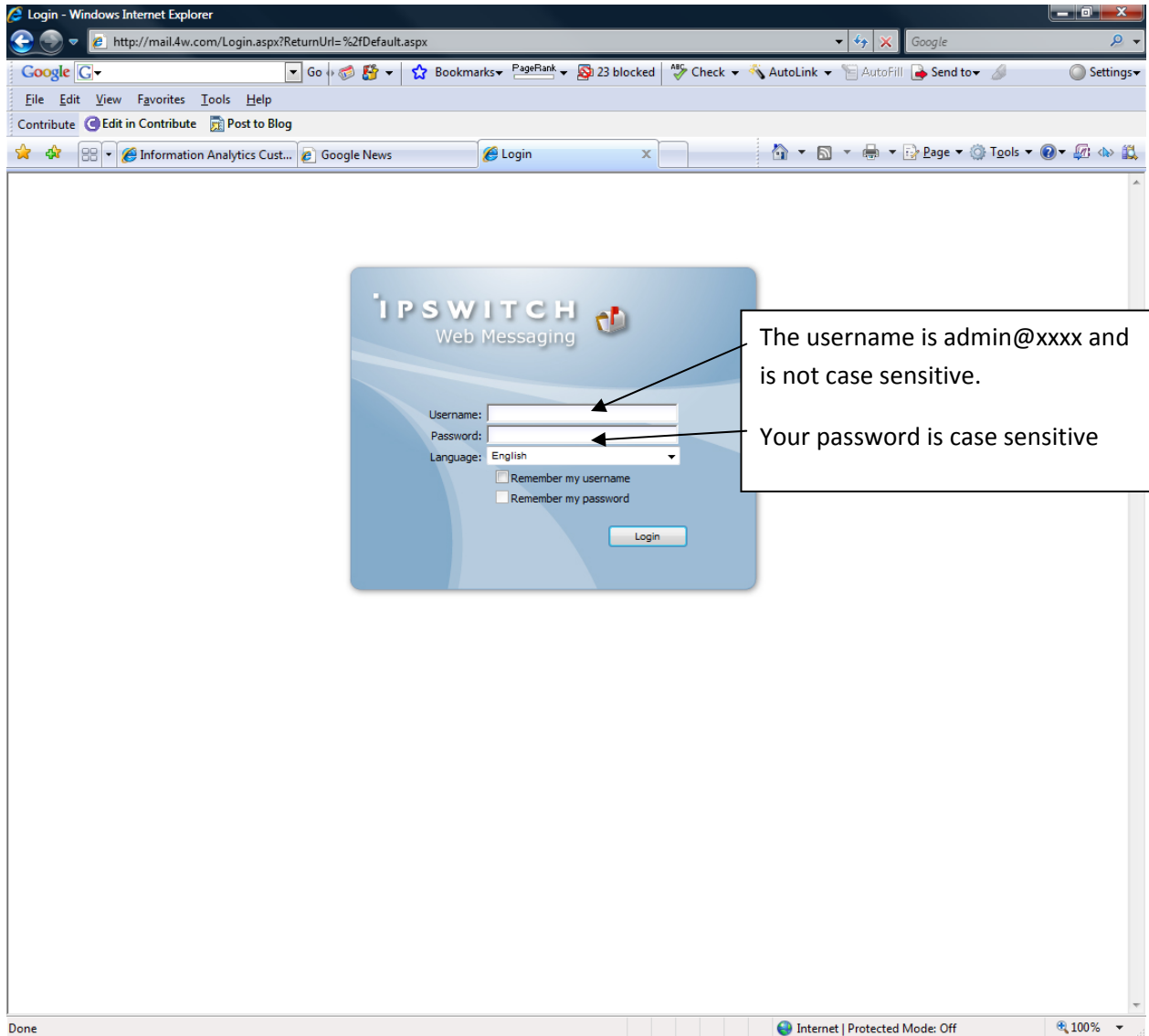


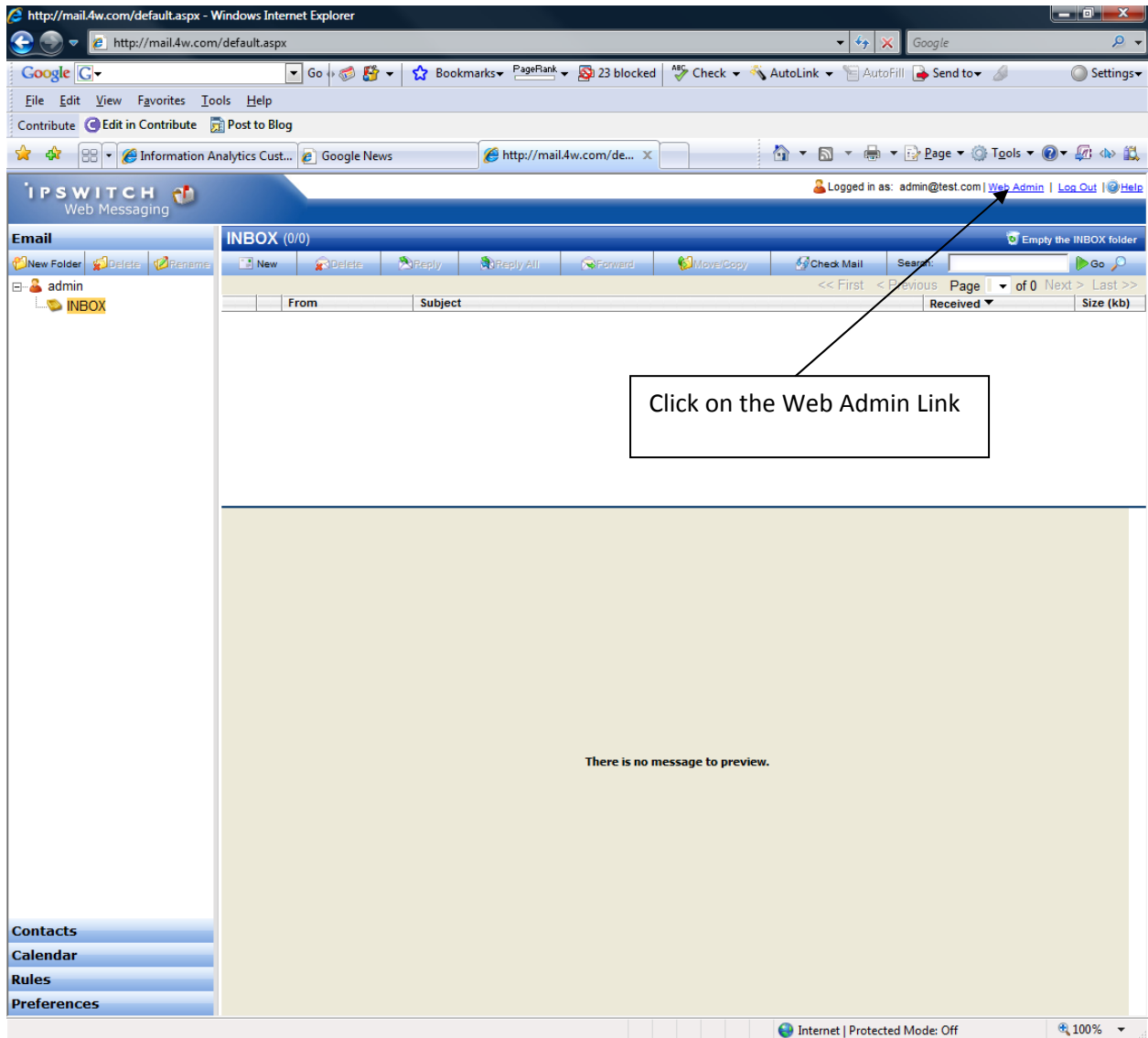
IEmail Administration – adding new users for your domain

In the address bar of your web browser, enter mail.xxxx (where xxxx is your domain name) and press enter.

You should then connect to the Ipswitch Web Messaging Log on Screen



IEmail Administration – adding new users for your domain



IMail Administration – adding new users for your domain

The screenshot shows the IPswitch IMail Server administration interface. The browser window title is "Domain Properties - IMail Server - Windows Internet Explorer" and the address bar shows "http://mail.4w.com/IAAdmin/IMail/DomainOptions.asp". The page is titled "Domain Properties" for the domain "test.com".

Domain Properties

- Domain Name (CFIN): test.com
- TCP/IP Address: \$virtual366
- Top Directory: D:\IMail\mail_test_com
- Domain Alias(es): mail.test.com

Domain Options

- Enable Ipswitch Instant Messaging: No
- Enable Web Calendaring

Message & Mailbox Options

- Default Maximum Mailbox Size: 0 byte(s)
- Max. Outbound Message Size: 0 byte(s)
- Single Message Maximum Size: 0 byte(s)
- Full Mailbox Notify (percentage): 0
- Default Maximum Messages: 0
- Full Mailbox Notify Address:
- Maximum User Count: 0
- Current User Count: 2
- Sub-mailbox Creation: Create

User Database Setting

- User Database Type: IMail Database

A callout box with the text "Click on User Administration" points to the "User Administration" link in the left sidebar. The sidebar also contains links for "Alias Administration", "List Administration", "Inbound Rules", and "Help".

© 2005 Copyright Ipswitch Inc. All Rights Reserved. | Ipswitch.com | Help System | Knowledge Base | ICare

