

## E-mail Administrator - Accessing Accounts via Lookup

An alternative method of accessing account data is by clicking the **Lookup** link found on the Modify Account and Delete Account forms.

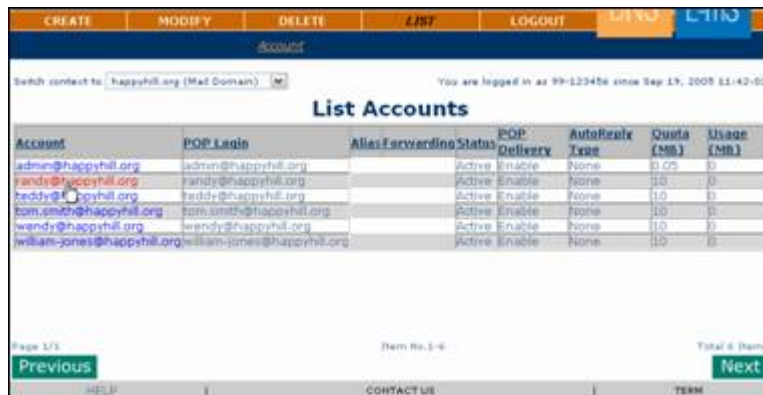
1. Click the **Lookup** link located next to the **Account** field.



2. The Interface tool will open the List Account form. Enter a partial spelling of the name or account in the **Account Pattern** field, or leave the field blank completely to retrieve all accounts in the mail domain.
3. Check the **Detailed** checkbox to generate a list of accounts.
4. Click the **List** button to submit your query.



5. The Interface Tool will display a list of accounts satisfying your criteria.



The screenshot shows the 'List Accounts' table. At the top, there are navigation tabs: CREATE, MODIFY, DELETE, LIST, and LOGOUT. The 'LIST' tab is active. Below the tabs, there's a header 'List Accounts'. The table displays a list of accounts with columns for Account, POP Login, Alias Forwarding Status, POP Delivery Type, AutoReply Type, Quota (MB), and Usage (MB). The 'List' button is highlighted with a red circle.

Account	POP Login	Alias Forwarding Status	POP Delivery Type	AutoReply Type	Quota (MB)	Usage (MB)
admin@happyhill.org	admin@happyhill.org		Active	Enable	None	0.05
fandy@happyhill.org	fandy@happyhill.org		Active	Enable	None	10
teddy@happyhill.org	teddy@happyhill.org		Active	Enable	None	10
tom.smith@happyhill.org	tom.smith@happyhill.org		Active	Enable	None	10
wendy@happyhill.org	wendy@happyhill.org		Active	Enable	None	10
william-jones@happyhill.org	william-jones@happyhill.org		Active	Enable	None	10

6. Select an account by clicking the account name. The

Interface tool will open either the Modify Account form or the Delete Account form, depending on which form you were in when you clicked **Lookup**. The form will be pre-populated with the account data for the account you selected. From this point you may modify or delete the account.