

# Managing Your Email Accounts

## Become an Expert at Email Account Management

Manage your Email, Calendar, and Online File Folder accounts in a few simple clicks. Account management is effortless with the Email Control Center's intuitive design and user-friendly technology.

The Email Control Center lets you set up new accounts for your Email products and update existing account preferences. Quickly update your mailbox size, SMTP Relay settings, and password information. Or add an Auto Responder your email account so all of your senders receive an instant greeting. In addition, you can modify the email addresses associated with your Calendar or Online File Folder accounts.

## What is Email?

Electronic mail, email, is the method of composing, sending, receiving, and storing messages over an electronic communication system. With email, it's possible for people across the Internet to communicate with one another in virtually instantaneous fashion.

## Setting Up Free and Paid Email Accounts

You may have received free email credits with your domain purchase or purchased an email plan to fit your personal or business needs. Either way, setting up your new email account in the Email Control Center (ECC) is a snap. Follow these simple steps, and you'll be sending and receiving email messages in no time!

- **NOTE** If you want to use a free email credit, and the Email/Email Forwarding option does not display in your My Products area, click Free Product List and then select Email Account List. Then click Use Credit and from the list on the right, select the domain you want to use and click Continue. The account displays as a new account in the Email Account list.

## To Set Up Your Email Account

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Email**.
3. Click **Setup Account** for the account you want to manage.
4. (Optional) To use a free email credit when the Email option does not display in your My Products section, click **Free Products**, and then click **Email Account List**.

Click **Use Credit** and select the domain you want to use from the list. Click **Continue** and the account displays as a new account in the Email Account List.



Free Account Setup

5. Click the **Setup Account** hyperlink. The **You have new or un-used email plans!** Pop-up displays. Click the **Add Address** button. Click the **Add** button for the account you want to set up.
6. The **Create Mailbox** page displays. On the **Settings** tab, in the **Email Address** fields, enter the user name and domain you want to use. In the **Set Password** and **Confirm** Password fields, enter and confirm your password.
7. Specify the amount of mailbox storage space you want to assign to your email account in the **Space for this mailbox** area.

The screenshot shows a 'Create Mailbox' dialog box with the following fields and options:

- Email Address:\***: johnsmith@coolexample.com
- Set Password:\***: [masked]
- Confirm Password:\***: [masked]
- Space for this mailbox:\*** (1000 MB Available): 500 MB
- Make this mailbox a catchall** [What is this?](#)

Buttons: OK, Cancel

Create Mailbox

- (Optional) select **Make this mailbox a catchall**.
- Catchall accounts automatically forward email messages sent to an unknown address at your domain to this account.
- Click **OK**.

After you set up your Email account, you can manage your settings to make the most of your mailbox. In this section, you'll learn about:

- [Setting Up Email Forwarding](#) — You can set up email forwarding to direct incoming messages from one email address to another existing email address.
- [Adding an Auto Reponder](#) — You can set up an Auto Responder to send an automatic response to senders.
- [Updating SMTP Relay Settings](#) — You can change the amount of SMTP Relays available to your email address each day, and purchase additional relays.

## Setting Up Email Forwarding

Forwarding email messages enables you to direct incoming messages from one email address to your existing email address. When someone attempts to send an email message to your forwarded email address, our mailservers redirect the message to the email address you specify.

### To Set Up Email Forwarding

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Email**. The Manage Email page opens.
3. Click **Email Forwarding Plans**.
4. (Optional) To set up a free email forwarding account, select **Use Credit** for the free account you want to use. To set up a paid forwarding account, click **Manage Account** for the account you want to use. Click **Add**.

