

EasyMail Setup - New Account

USER GUIDE

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Overview

EasyMail Setup is an online application used to create, edit, or remove email accounts for users on your domain. This also allows you to create, edit, or remove alias accounts.

Step 1: Control Panel

From your control panel select **Email** in either the black tool bar at the top or the Email icon in the middle section. Both will take you to the same spot.



Step 2: EasyMail Setup Icon

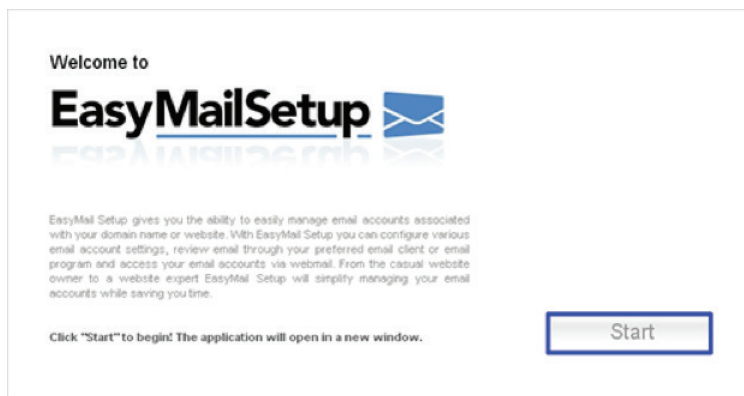
Click on the **EasyMail Setup 3** icon.



EasyMail Setup 3

Step 3: Start

You will now get a pop up window for the EasyMail Setup application. Click **Start**.

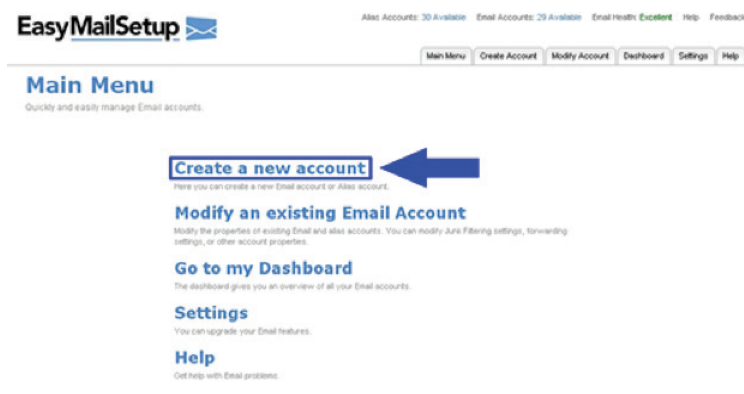


Step 4: New Account/Dashboard

Now you are at the EasyMail Setup Main Menu. From here you have two different options you can go to for creating a new Email account. Both options have the same amount of steps.

Step 4 - New Account

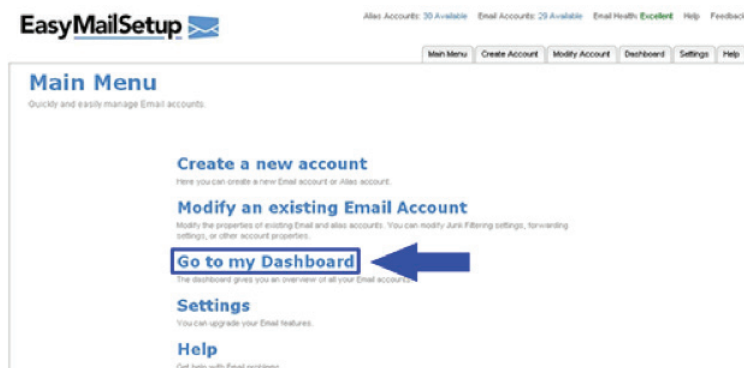
Select **Create a new account**.



OR...

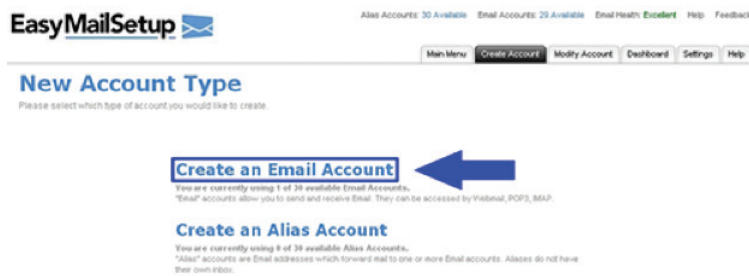
Step 4 - Dashboard

Select **Go to my Dashboard**.



