

**To access SofTec Solutions, Inc. email remotely via the Internet:**

## **IE Version**

1. Open IE web browser
2. Type "http://mail.softecinc.com/exchange/" in the URL field
3. A login screen will appear (below) asking for your username, password.



4. Enter User name: softec.local\firstname.lastname (note the "\ " slash NOT the "/" slash is used).  
Password: the password you use to log into the network.

\*\*\* If you check the remember my password box (if available), you will be able to login without retyping your password. **HOWEVER, whenever you change your network password, you will have to redo your login.**

To access SofTec Solutions, Inc. email remotely via the Internet:

## Firefox, Netscape/Mozilla Version

5. Open web browser
6. Type "http://mail.softecinc.com/exchange/" in the URL field
7. A login screen will appear (below) asking for your username, password.



8. Enter User name: firstname.lastname  
Password: the password you use to log into the network.

\*\*\* If you check the remember my password box (if available), you will be able to login without retyping your password. **HOWEVER, whenever you change your network password, you will have to redo your login.**