

NLRC Webmail Guide

This document serves as a short guide on how to access an email and how to change an email password **via the Internet**.

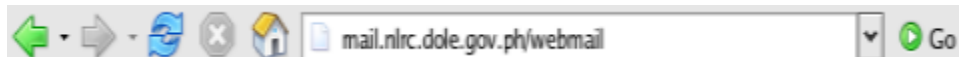
Part I shows the steps on how to access your email, and Part II describes how to change the default password that was supplied by the NLRC.

The following are required

- A Computer with an Internet connection
- Web browser (i.e. Internet Explorer)
- NLRC Email account

I. How to Access Your E-Mail

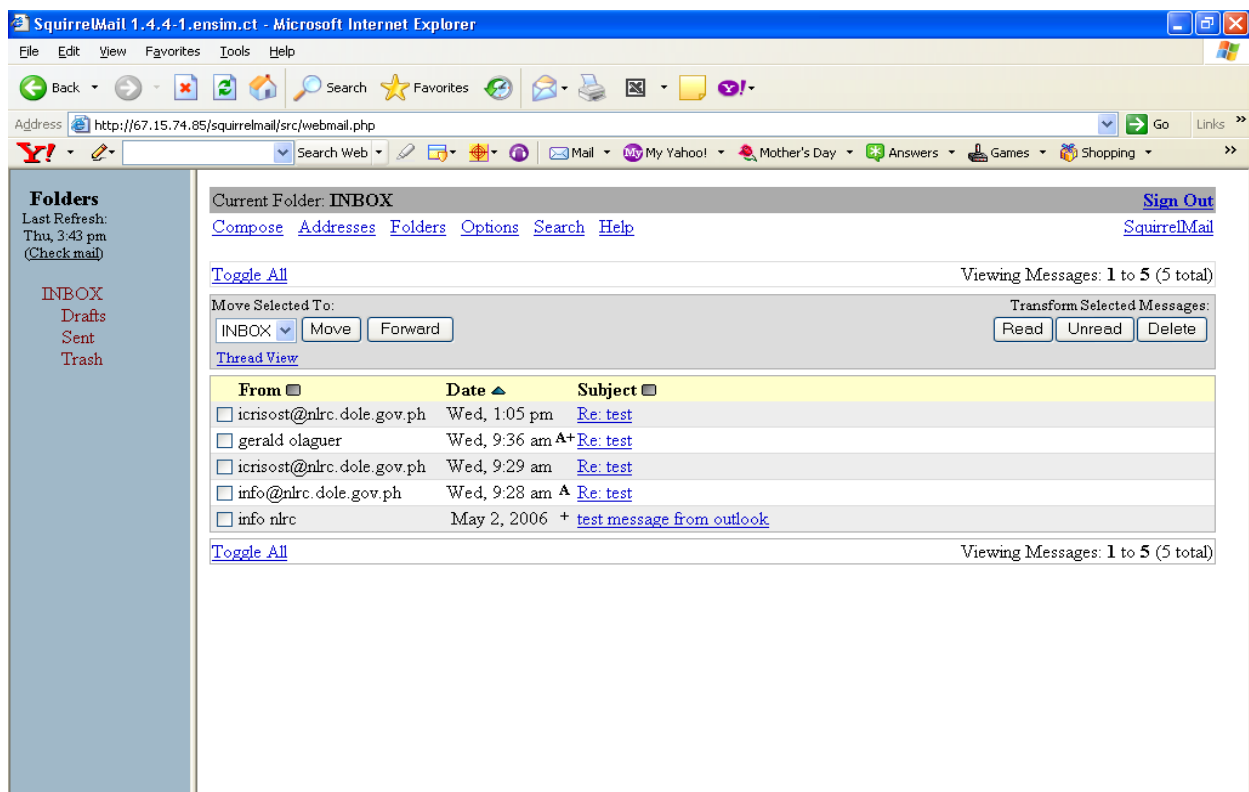
1. Type in <http://mail.nlrc.dole.gov.ph/webmail> in the URL text box.
2. Click **Go** button or press enter key



3. Type in your user name in the **Name** text box
4. Type in your password in the **Password** text box
5. Click **Login** button or press enter key



- The **Inbox** folder will be displayed. From here, you can read your emails, write a new email, reply to an email, or delete unwanted emails from your Inbox.



II. How to Change Your Password

NOTE: These instructions may not work if you are accessing the Internet behind a proxy-enabled environment. Please contact your Network Administrator for more information.

- Type in <http://mail.nlrc.dole.gov.ph/user> in the URL text box
- Click **Go** button or press enter key



- Type in your user name in the **Login** text box
- Type in your password in the **Password** text box
- Click **Login** button or press Enter key

User Administrator Login:

Your Login is your *username*.

Your Domain is the site's *domainname.com*.

These fields are case sensitive.

Language: English (US) ▾

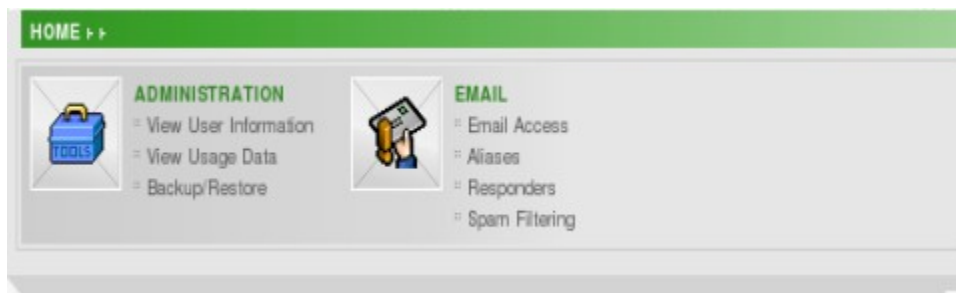
Login:

Domain: nlrc.dole.gov.ph

Password:

Login

6. Click **View User Information**



7. Type in your new password in the **Password text box**
8. Type in again your password in the **Confirm Password text box** for confirmation
9. Click **Save button**

USER ADMIN

User Information

Edit User Information

Username	gerald_o
Fullname	Gerald Olaguer
Password	*****
Confirm Password	*****

Save | Reset | Cancel

Your password was successfully changed, if you want to test your new email password log out first then refer to **PART I** on How to Access Your E-Mail.