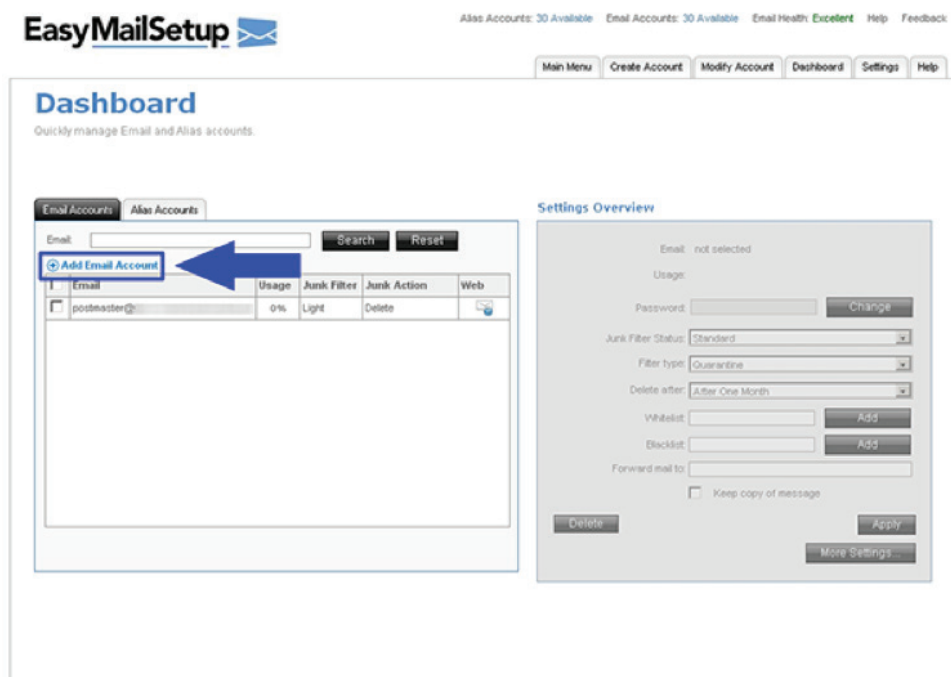
Step 5: Email Account

For Step 5, if you selected **Create a new account**, you will see the below screen. Select **Create an Email Account**.



OR...

If you chose Go to my **Dashboard**, you will see the below screen. Select **Add Email Account**.



Step 6: New Account Details

On the **New Account Details** screen, fill in the boxes for **Account Name**, **Password**, and **Re-enter Password**. Click either the top or bottom **Next** button.

Hints:

1. Account Name will be the User Name and the first part of the Email address.
2. Password Requirements:
 - 1 uppercase
 - 1 lower case
 - 1 number
 - Must be 6 to 20 characters

EasyMailSetup

Alias Accounts: 30 Available Email Accounts: 29 Available Email Health: **Excellent** Help Feedback

Main Menu Create Account Modify Account Dashboard Settings Help

Progress 1 2 New Account Wizard Next >

New Account Details

To create a new Email account, fill in the Email Account Details form and click Next.

Email Account Details

Please fill in your account details:

Account Name:

Password:

Password strength: Weak

Re-enter password:

OR

Next >

Step 7: Recommended Settings

Here you are presented with the **Recommended Settings** options for the new account. You may leave them set as is or change them. Once finished, click **Next**.

EasyMailSetup

Alias Accounts: 30 Available Email Accounts: 20 Available Email Health: **Excellent** Help Feedback

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Progress 1 2 New Account Wizard Next >

Recommended Settings

Choose your junk filtering settings.

Recommended Settings

It is recommended that you choose your Junk Filtering settings below. The recommended settings are already set for you. This will greatly reduce the amount of Junk that you receive. Click Next to accept these settings.

Email: newuser@

Junk Filter Status:	Standard
Filter Type:	Quarantine
Delete Junk:	After One Month

Next >

Step 8: Setup Complete

The setup process is now complete and the new Email account is ready to be used.

EasyMailSetup

Alias Accounts: 30 Available Email Accounts: 20 Available Email Health: **Excellent** Help Feedback

Main Menu Create Account Modify Account Dashboard Settings Help

Progress 1 2 New Account Wizard Next >

Recommended Settings

Choose your junk filtering settings.

Setup Complete

What would you like to do next?

Setup your Email on your computer

Create another Email account

Close X

Next >

data. voice. network. cloud.

