

## Setup your mail via Web Mail

**Notes:** This document assume you are setup the mail via Web Mail of luvotech.com.

Step 1. Open the Internet Explorer and enter the URL “<http://www.luvotech.com/mail>” as shown on the display picture.



Step 2. Enter your username (email address) and password then click button [Log In]

Step 3. After login, select button [Folders] as shown on display picture:



Step 4. Then select button [New Folder] as shown on display picture:



Step 5. Giving a name for Folder Name, for example: Inbox, Sent Items, Deleted Items, Draft, ect. After that, select button [Save].

**Folder Name:**

**Belongs to Folder:**  ▼

Step 6. After that, select button [Settings] as shown on display picture:



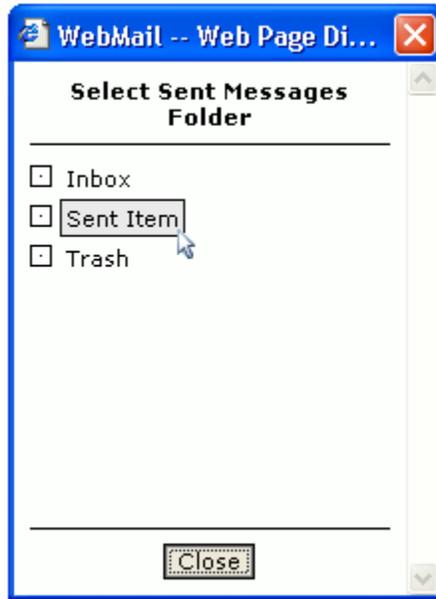
Step 7. Select button [...] to select a name for the deleted message folder, and a name for a sent message folder. Then select button [Save].

**User E-mail Address:** kv.lim@luvotech.com

**Put Deleted Messages to Folder:** Trash ...

**Put Sent Messages to Folder:** Sent Item ...

Save



Step 8. After that, you may start add your contact email and write your mail now.