

To view emails via the webmail

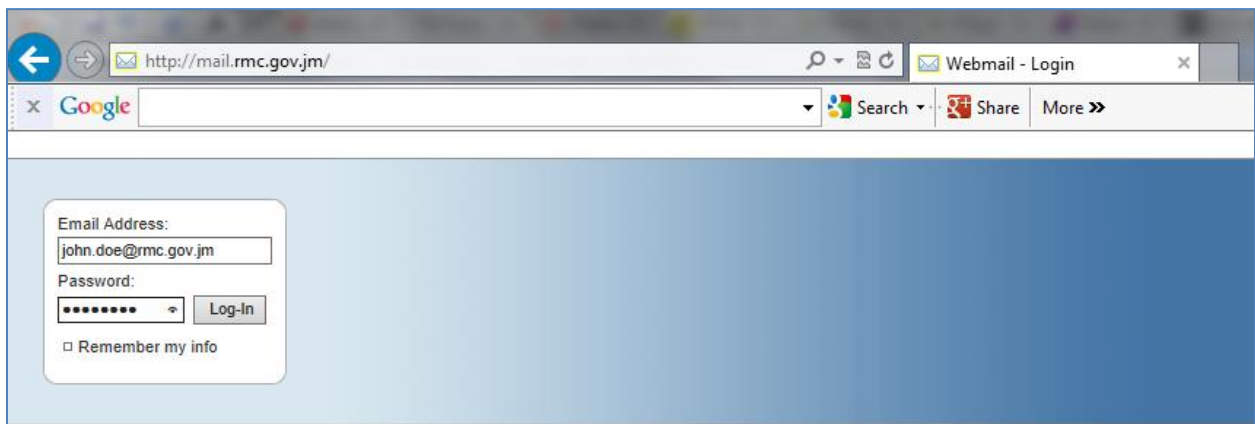
1. Open Internet Explorer browser



2. Type **mail.rmc.gov.jm** in the address bar



3. When the logon screen appears, enter your email address for the user name and the password that was provided to you. E.g john.doe@rmc.gov.jm or for double barrel name E.g. jane.cummins-doe@rmc.gov.jm