The screenshot shows a 'Create Forwarding Address' dialog box with the following details:

- Title:** Create Forwarding Address
- Tabs:** Settings (selected), Bulk, Auto Reply
- Forward Address:\*** johnsmith @ coolexample.com
- Forward Mail To:\*** (separate addresses with comma) (254 char max): johnsmith@johnsmith.com
- Warning:** Auto-Responders send a response back to the sender.
- Checkbox:**  Make this mailbox a catchall [What is this?](#)
- Buttons:** OK, Cancel

Create Forwarding

5. The **Create Forwarding** page displays. On the **Settings** tab, in the **Forward Address** fields, enter the user name and domain you want to use. In the **Forward Mail To** field, enter the email address to which you want to redirect your messages.

► **NOTE** To add multiple forwarding accounts, go to the Bulk tab. Enter the user names for your forwarding addresses, separated by commas, and then enter the domain you are using in the Domain field. In the Forward Mail to field, enter the existing email address to which you want to redirect messages.

6. (Optional) select **Make this mailbox a catchall**.

Comma separated usernames\*  
johnsmith, marysmith, john, mary,

Domain\*  
coolexample.com

Forward Mail To.\* (separate addresses with comma) (254 char max)  
johnsmith@johnsmith.com  
(Warning: Auto-Responders send a response back to the sender.)

OK Cancel

Bulk Forwarding

► **NOTE** Catchall accounts automatically forward email messages to an unknown address at your domain to this account.

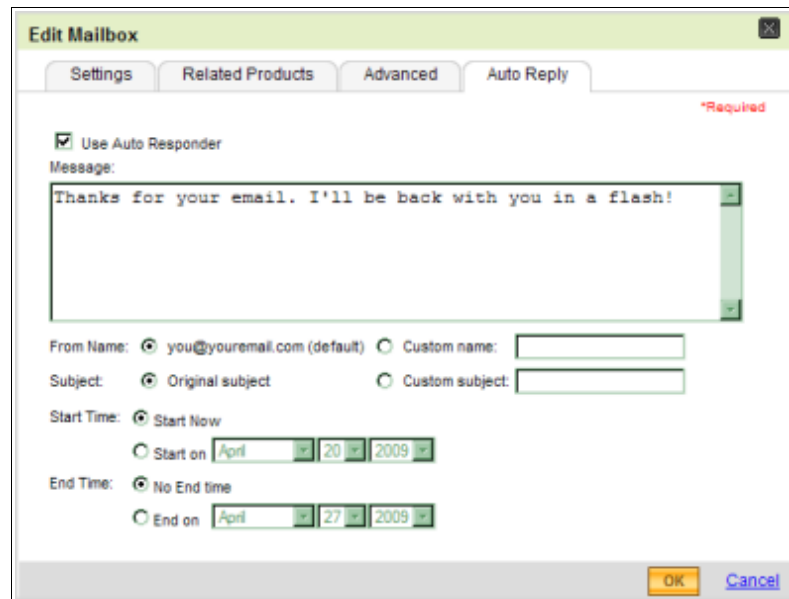
7. Click **OK**.

## Adding an Auto Responder

You can create an email response that is automatically sent to people who send you an email message.

### To Use the Auto Responder

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Email**. The Manage Email page opens.
3. Select the email address you want to manage. The **Edit Mailbox** page displays.



The screenshot shows the 'Edit Mailbox' dialog box with the 'Auto Reply' tab selected. The 'Use Auto Responder' checkbox is checked. The message field contains the text 'Thanks for your email. I'll be back with you in a flash!'. The 'From Name' is set to 'you@youremail.com (default)'. The 'Subject' is set to 'Original subject'. The 'Start Time' is set to 'Start Now'. The 'End Time' is set to 'No End time'. There are 'OK' and 'Cancel' buttons at the bottom right.

