with an extra ‘s’ unlike a normal web address.

You will then see a window as follows asking for your login details.



You need to enter your windows login here. Here is my login as an example

User name :           **feversham\_coll\user.name**  
Password :           **mypassword**

The username is not case sensitive, but the password is.  
It is important that you put feversham\_coll\ before your username.

Once the system verifies your login information you will have access to your email as follows :-

