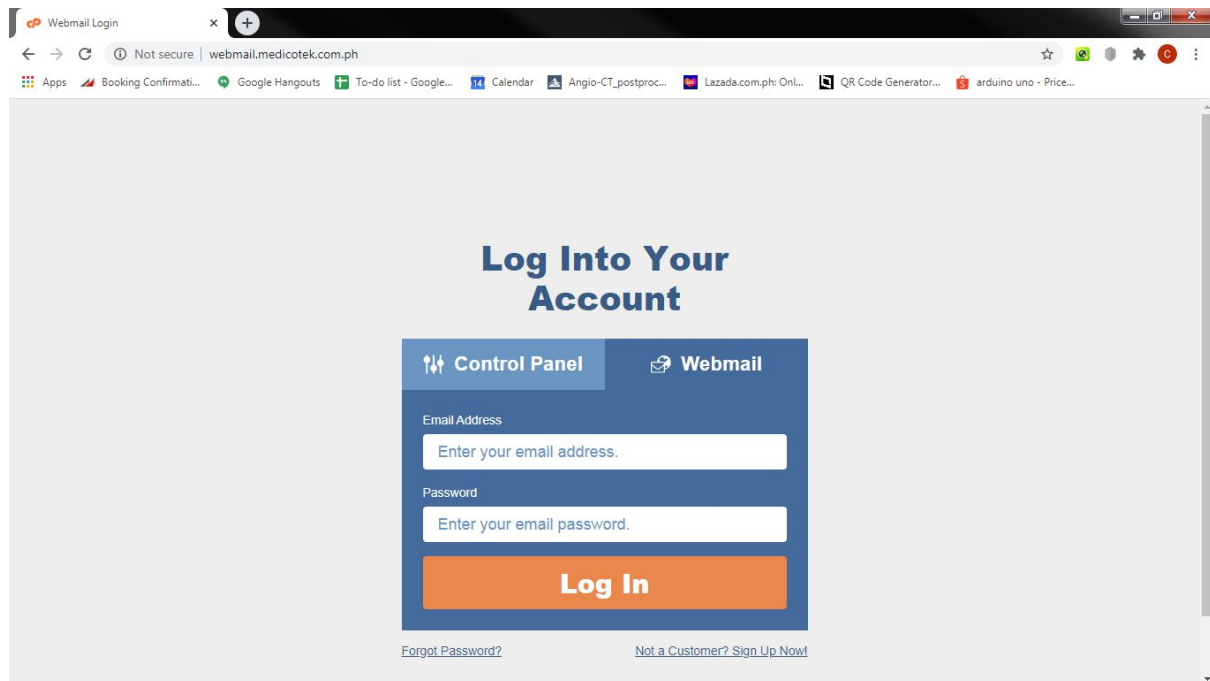


Access email through webmail.

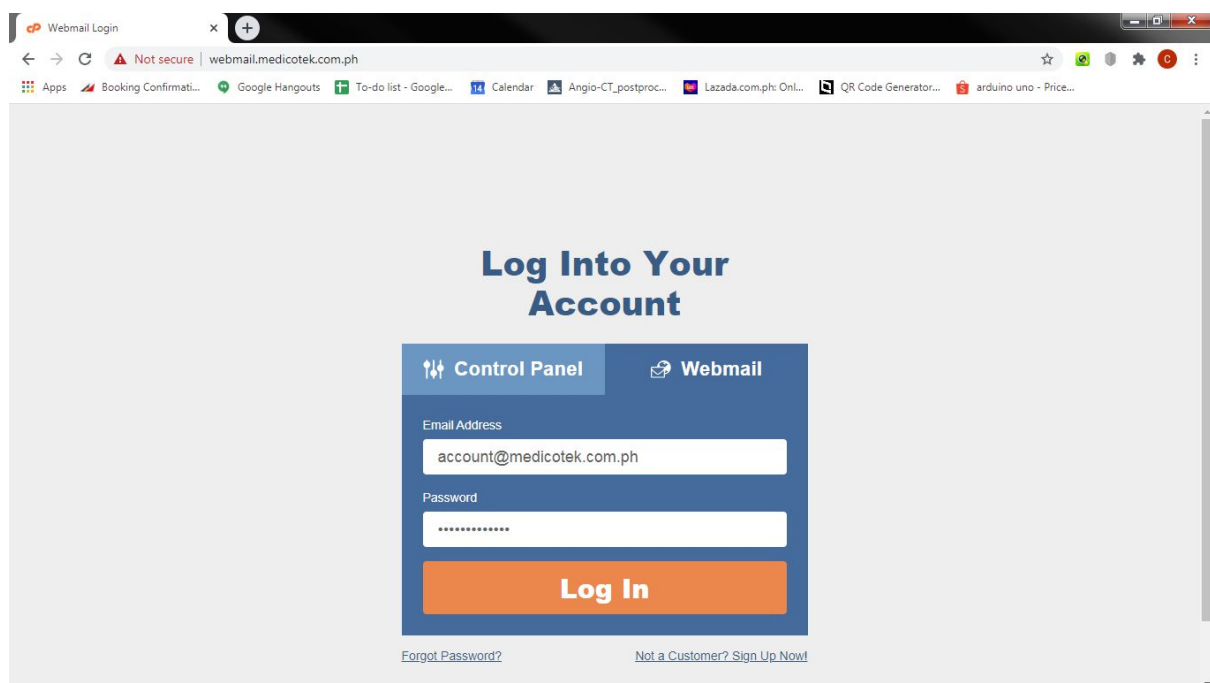
Step 1: Access the internet.