Auto Responder

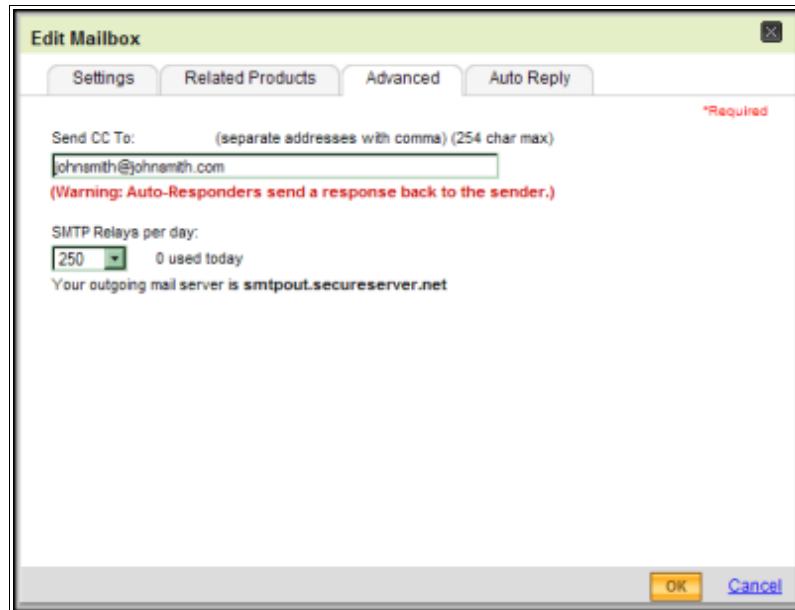
4. Select **Use Auto Responder**. In the **Message** area, enter the message you want senders to receive.
5. (Optional) In the **Custom name** and **Custom subject** fields, enter the name and email subject that displays for your recipients.
6. In the **Start Time** and **End Time** fields, specify the start/end times.
7. Click **OK**.

## Updating SMTP Relay Settings

You can select the number of **Relays per day** that you want to allow for email addresses.

### To Update SMTP Relay Settings

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Email**. The Manage Email page opens. Select the email address you are managing, and then go to the **Advanced** tab.



Edit Mailbox

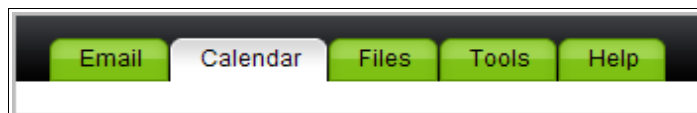
3. (Optional) If you can create a Carbon Copy for the account to send copies of the messages you receive to second email address. In the **Send CC To** field, enter the email address you to which you want a copy of your email messages sent.
4. From the **SMTP Relays per day** list, select the amount of relays you want to allow the address per day.

► **NOTE** 300 relays is the maximum amount of relays you can use per address per day.

5. Click **OK**.

## Working with Calendar Accounts

You can set up new Calendar Accounts and manage existing ones from the Email Control Center. Go to the **Calendar** tab in the ECC header to get started.

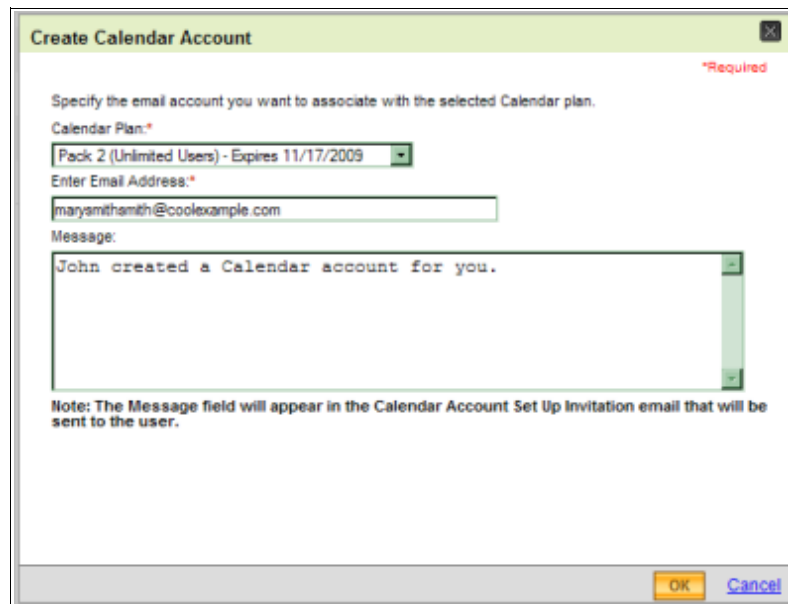


Calendar Tab

## To Set Up Calendar

6. Log in to your **Account Manager**.

7. In the **My Products** section, click **Calendar**. The Manage Calendar page opens. Go to the Calendar account you want to set up, and click the **Setup Account** hyperlink. The control center displays.
8. Click the **Add** button for the plan you want to use.



