

Webmail Access Guide

June 2016

IM&T Department

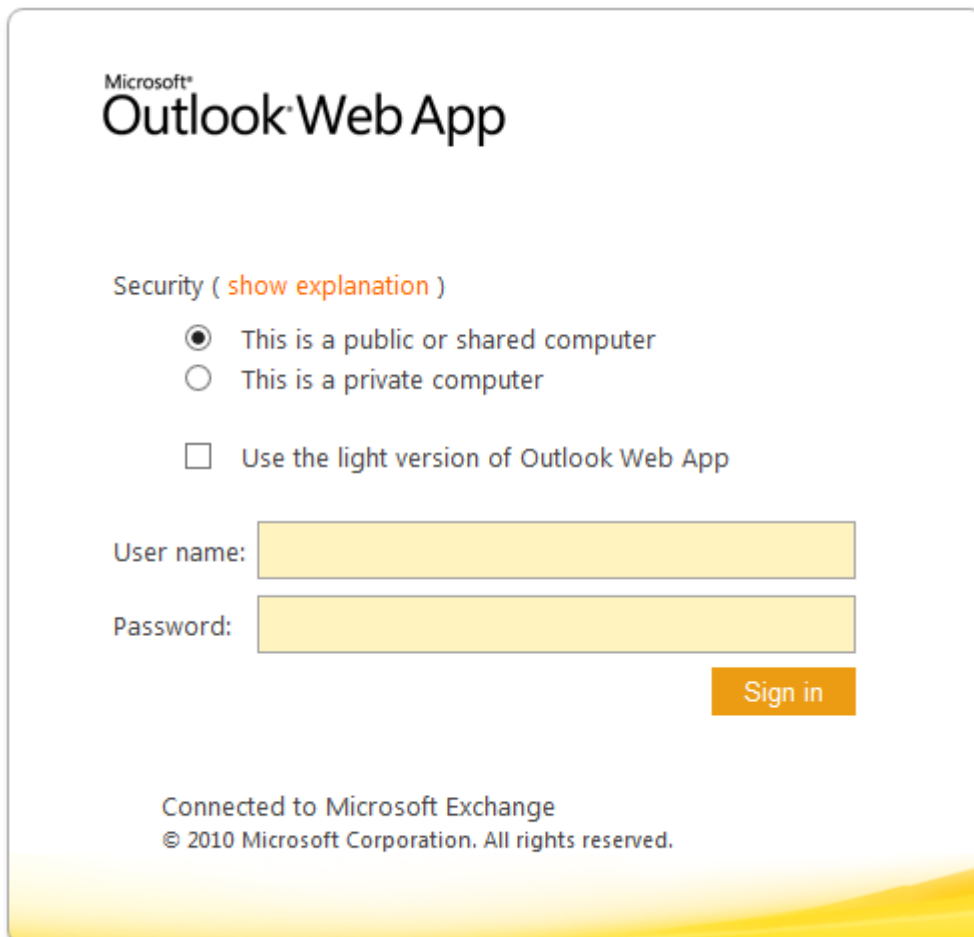
The SWYPFT Webmail system is designed to be access from any computer with an internet connection and Internet Explorer installed. Please be aware that the NHS code of connection, network security and patient confidentiality rules still apply when connected to webmail.

Please follow this guide to access webmail, if you encounter any issues please contact the SWYPFT Service Desk:

Telephone: 01226 644040

Email: ServiceDesk@swyt.nhs.uk

1. Open Internet Explorer and in the address bar type <https://webmail.swyt.nhs.uk> and press Enter. You should then see the following screen.



2. At this screen enter your **network username** in the field labeled **User name** and your **network password** in the field labeled **Password**, then click on **Sign in**. There may be **active x** popup boxes appear, accept and install any **active x** controls. Your email account should now be accessible.
3. To log off click on **Log Off**, this is at the bottom of the menu bar on the left of the webmail page. For security reasons you will be automatically logged out of your account after fifteen minutes of inactivity.
4. If you have any problems logging in please ensure that the username is entered correctly in Internet Explorer and that a valid network username and password is being used. If you still encounter any issues please contact the SWYPFT Service Desk on 01226 644040 or ServiceDesk@swyt.nhs.uk