Open any browser (*chrome, firefox, microsoft edge, opera*) and enter the link webmail.medicotek.com.ph



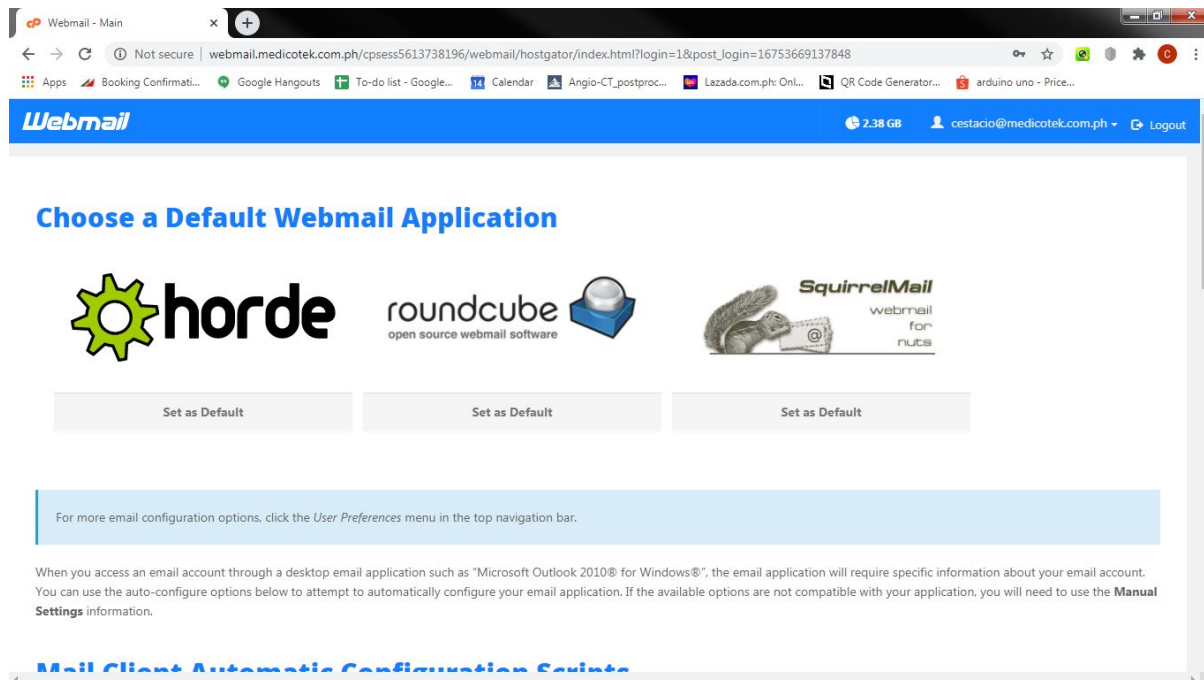
Step 2: Enter your email and password.

Input your email and password to their corresponding textbox. Note that your email address is not changed but your password is changed to default and for security concerns it is not included in this documentation, contact your MIS team to know your password.



