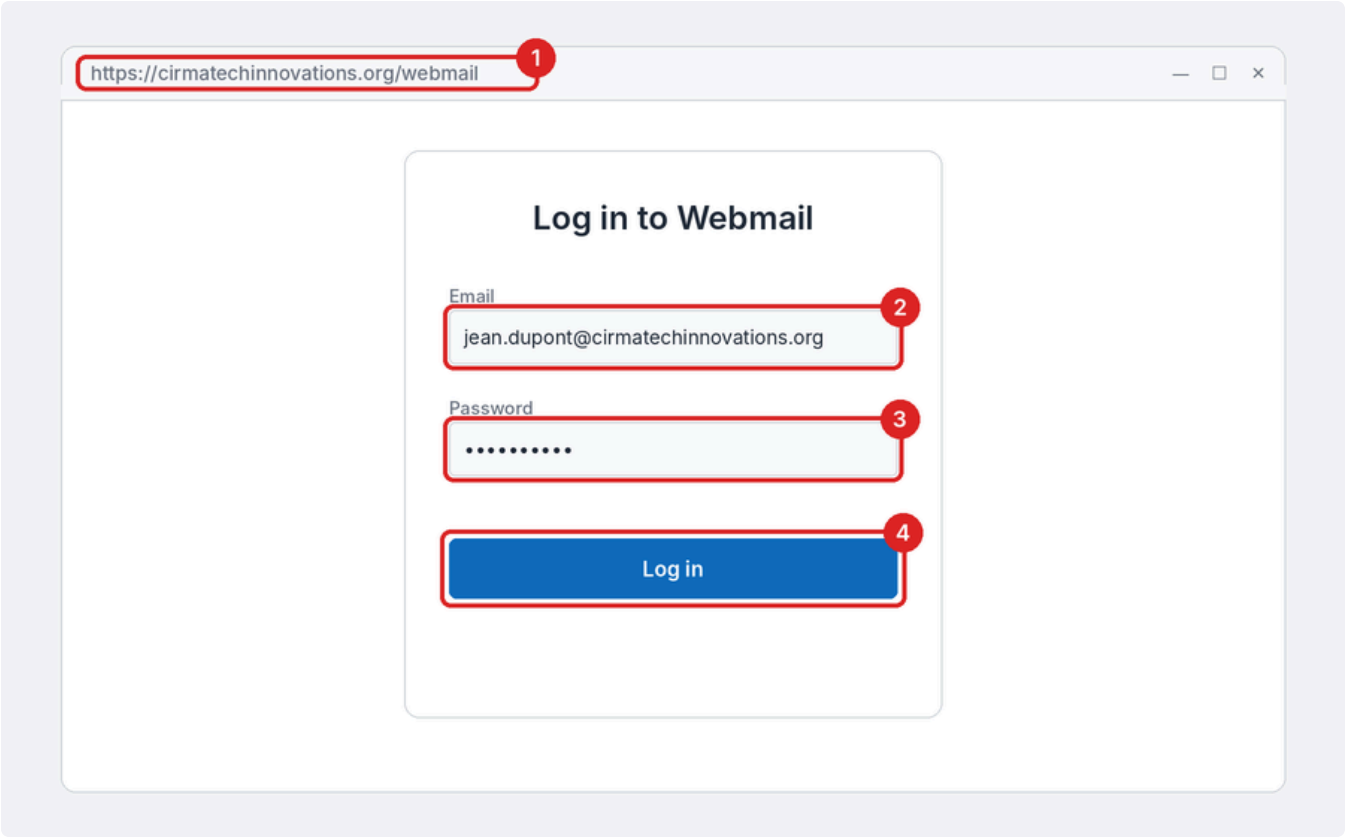
Webmail Login Guide

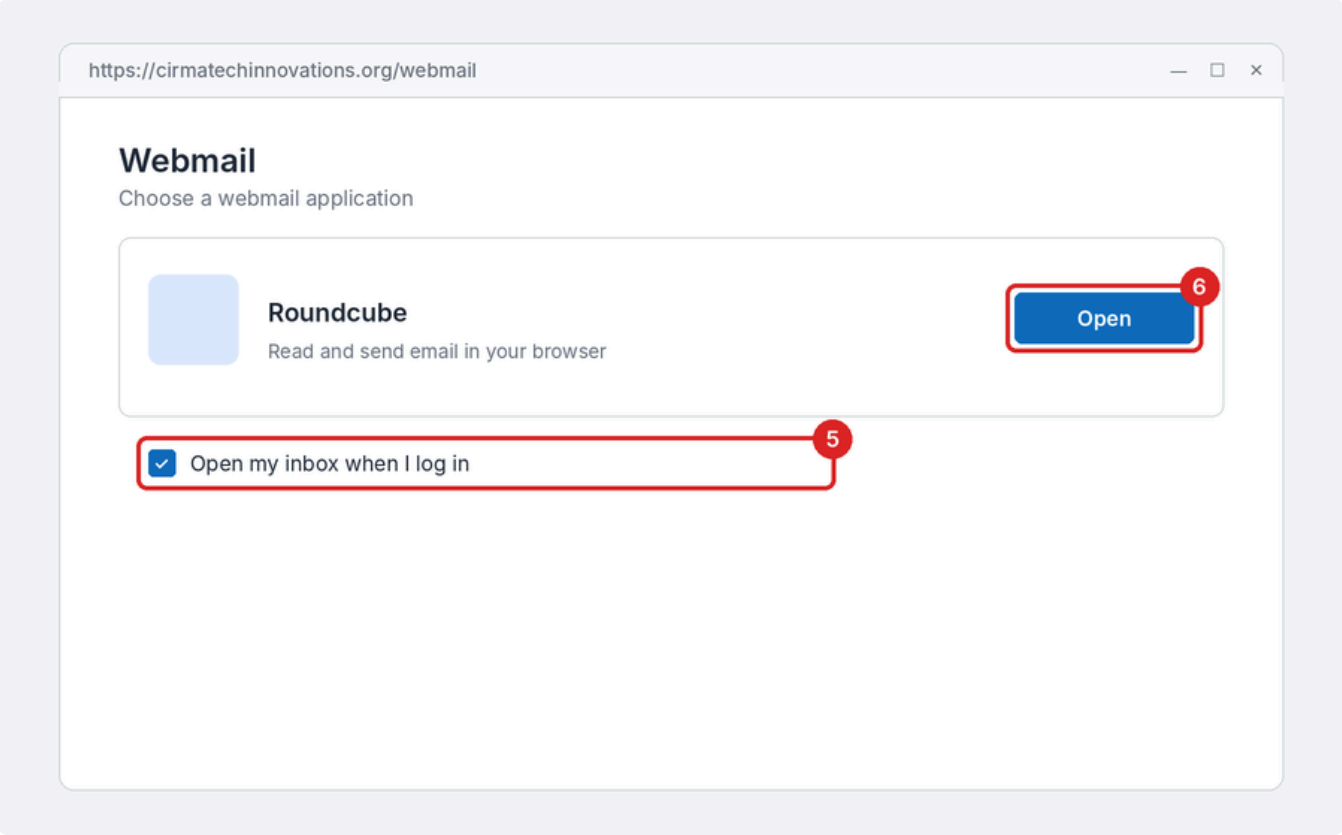
The easiest way to read your company email: open it in any web browser. No setup needed.

How to log in

1. Open any web browser (Chrome, Edge, Firefox or Safari) on your computer or phone.
2. Type **https://cirmatechinnovations.org/webmail** in the address bar and press Enter.
3. Enter your full email address, for example jean.dupont@cirmatechinnovations.org.
4. Enter your email password and click **Log in**.



5. If a page asks you to choose a webmail application, tick **Open my inbox when I log in**. You will skip this page next time.
6. Click **Open** next to Roundcube. Your inbox appears.



Tip: save the page as a bookmark or favourite so you can open it in one click.

Good to know

- Click **Log out** at the top right when you finish, especially on a shared computer.
- Your emails are the same in webmail and Outlook. A message read or deleted in one is read or deleted in the other.

If you can't log in

Problem	What to do
The page doesn't open	Try **https://cirmatechinnovations.org:2096** instead.
"Login failed" or wrong password	Make sure you typed your **full** email address and check Caps Lock.
Still can't log in	Contact IT for a password reset.