

## Chatham House Remote E-mail Access (Webmail)

This is a way of accessing your e-mail remotely over any internet enabled PC. It should work on the vast majority of machines. As always if accessing from a public machine e.g. one in an internet café, airline departure lounge etc; ensure that the “remember my password” box is **not** checked and always to click the logoff and not just close the browser window when finished.

To access it use the following web address

[HTTP://webmail.chathamhouse.org.uk](http://webmail.chathamhouse.org.uk)

Or click the link on the Chatham House Home page.

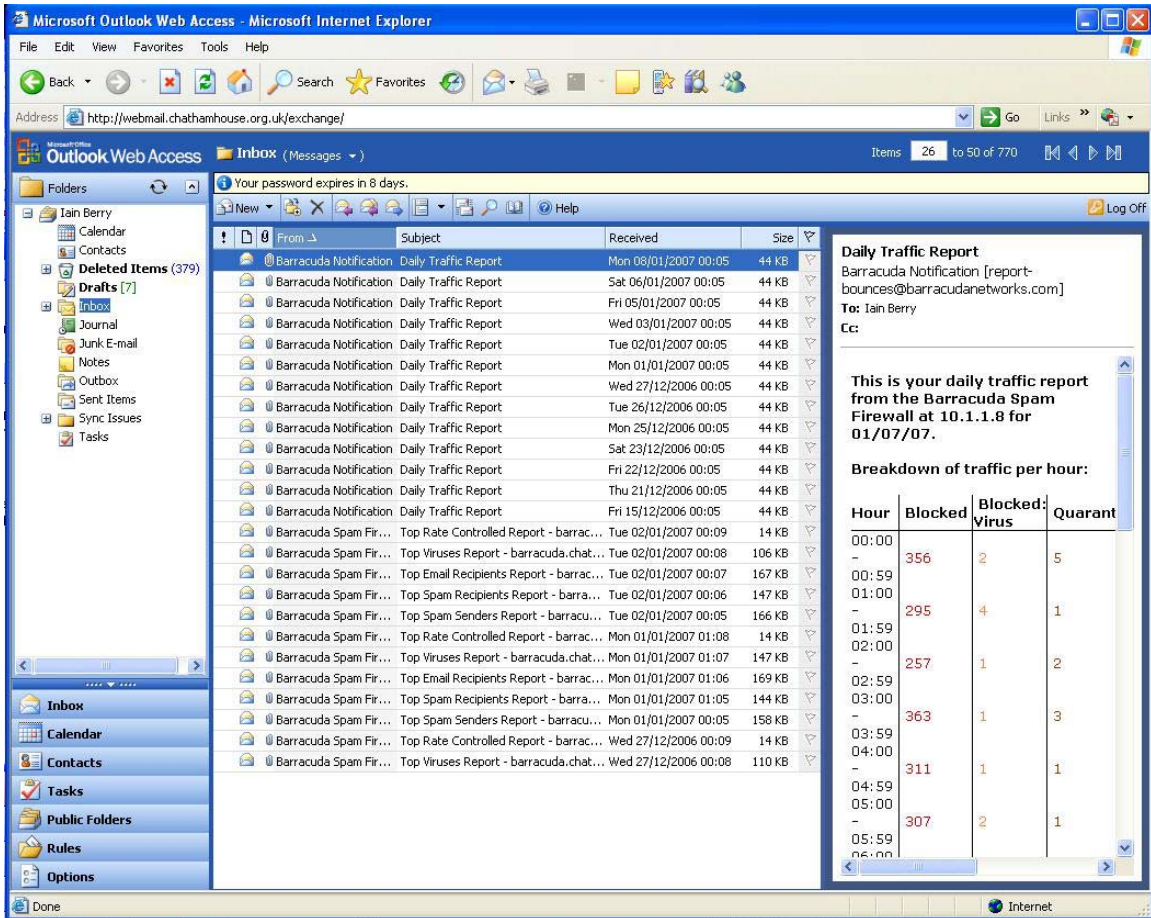
This will bring up the following dialogue box:



Enter your normal user name and password. If using this on a normal home machine then it's safe to check the “remember my password” box. I would not suggest doing this on a public machine e.g. at an internet café.

If your password is going to expire whilst you are away from Chatham House then it is wise to change it before you leave. It **cannot** be changed using the webmail interface.

This will then display a screen similar to the one on the following page. This is a fully functional outlook client.



At the end of the session click logoff around a ¼ of the way down on the right side of the screen. This is much safer than just closing the web browser.

This system does not enable access to files stored on network drives, only those files stored within the e-mail system will be available. If you need this access then use the Citrix server.