

## How to Access the CEIBS Webmail?

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CEIBS provides the user another way to check email outside CEIBS. That's CEIBS Webmail. The user can log on to the Webmail system through the link in the CEIBS Homepage.

Get access to the CEIBS Webmail through the link in CEIBS Homepage.

1. Type CEIBS website address <http://www.ceibs.edu> at address bar of Internet Explorer. Click the link of "Webmail" at the bottom of website.

2. Input your CEIBS Account in the Logon window. The type of username should be "ceibs\username". The logon page enables the user to select the security option that best fits their requirements. The Public or shared computer option (selected by default) provides a short default time-out option of 15 minutes. User should select Private computer option only if the user is the sole operator of the computer, and the computer adheres to that user's organizational security policies. When selected, Private computer option allows for a much longer period of inactivity before automatically ending the session-its internal default value is 24 hours. Essentially, this option is intended to benefit Outlook Web Access users who are using personal computers in their office or home.

3. Then you get into the CEIBS Webmail interface.