

About Accessing Your Email

There are three main ways to access your email using a Pason Internet connection on a rig:

- Open an existing email account through a web page (often called “webmail”) supplied by your Internet Service Provider (ISP)
- Open an Internet email account (like Gmail or Yahoo)
- If you have a laptop with Outlook already set up, change the outgoing mail server

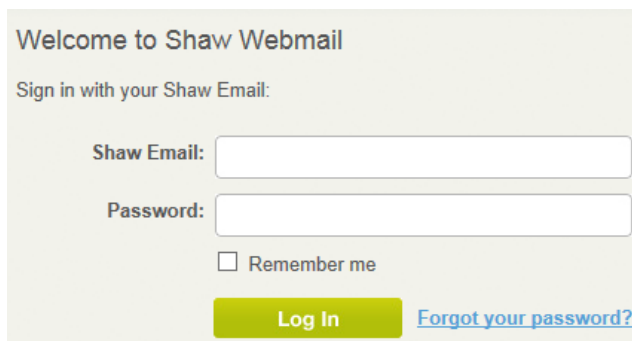
Webmail

The simplest way to connect to an existing account is to use webmail. If you have an email account with Telus, Shaw, or Verizon (or another ISP), for example, you can access your email by opening a browser (like IE or Chrome) and going to the ISP’s webmail page.

There, you can access your inbox and send and receive messages. For example, go to:

- <https://webmail.verizon.com/> to access your Verizon email
- <https://webmail.shaw.ca/> to access your Shaw email

Enter your username and password to access your Inbox.



Welcome to Shaw Webmail

Sign in with your Shaw Email:

Shaw Email:

Password:

Remember me

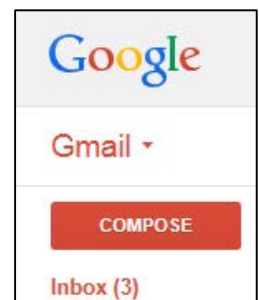
[Log In](#) [Forgot your password?](#)

Note:

Do a Google search for your ISP’s name plus “webmail” and you should find the web page easily.

Internet Email

Using Internet email is an easy alternative to using an email account set up by your ISP. Internet email is always accessed through a web page, even when you’re at home. So, no matter where you are, you can use your email account as long as you have an Internet connection.

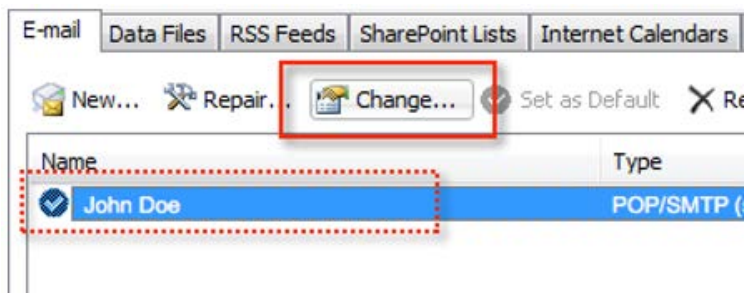


Popular Internet email providers are Google (<https://mail.google.com/>) and Yahoo! (www.yahoo.com).

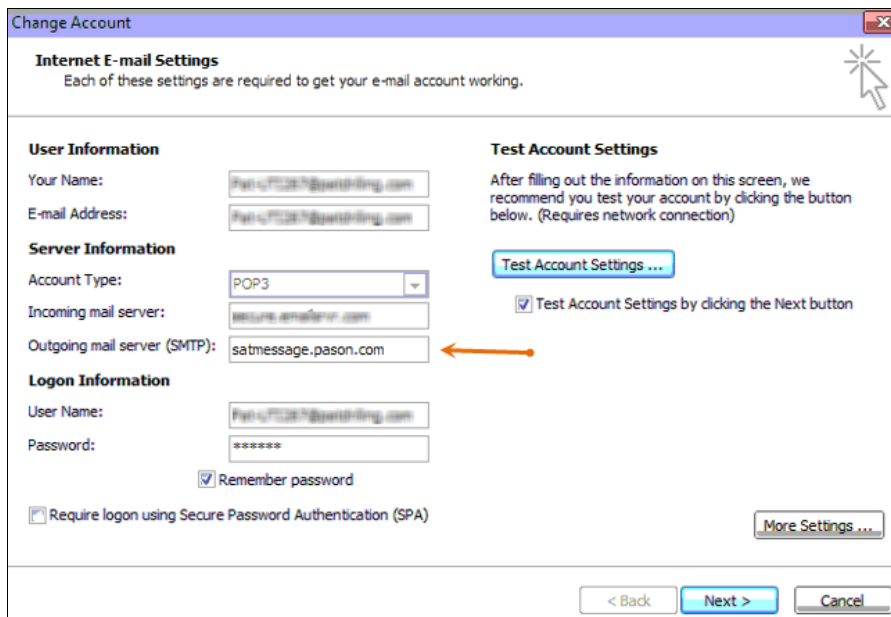
Outlook

If you need to send and receive email on your company laptop while at a rig with a Pason internet connection, you need to change your outgoing mail server. It is simple:

1. In Outlook 2010, open the File menu and select **Account Settings**.
2. Select your email account, then click **Change**.



3. In the Change Account dialog box, delete the text in the **Outgoing mail server (SMTP)** field and type **satmessage.pason.com**.



4. Click **Next**, click **Next** again, then **Finish**.

You can now send and receive email using Outlook. If you have any problems, contact Pason Technical Support at 1-877-255-3158.