

## E-mail Administrator - Modifying 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 **Modify** in the Mail Menu bar (the orange bar).
4. Click **Accounts** in the sub-menu bar (the blue bar).
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.

Switch context to | happyhill.org (Mail Domain) | You are logged in as 99-123456 since Sep 29, 2005 10:34:44

### Modify Account

Mail Domain\* happyhill.org

Account\* randy [Lookup](#)

Password\*

Disk Quota (MB)

POP Login

Aliases  
(Use space as separator)

Forwarding Addresses  
(Use space as separator)

POP Delivery  Enable  Disable

Status  Active  Suspended

Auto-Reply Mode  None  Vacation  Reply  Echo

Auto-Reply Message  
(Maximum 1000 characters)

\*Account mandatory data field

[Modify](#) [Lookup](#) [Reset](#)

6. Click the **Lookup** button at the bottom of the screen to populate the empty fields with the account data.

CREATE MODIFY DELETE LIST LOGOUT

account

Switch context to: happyhill.org (Mail Domain) You are logged in as 99-123456 since Sep 19, 2005 10:54:44

### Modify Account

Mail Domain\* happyhill.org

Account\* randy [Lookup](#)

Password\* .....

Disk Quota (MB) 10.0

POP Login randy@happyhill.org

Aliases  
(Use space as separator)

Forwarding Addresses  
(Use space as separator)

POP Delivery  Enable  Disable

Status  Active  Suspended

Auto-Reply Mode  None  Vacation  Reply  Echo

Auto-Reply Message  
(Maximum 1000 characters)

\* denotes mandatory data field

[Modify](#) [Lookup](#) [Reset](#)

7. Modify the account as desired. The most common modifications are password changes and disk quota changes.
8. Click the **Modify** button to submit and save the changes.

## Accessing Accounts via the List Accounts Page

An alternative method of accessing the Modify Account form is by clicking an account name in the List Accounts table.

1. Click the name of the account name to be modified.

CREATE MODIFY DELETE LIST LOGOUT

account

Switch context to: happyhill.org (Mail Domain) You are logged in as 99-123456 since Sep 19, 2005 10:54:44

### List Accounts

Account	POP Login	Alias	Forwarding	Status	POP Delivery	AutoReply Type	Quota (MB)	Usage (MB)
<a href="#">admin@happyhill.org</a>	admin@happyhill.org			Active	Enable	None	0.05	0
<a href="#">randy@happyhill.org</a>	randy@happyhill.org			Active	Enable	None	10	0
<a href="#">teddy@happyhill.org</a>	teddy@happyhill.org			Active	Enable	None	10	0
<a href="#">tom.smith@happyhill.org</a>	tom.smith@happyhill.org			Active	Enable	None	10	0
<a href="#">wendy@happyhill.org</a>	wendy@happyhill.org			Active	Enable	None	10	0
<a href="#">william-jones@happyhill.org</a>	william-jones@happyhill.org			Active	Enable	None	10	0

Page 1/1 Item No. 1-6 Total 6 Items

[Previous](#) [Next](#)

2. The Interface tool will display the Modify Account form pre-populated with the data for the account you selected. From this point modifications to the account may be made as described above.

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, 2005 10:54:44

### Modify Account

Mail Domain\* happyhill.org

Account\* randy **Lookup**

Password\* \*\*\*\*\*

Disk Quota (MB) 10.0

POP Login randy@happyhill.org

Aliases  
(Use space as separator)

Forwarding Addresses  
(Use space as separator)

POP Delivery  Enable  Disable

Status  Active  Suspended

Auto-Reply Mode  None  Vacation  Reply  Echo

Auto-Reply Message  
(Maximum 1000 characters)

\* denotes mandatory data field

**Modify** **Lookup** **Reset**