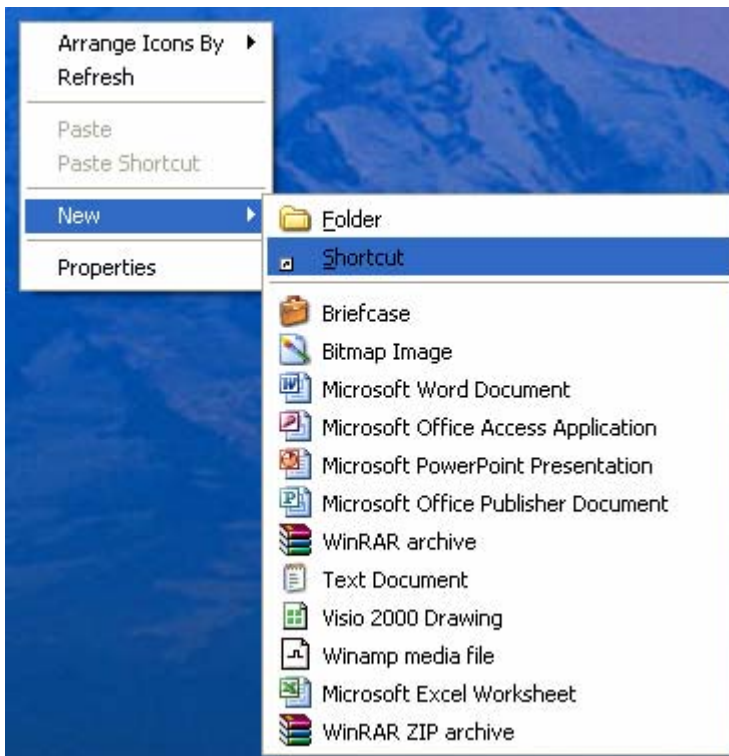


Creating a desktop shortcut to the new NCMail Login Screen

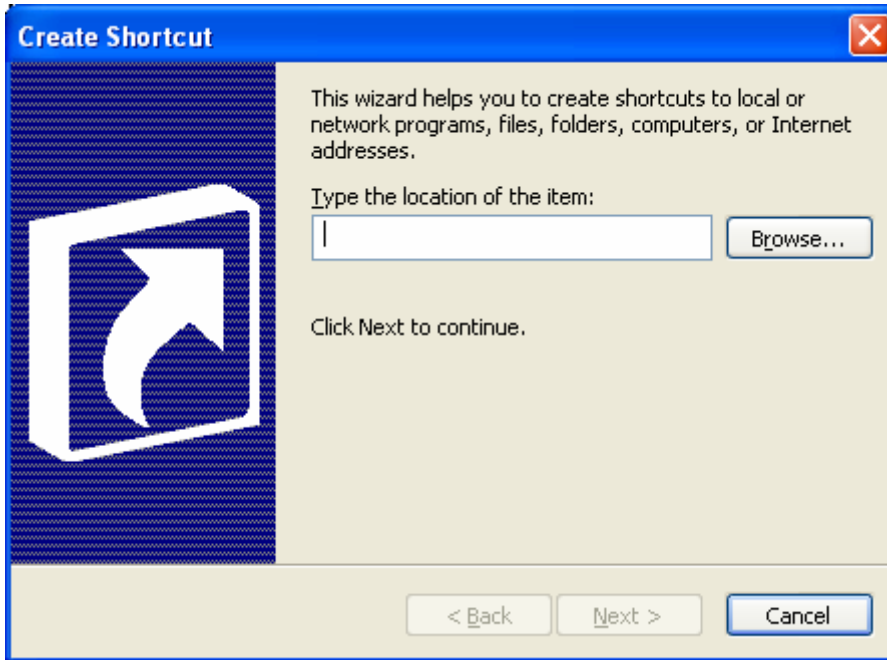
Please find instructions below on how to create a shortcut to the new NCMail Login screen on your desktop. This will provide a quick and easy way to access this site.

1: Minimize all applications that are open so you can view your desktop. Alternatively, In many operating systems, if you right click on the task bar, you can select the “show desktop” option.

