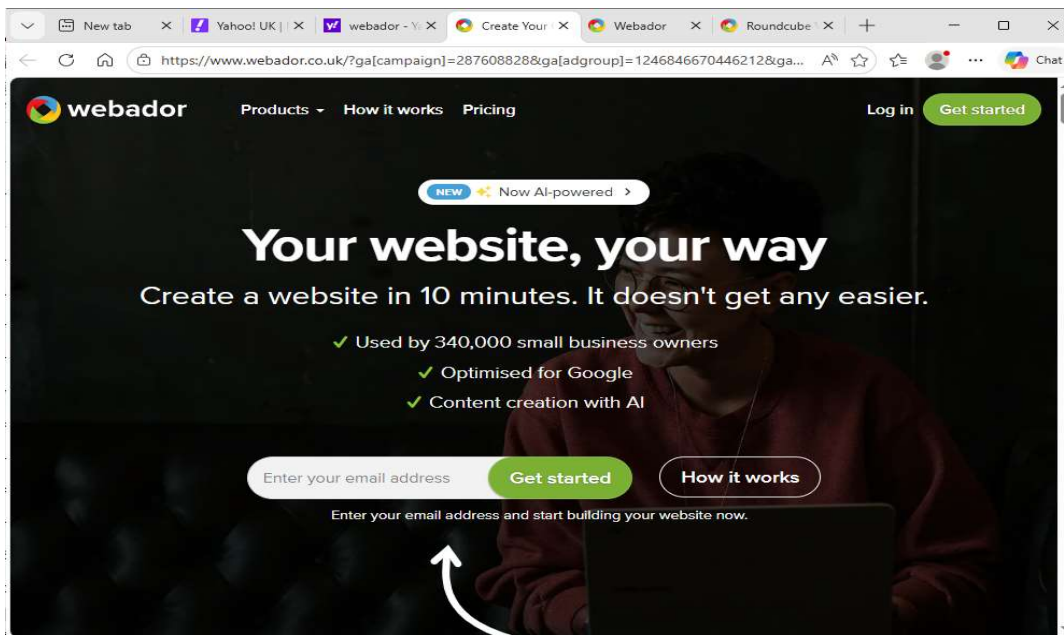
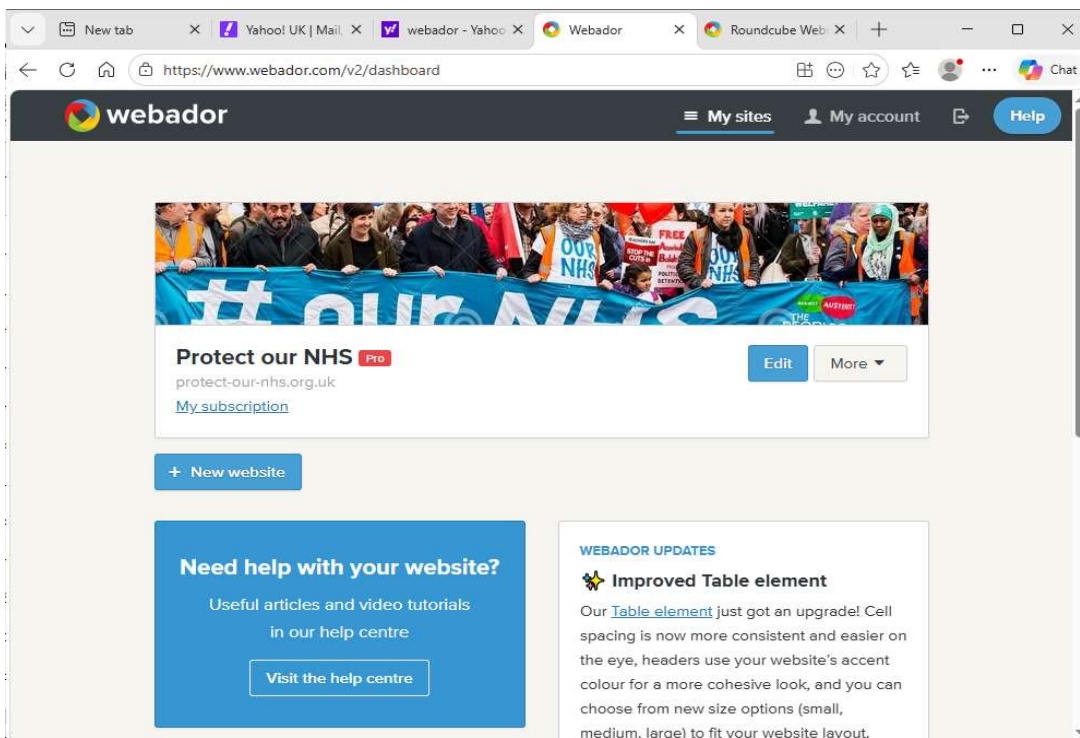


