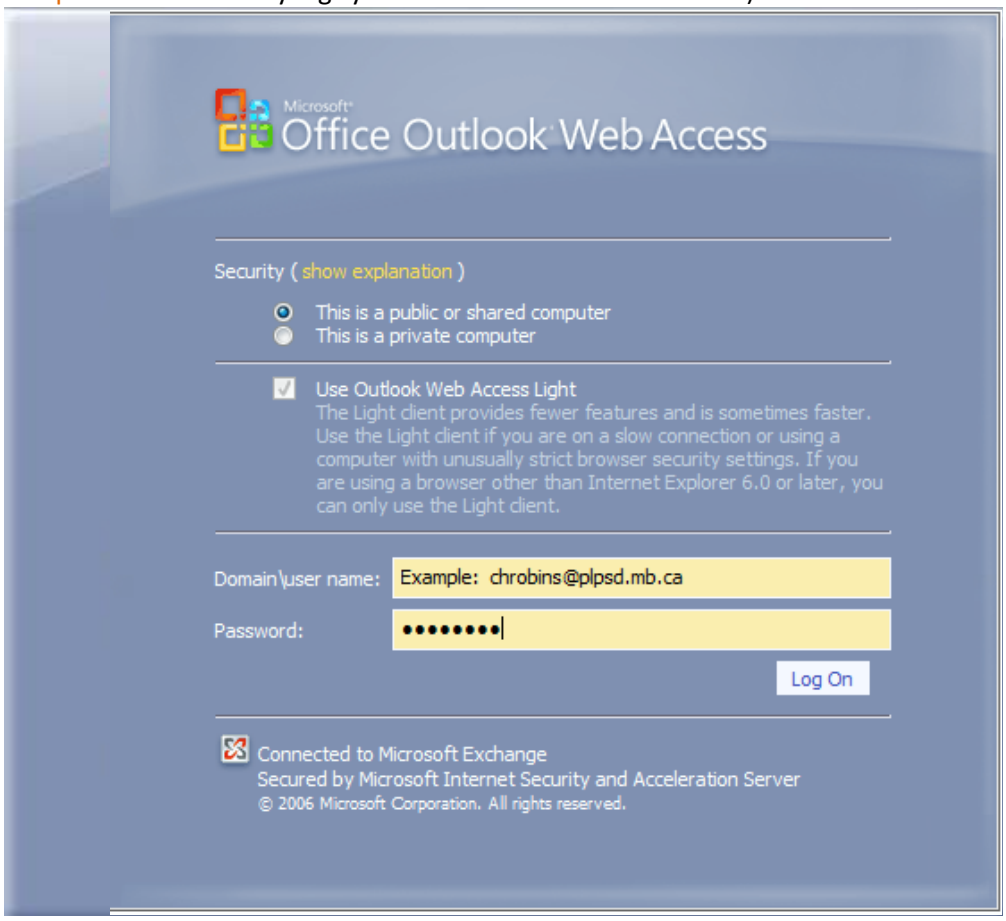
Using Webmail & Changing Password

Logging into Webmail:

1. Launch Internet Explorer or Firefox (Note: Firefox will only display the basic interface)
2. Go to http://mail.merlin.ca
3. Enter in your e-mail address and password, click "Log On" (Note: Public or Shared computer automatically logs out your Web access connection within 15 minutes of idle time. Private computer automatically logs you out when idle for 60 minutes)



Changing your e-mail account password:

1. Login to your Webmail as per above
2. Click "Options" near the top right of the page
3. Click "Change Password" in the left column
4. Enter in your current password and the new one you would like then click the "Save" button above