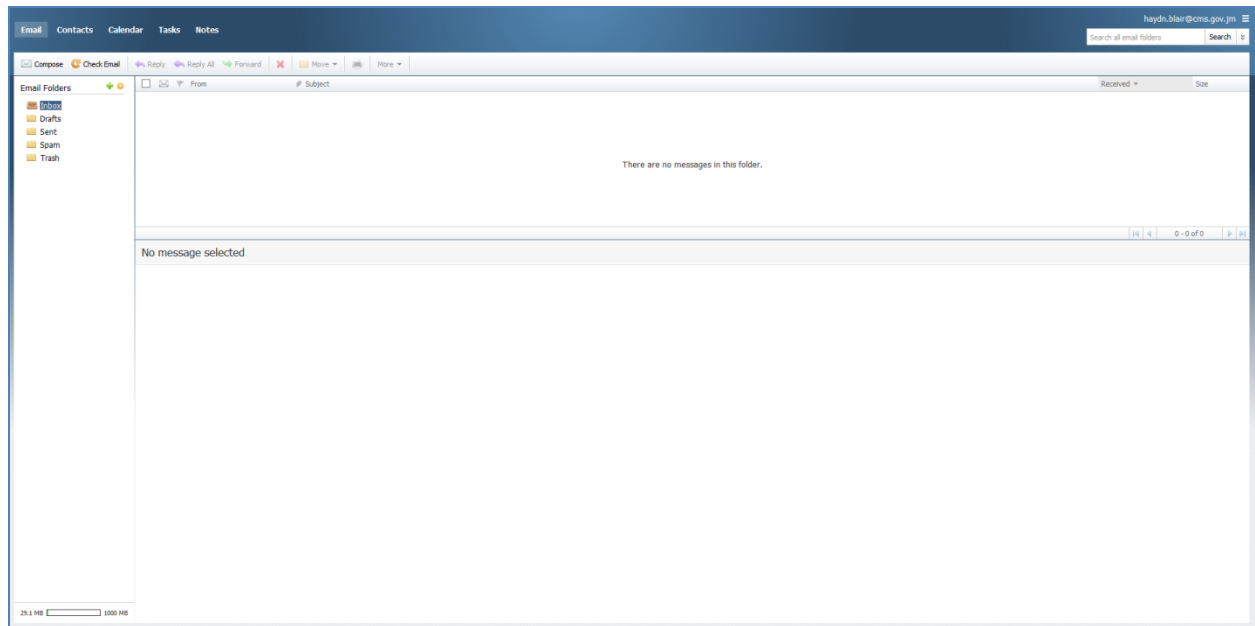


4. Click Log-In

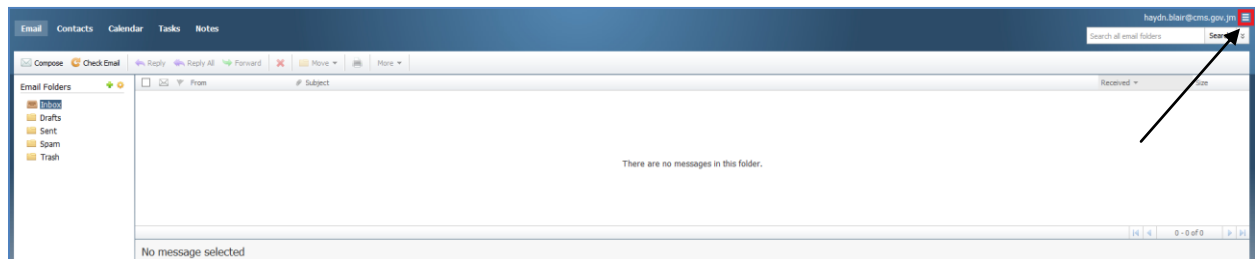
NB. Never tick "Remember my info" on public or work computers, as other persons could have access to your email information.

To Change Your Email Password

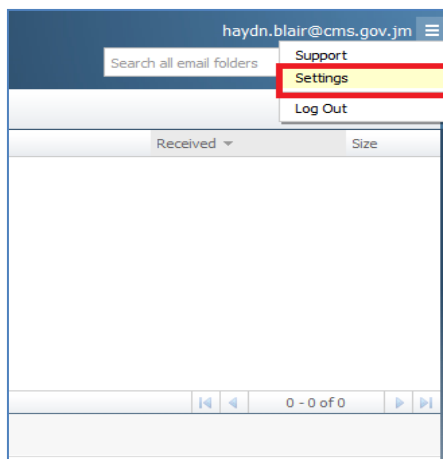
1. Log in to your email account



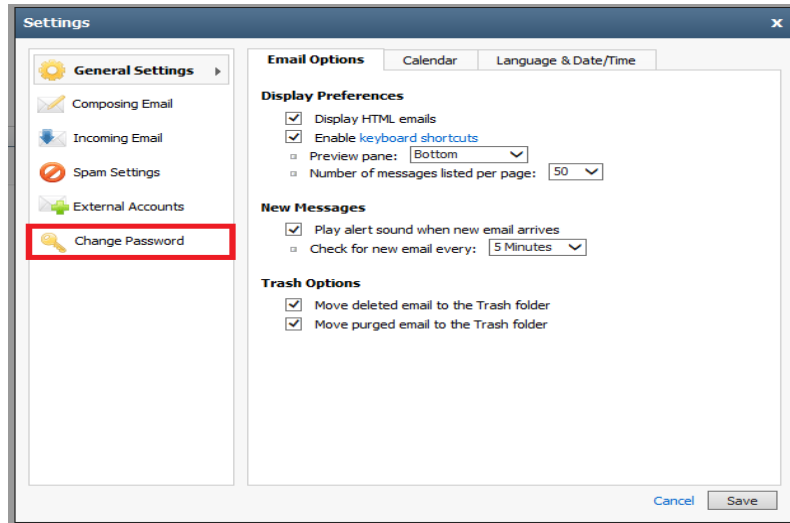
2. Click the icon next to your email address



3. Click settings from the drop-down menu



4. When the **Settings** dialogue box appears, select **Change Password**



5. When the **Password** dialogue box appears, enter your existing password and then the new password in their respective fields. After entered the passwords, click save.