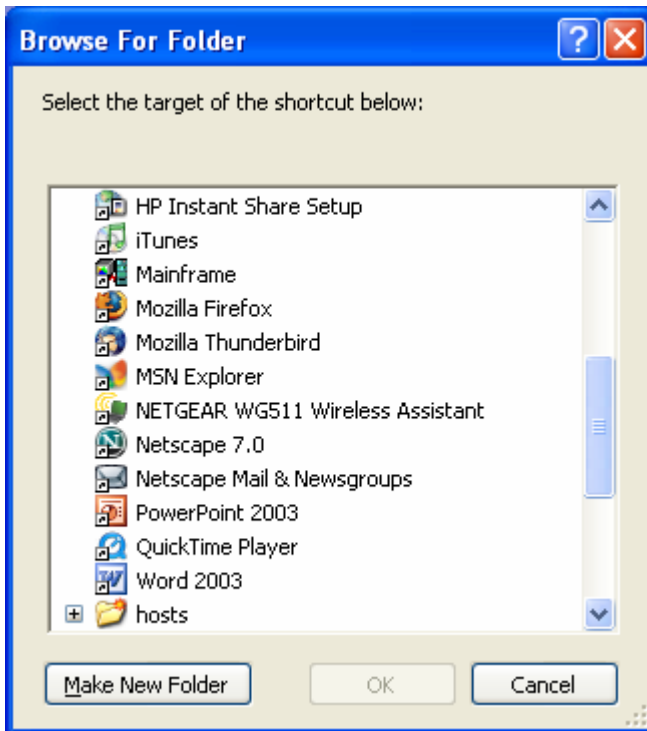
2: Right click on a blank space on the desktop. On the menu that pops up pick new and select shortcut as indicated below.



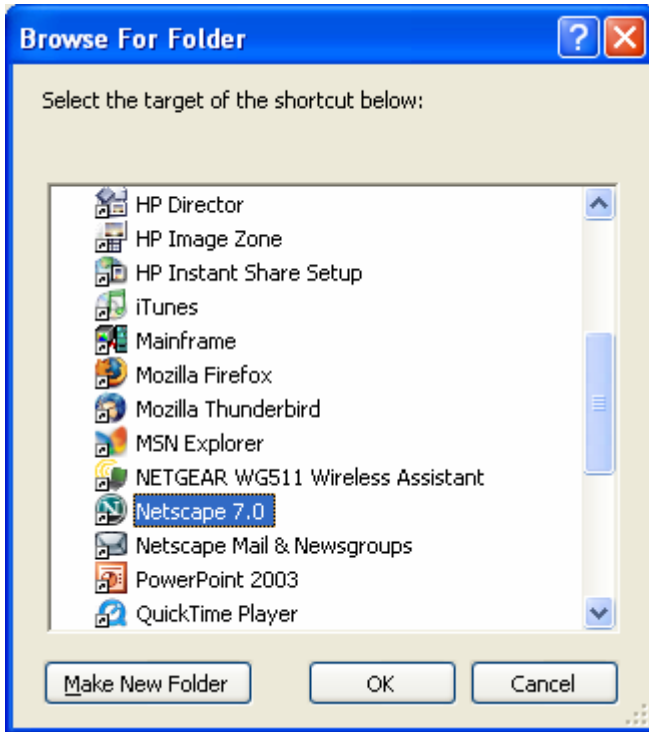
3: This will create a small short cut on your desktop and will pop-up the dialog window shown below.



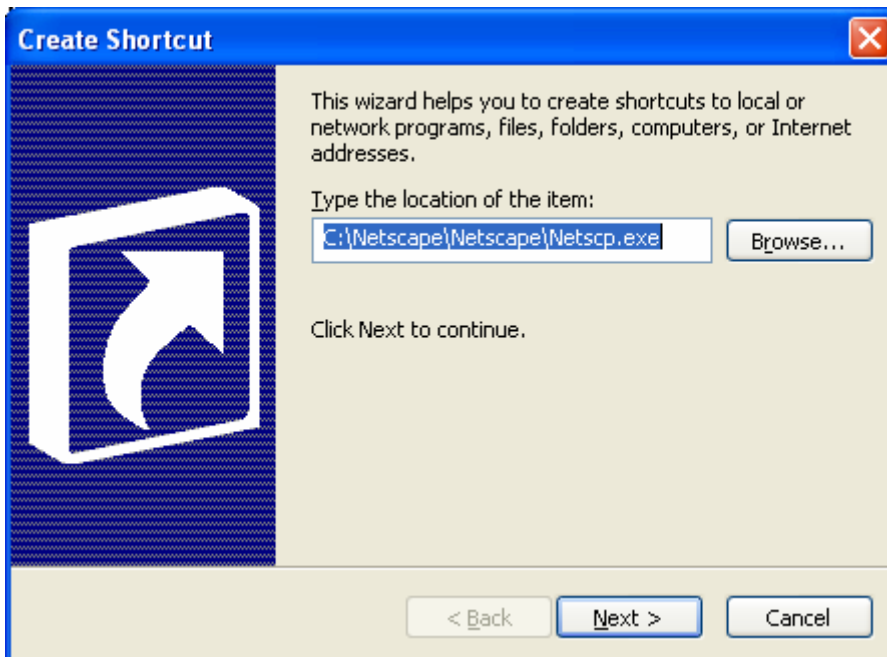
4: Choose browse. You will see a screen similar to the screen shot below.



