

E-mail Administrator - Deleting 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 **Delete** in the Mail Menu Bar (the orange bar).
4. Click **Accounts** in the sub-menu bar (the blue bar) to open the Delete Account form.



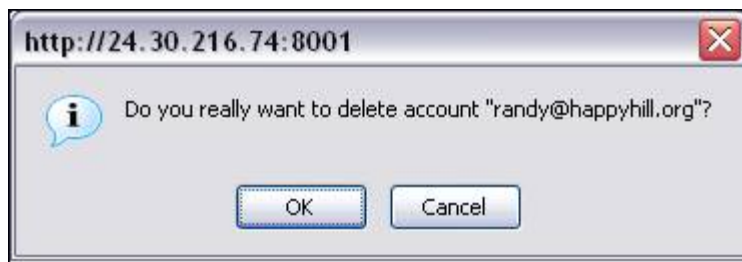
The screenshot shows the 'Delete Account' form in the E-mail Administrator interface. At the top, there is a navigation bar with buttons for CREATE, MODIFY, DELETE, LIST, LOGOUT, DNS, and E-MAIL. Below this, there is a 'Switch context to' dropdown menu set to 'happyhill.org (Mail Domain)'. The main heading is 'Delete Account'. There are two input fields: 'Mail Domain' with the value 'happyhill.org' and 'Account' which is empty. A 'Lookup' hyperlink is next to the 'Account' field. At the bottom, there are two buttons: 'Delete' and 'Reset'.

5. Enter the name of the account to be modified in the **Account** field. If you are unsure of the spelling of an account name, use the Lookup feature by clicking the **Lookup** hyperlink next to the **Account** field and follow the Lookup instructions.



The screenshot shows the 'Delete Account' form with the 'Account' field filled with the name 'randy'. The 'Mail Domain' field remains 'happyhill.org'. The 'Lookup' hyperlink is still present next to the 'Account' field. The 'Delete' and 'Reset' buttons are at the bottom.

6. Click the **Delete** button at the bottom of the form to submit the account for deletion.
7. A confirmation dialog box opens. Click the **OK** button to delete the account completely.



8. The interface tool will display an account deleted message.