## How to get into the website and the email account.

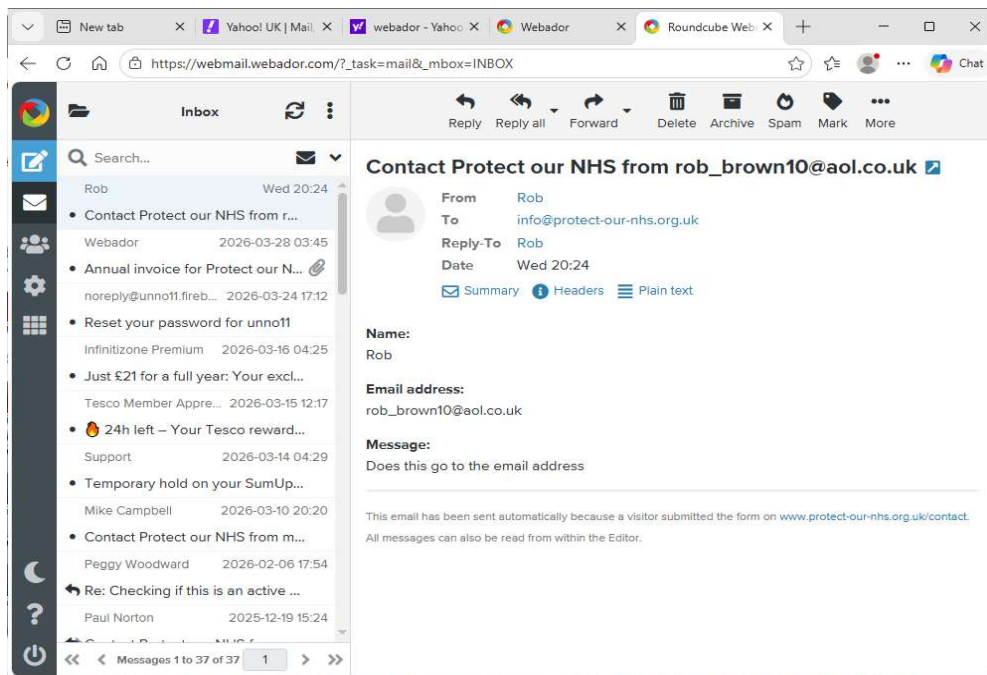
Search for Webador ([www.webador.co.uk](http://www.webador.co.uk))



Click on Log In and enter the email address [protectournhs@gmail.com](mailto:protectournhs@gmail.com) then the password £11-ProtectNhS and then you get this screen.

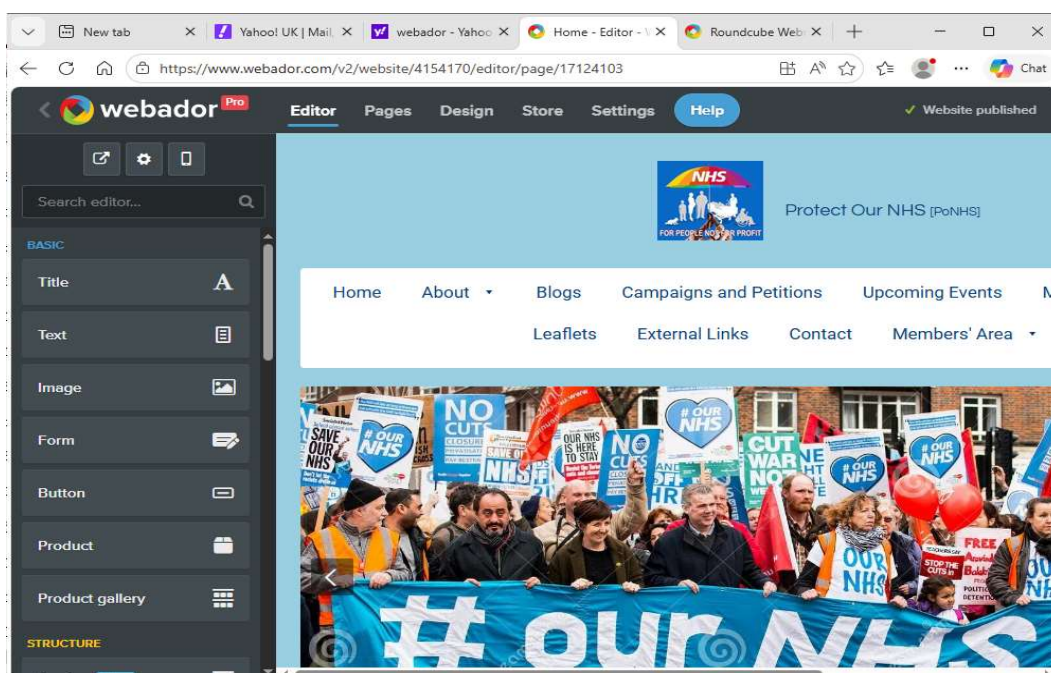


To get to the emails click on the “More” drop down button and then select Webador Webmail. Sign in using the same email and password as for the website. This will take you to the inbox.



If you want to look at the sent email box click on the folder icon (top left corner area). When replying to an email mark the incoming email as flagged so we all know a reply has been sent. To flag the email click on the Mark icon toward the top right area and select Flagged. This will help us know the email has been read and a reply sent so we do not duplicate emails. WE NEED TO DECIDE ON THE ACTION WE TAKE WHEN REPLYING. TO BE DISCUSSED. To come out of the email account click on the icon in the very bottom of the left corner.

To make any changes to the website click the Edit button and this will take you to the home page. This is where the website can be updated and make any changes needed.



This is the page where we make changes to the website. I will write up individual guides for how to do specific actions. I will put these in the