



南倫敦宣道會

South London Alliance Church

Wimbledon Methodist Church | 1C Griffiths Road | Wimbledon | SW19 1SP
www.slac.org.uk | info@slac.org.uk | +44 (0) 20 8407 2782

What is Webmail 2.0?

Webmail 2.0 is a new email application which allows SLAC members to send emails, organise contacts and add events to calendars. The application is integrated into our website package and is easy to use.

How do I use Webmail 2.0?

You can use Webmail 2.0 by navigating to our email application online at <http://webmail.slac.org.uk>. The application is web-based and does not require any additional software and just runs in your web browser. Once the application has loaded, you can log in using your username and password. Your username and password should have been given to you already, but if you have forgotten any of these details, you can email webmaster@slac.org.uk to have them reset.

Once you have logged in, you can use the email, contacts and calendar functions. If you have any issues, please email webmaster@slac.org.uk with details of any problems you are having.

Why can I not log in?


You must have been notified to be able to use SLAC webmail. You're email address might have changed because its previous format was wrong. Try logging in with this email address format:

firstname.surname@slac.org.uk

Your password should remain unchanged. But if you have any problems, contact webmaster@slac.org.uk and the issue can be clarified.

Is there anything I need to do to get set up properly?

Yes, because of the way that our email system was managed before, some email addresses were incorrectly set up. This has now been corrected and users may find that instead of having their name in the top-left corner, it shows their email address. This can be corrected by using the following method:

1. Go to the  'Configuration' menu.
2. Then in the 'Folders' side bar, scroll to 'Users' and click on it. Then click on 'Personal Data'. The main form will then be displayed.
3. Change your 'Display Name' to your full name and also correct any incorrect fields if you want to.
4. Click 'Save'.

The initial configuration has now been corrected.

Why are there no contacts in my contacts section?

You will only have no contacts if your email account is from the previous Webmail 1.0. All Webmail 2.0 accounts are updated with the latest contacts before activation for use. The Church email address book is distributed whenever there are major changes. When you first log in, you should see an email with 'Church Address Book' as the subject. Follow the following instructions to update your address book:

1. Download the .csv attachment in the email named 'Church Address Book' and save it on your Desktop.
2. Go to 'Contacts' in the 'Folders' side bar and right-click.
3. Click 'Import'. The main form will change to show 'Configuration/Import'.
4. Select 'CSV (Contacts)' then click 'Choose File' and navigate to where you saved the .csv file.
5. Then click on the 'Import' button at the top and you will get a success message.

The contact configuration is complete.