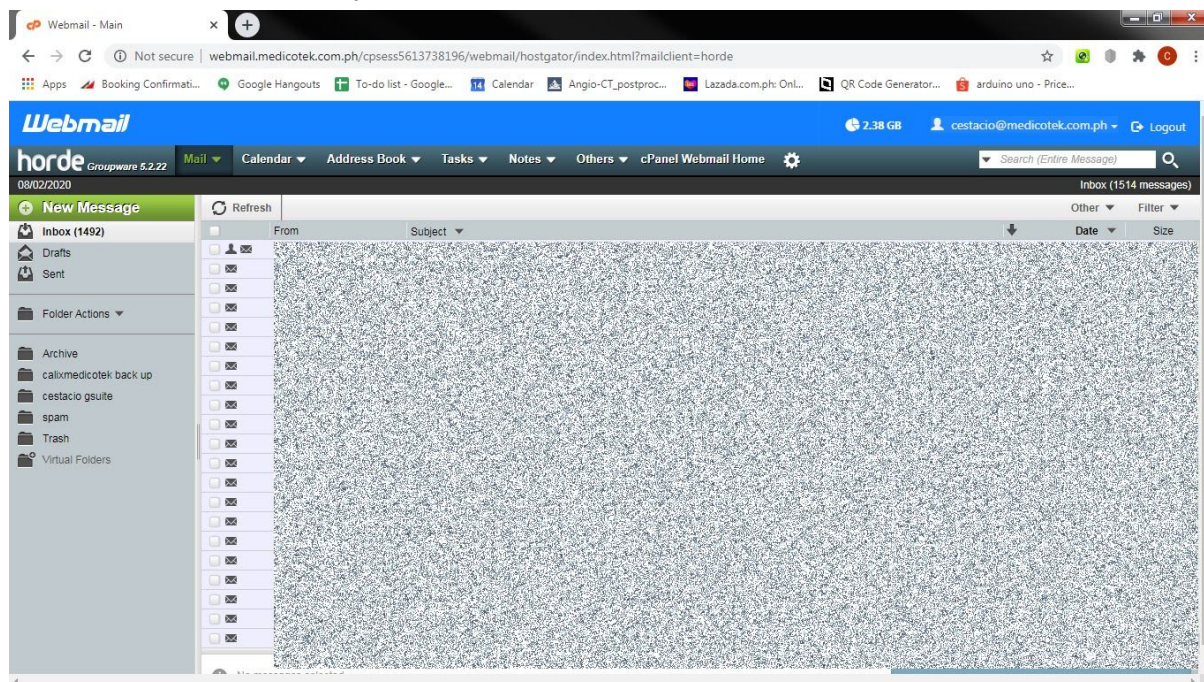
Step 3: Choose default webmail application

In this step, we encourage everyone not to click the **Set as Default** button, instead, please click the application's logo. You are free to explore and click other applications but we recommend clicking the horde logo.



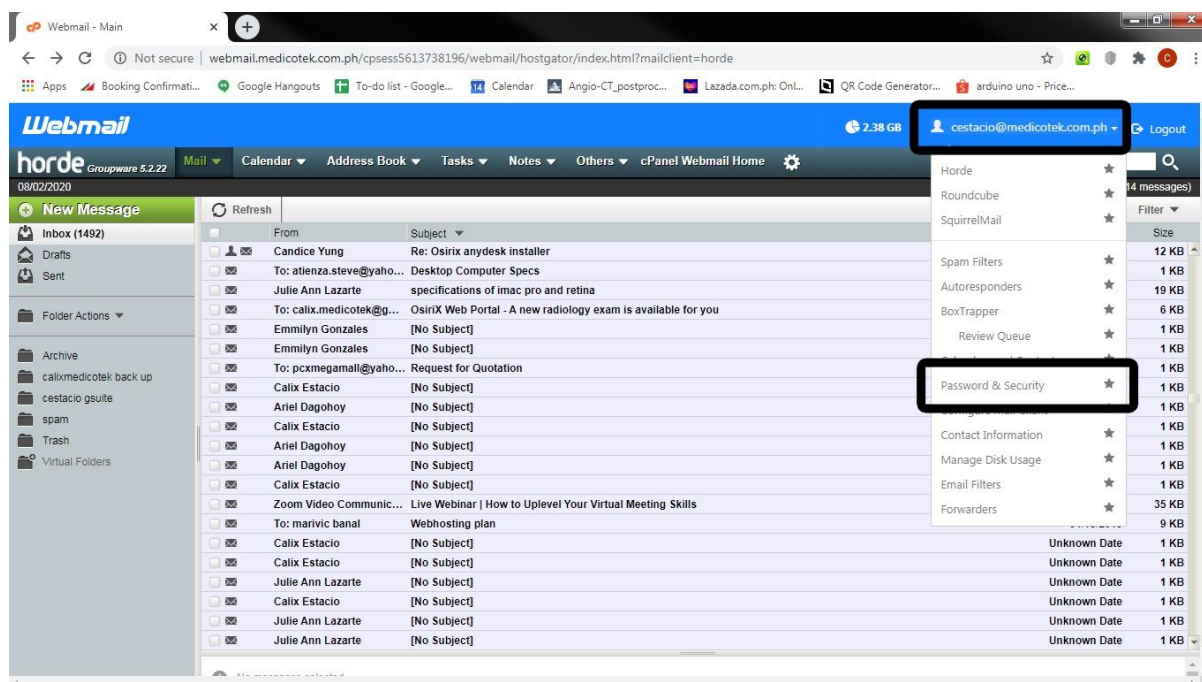
Step 4: Explore and access our new webmail application

