

# Access to North West Leicestershire D.C. Webmail

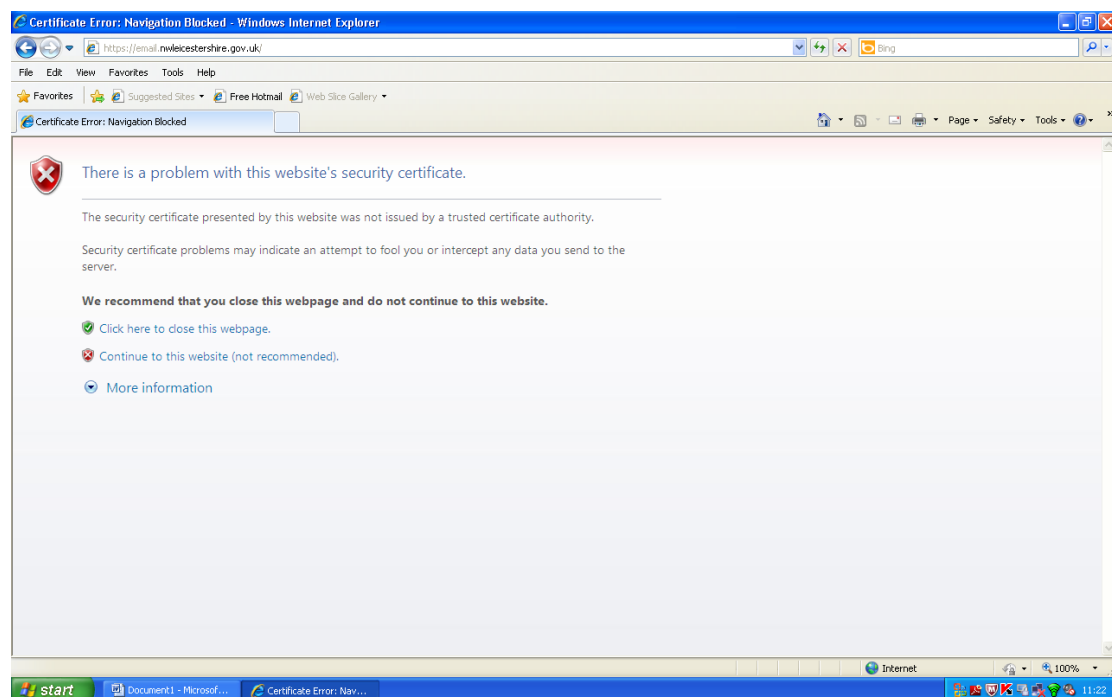
## Remotely

Access to individual NWLDC mailboxes can be accessed remotely using an internet browser from anywhere on the internet.

No software needs to be preloaded, however, you will need to have been issued with an RSA token supplied by NWLDC ICT, and be given a user name to log into the systems.

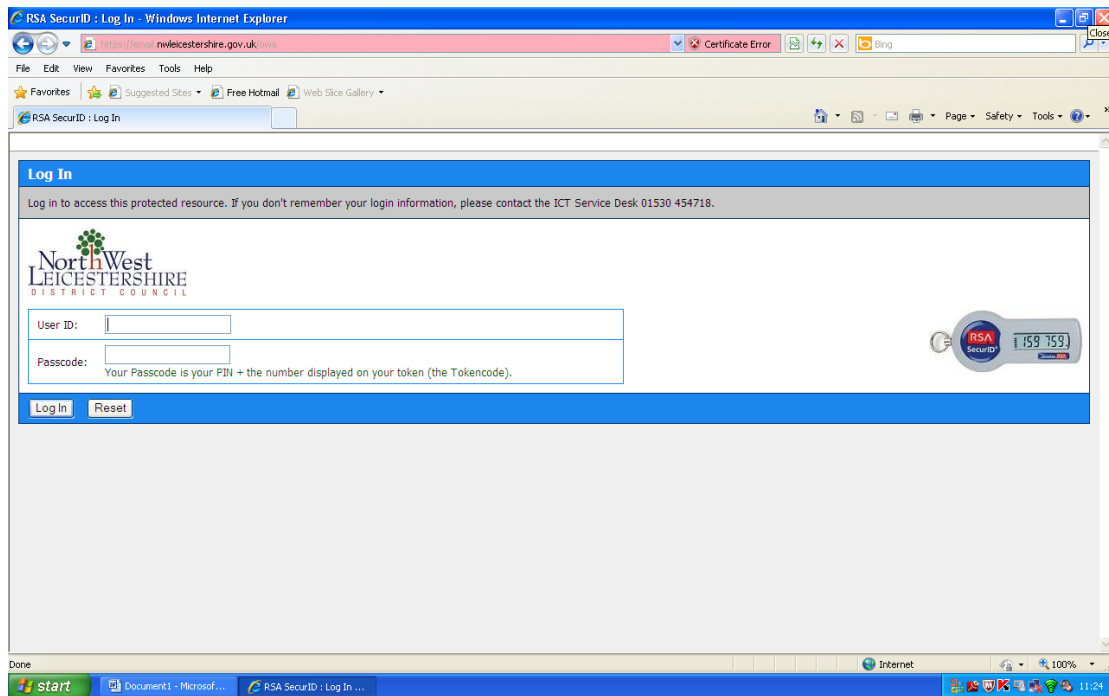
Once connected to the internet you need to go to the address <https://email.nwleicestershire.gov.uk>

Sometimes you may be presented with a screen like below.