IEmail Administration – adding new users for your domain

IPSWITCH IMail Server

Home

Logged in as: admin@test.com | [Log out](#)

test.com

User Administration

Wildcard Search:

<input type="checkbox"/>	Username	Name	System Admin	Domain Admin	List Admin	Disabled
<input type="checkbox"/>	admin	Mail Administrator	No	Yes	Yes	No
<input type="checkbox"/>	root	System Administrator	No	No	No	Yes

Click on Add

© 2005 Copyright Ipswitch Inc. All Rights Reserved. | [Ipswitch.com](#) | [Help System](#) | [Knowledge Base](#) | [ICare](#)

Internet | Protected Mode: Off | 100%

IEmail Administration – adding new users for your domain

The screenshot shows the 'Add New User' form in the IEmail Server administration interface. The form includes the following fields and options:

- Domain Name (OHN): test.com
- User ID: [Text input field]
- Full name: [Text input field]
- Password: [Text input field]
- Confirm password: [Text input field]
- Maximum Mailbox Size: Unlimited
- Maximum Mailbox Messages: Unlimited
- Allow Password Change:
- Grant Account Access:
- Access Information Services:
- Access LDAP Attributes:
- Allow Web Calendaring:

Annotations with arrows point to the User ID, Full name, Password, and Confirm password fields. A text box on the right contains the following instructions:

Enter User ID:
Enter Full name:
Enter Password:
Confirm Password:

(For Security, the password should be a combination of upper and lower case letters, numbers, and special characters)

Click Save

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an arrow from the text box.

© 2005 Copyright Ipswitch Inc. All Rights Reserved. | Ipswitch.com | Help System | Knowledge Base | ICare

Done | Internet | Protected Mode: Off | 100%