5: Choose the web browser that you normally use to access web mail. In this example Netscape is selected.



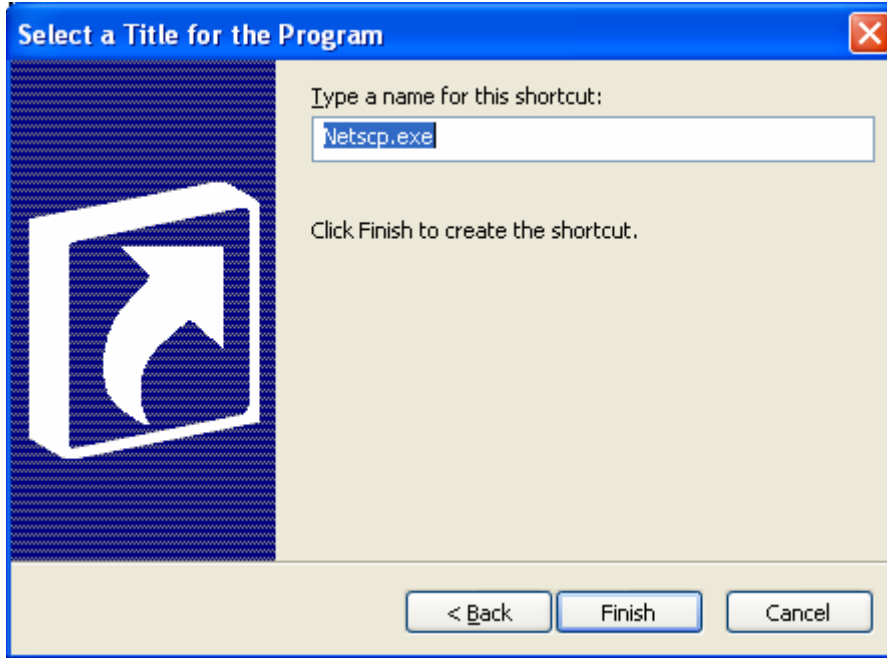
6: Click ok. This will take you to a screen such as the one below.



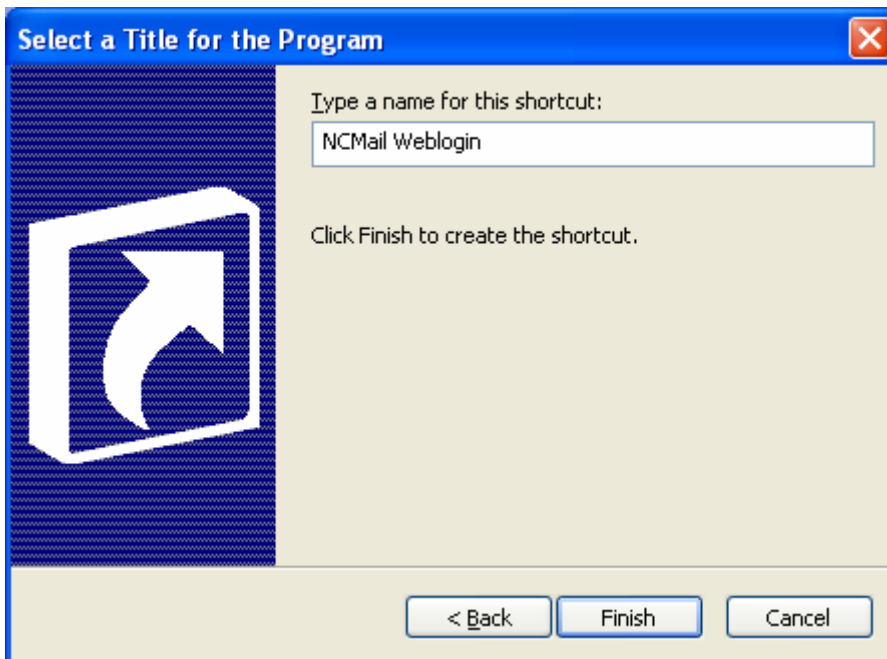
7: Click at the end of this line and add a space. Then paste in the text on the line below.

<https://cms.ncmail.net:8443/cp/ps/Main/login/Login?d=ncmail.net>

8: Click next. This will take you to the next screen.



In the box above you, type in the name for the link. This is the name you will see on your desktop. Pick something that will make it easy to tell what it is. In the example below, NCMail Web login is used.



9: Once the new shortcut is named, click finish. The icon for you're the browser will appear with the name you selected. Clicking this link will take you directly to the NCMail web mail login screen.