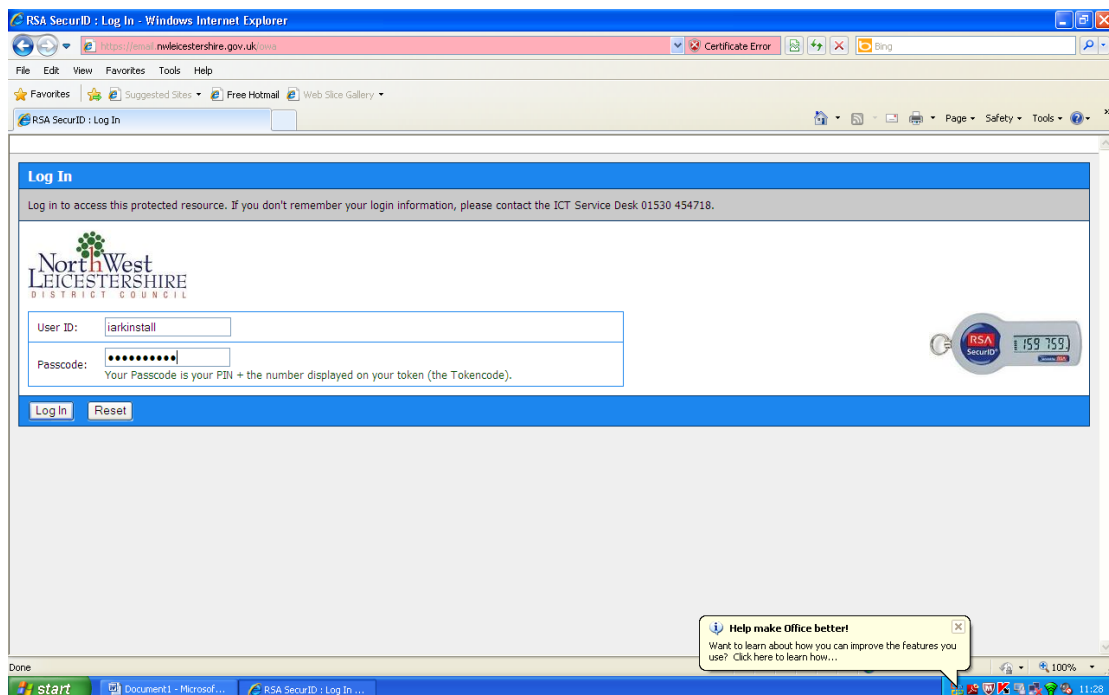
Just click on 'Click on this website (not recommended)' this relates to the security certificate, but you can be assured that everything will be OK.

You will now see the following screen:-



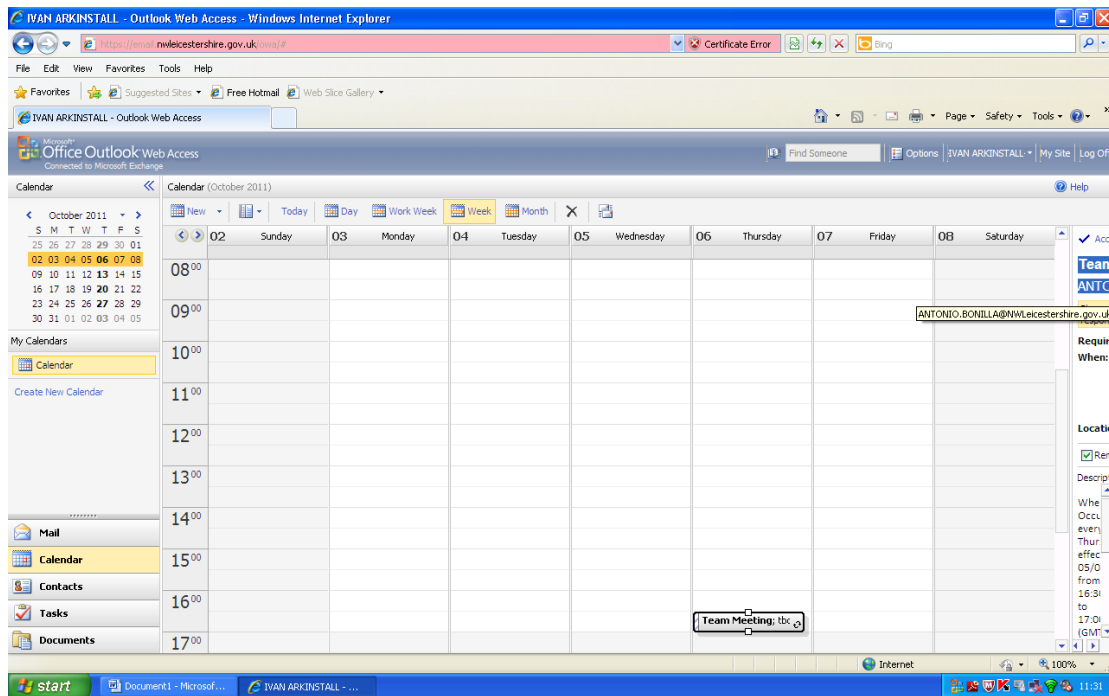
Here you need to enter your user ID and your passcode (which will be a combination of your 4 digit pin code plus the 6 digits displayed on your RSA tokens [These 6 digits change every 30 seconds]).