In this method, the employee can access their email through the internet anytime, anywhere without any installations. The use of this webmail is almost the same as every other email softwares and can be easily learned and mastered.



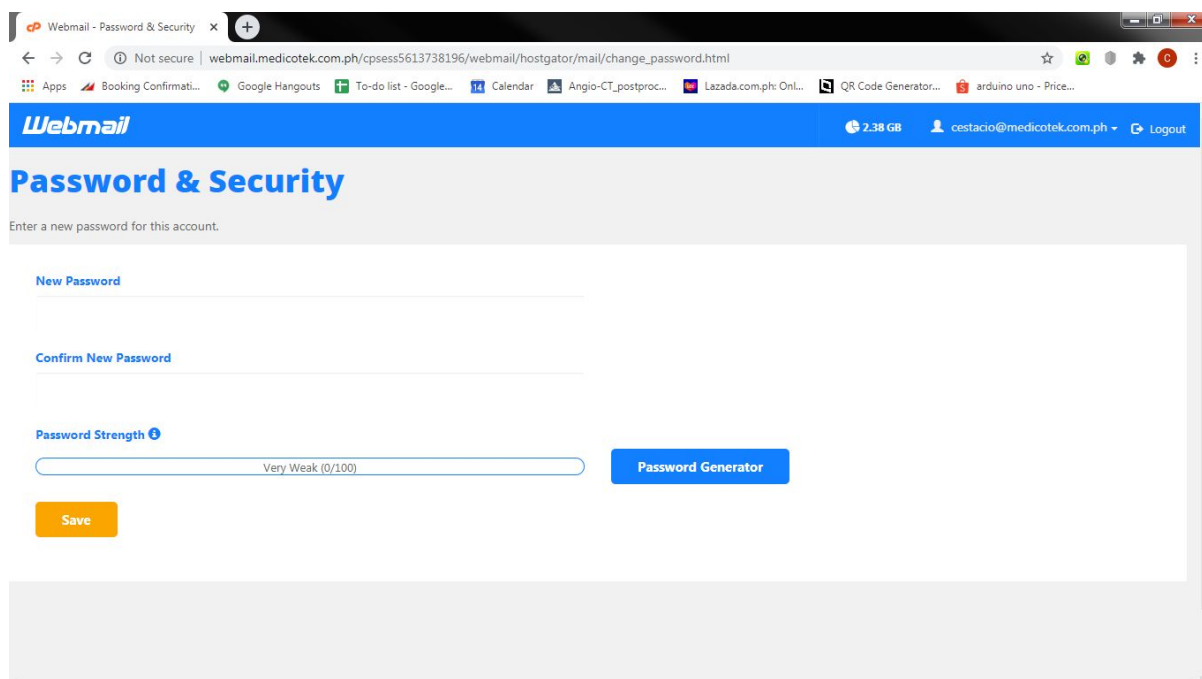
Step 5: Change your password!

Your email's security is always our concern! But we cannot do it alone. We encourage you to do this as soon as you entered the webmail site. This can be done by clicking your email address which can be seen in the upper right corner of your screen. A drop down list will appear and click the Password & Security.



Step 6: Enter your new password.

In this page, you will then be asked to enter your new password twice. Click the save button and click logout in the upper right corner of the screen.



Login again and now you can use your email through the internet!

If you have any concerns, feel free to contact your MIS department and we are happy to assist you!

Local number: 1001

Telephone number: (+632)8-251-1226