

## E-mail Administrator - Creating Accounts

1. Login to the DNS and E-mail Administrative Interface tool via a Web browser.
2. Use the **Select context** drop-down menu to select a mail domain.
3. Click **Create** in the Mail Menu bar (the orange bar).
4. Click **Account** in the sub-menu bar (the blue bar). This will open the Create Account screen. The mail domain field is automatically populated with the domain name previously selected from the drop-down menu.
5. In the **Account** field enter the name of the account to be created.
6. Enter a password in the **Password** field. Passwords must be a minimum of 8 characters including at least one capital letter and at least one numeral.
7. Enter the disk quota you wish to assign to this account in the **Disk Quota** field. The disk quota may be any value up to the maximum space assigned to you when you signed up for the service. Most administrators allocate disk space equally among all the accounts to be created.
8. Click the **Create** button. You may stop here and submit the account for creation or you may add an Alias or a Forwarding email address if desired. The Interface tool will display an account created message.

## Creating Mail Accounts in Batch Mode

The Batch Creation checkbox may be used to create multiple accounts at one time. Please note when using this feature all accounts created will have the same disk quota size and the same password. Once accounts have been assigned to individual users, the users may change the pre-assigned password via the WebEdge interface (Web Mail Reader).

To create batch E-mail accounts at the same time begin as follows:

1. Login to the DNS and E-mail Administrative Interface tool via a Web browser.
2. Use the **Select context** drop-down menu to select a mail domain.
3. Click **Create** in the Mail Menu bar (the orange bar).
4. Click **Account** in the sub-menu bar (the blue bar).
5. Check the **Batch Creation** checkbox at the bottom of the form.

CREATE MODIFY DELETE LIST LOGOUT LOGIN LOGIN

Account

Switch context to: happyhill.org (Mail Domain) You are logged in as 99-123456 since Sep 19, 2009 10:54:49

### Create Account

Mail Domain\* happyhill.org

Account\*

Password\*

Disk Quota (MB)

POP Login

Aliases  
(Use space as separator)

Forwarding Addresses  
(Use space as separator)

POP Delivery  Local  Non-Local

**Batch Creation**

\*denotes mandatory data field

Create Reset

- The Batch Create Multiple Accounts form will open. The Mail domain is pre-populated.

CREATE MODIFY DELETE LIST LOGOUT LOGIN LOGIN

Account

Switch context to: happyhill.org (Mail Domain) You are logged in as 99-123456 since Sep 19, 2009 10:54:49

### Batch Create Multiple Accounts

Mail Domain\* happyhill.org

Accounts  
(Use space as separator)\*

Password\*

Disk Quota (MB)

Non-Batch Creation

\*denotes mandatory data field

Create Reset

- Enter the names of the accounts you wish to create in the Accounts window. Remember to separate each name with a space.
- Enter the password in the **Password** field.
- Enter the disk quota to be assigned to each account in the **Disk Quota** field.
- Click the **Create** button at the bottom of the screen.

CREATE MODIFY DELETE LIST LOGOUT LOGIN LOGIN

Account

Switch context to: happyhill.org (Mail Domain) You are logged in as 99-123456 since Sep 19, 2009 10:54:49

### Batch Create Multiple Accounts

Mail Domain\* happyhill.org

Accounts  
(Use space as separator)\* Wendy Teddy tom.smith william-jones

Password\*

Disk Quota (MB)

Non-Batch Creation

\*denotes mandatory data field

Create Reset

11. The Interface tool will display an accounts created message.