**\*\* (See note below)**



You now have access to your emails and a calendar as well as tasks and contacts in the NWLDC address book.

Use of this application is very simple and is just like most other email and calendar systems.



If you have any problems, please don't hesitate to contact the ICT section on 01530 454718 (Office hours 8:45am – 5pm) or email [ict.servicedesk@nwleicestershire.gov.uk](mailto:ict.servicedesk@nwleicestershire.gov.uk).

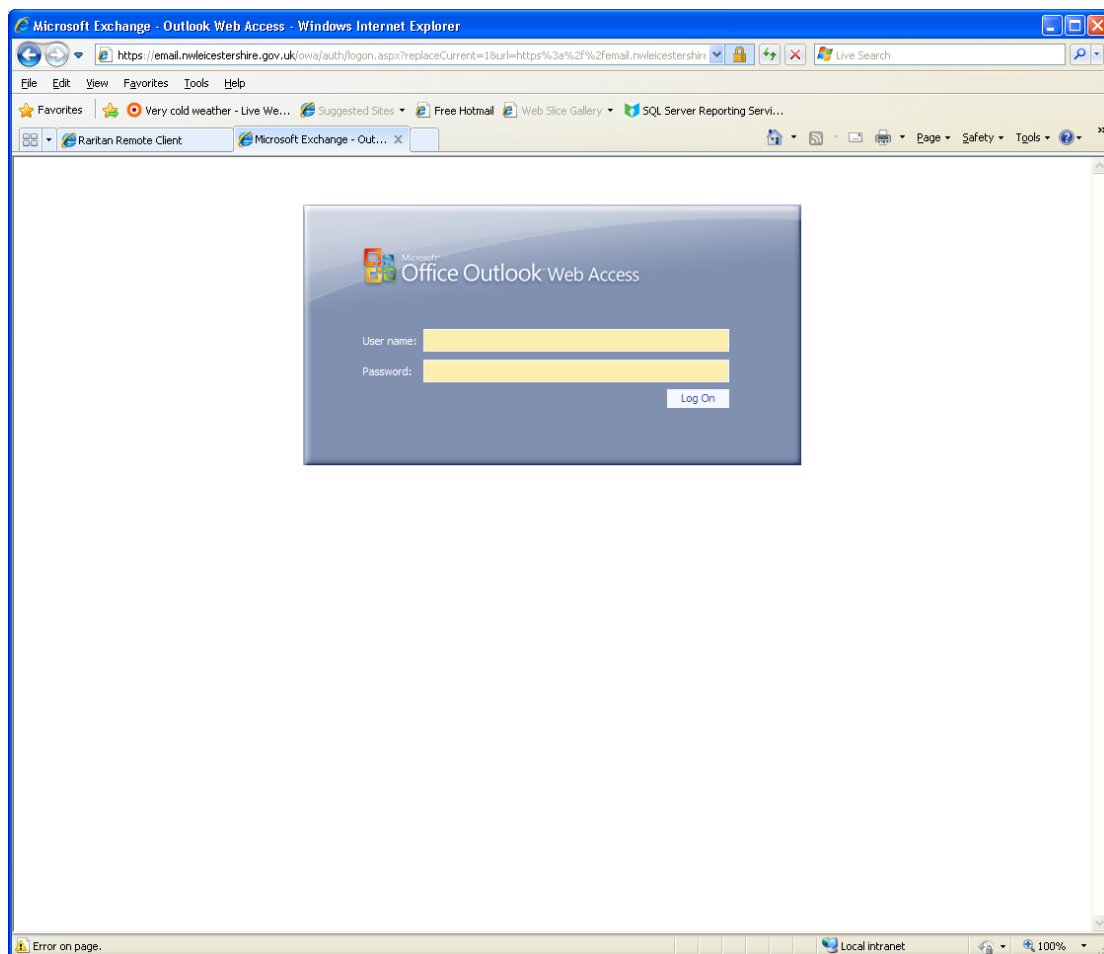
**\*\* [Please note that your pin code is your own personal number. You will be given a code for the first time you log in, which will then prompt you to change to something you will remember]**

## Within the Resource Room

For members to use their webmail in the resource room, they must first log into the machine with their user name and active directory password. Then go onto the browser and the url <https://email.nwleicestershire.gov.uk> .

Within the council offices on the council network you will have a slightly different webmail login. Here the user enters the User name and the users active directory password (the same password as they use to log into the machine. No need for RSA token).

A screen like below is seen.



From here you will have the same view as when remotely.

Please remember to log into the resource room PC the members must know their active directory password (easily reset by ringing x718).