Create Calendar Account

9. The **Create Calendar Account** page displays. From the **Calendar Plan** list, select the Calendar plan you want to use to set up this account.
10. In the **Enter Email Address** field, enter the the email address you to which you want to associate the account.
11. In the **Message** area enter a message to invite the new user to this Calendar account.
12. Click **OK**.

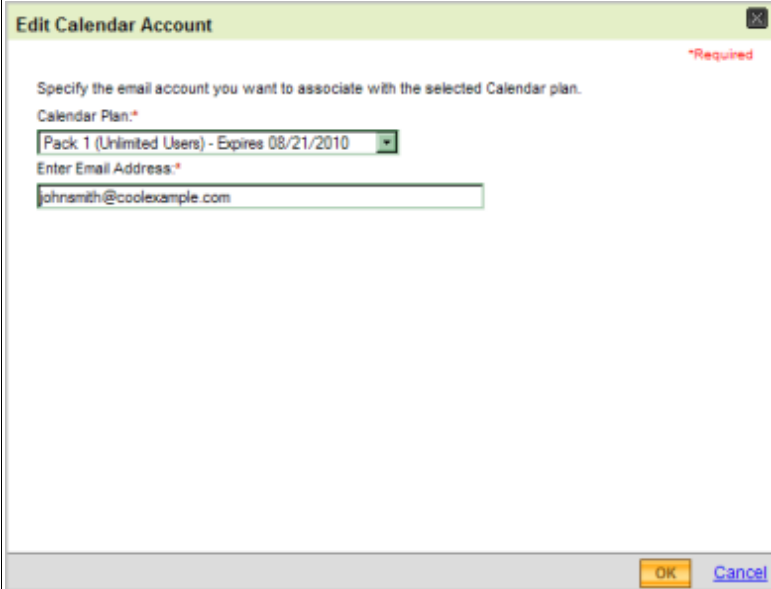
► **NOTE** An email message is sent to the new Calendar user with account details.

## To Manage Your Calendar Account

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Calendar**. The Manage Calendar page opens.
3. Go to the Calendar account you want to set up, and click the **Manage Account** hyperlink. The control center displays.



4. Select the email address associated with the Calendar account you want to edit. The **Calendar Account** page displays.

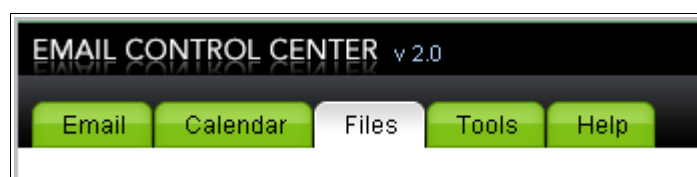


Edit Calendar Account

5. From the **Calendar Plan** list, select the account you want to associate with your Calendar account.
6. In the **Enter Email Address**, enter the email address you want to associate with your Calendar account.
7. Click **OK**.

## Working with Online File Folder Accounts

You can set up new Online File Folder Accounts and manage your password for existing ones from the Email Control Center. Go to the **Files** tab in the ECC header to get started.

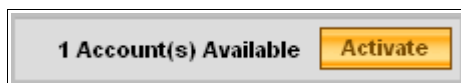


Online File Folder Tab

## To Set Up Online File Folder

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Online File Folder**. The Manage Calendar page opens. Go to the Calendar account you want to set up, and click the **Setup Account**

hyperlink. The control center displays.



3. Active Account
4. Click the **Add** button for the plan you want to use.
5. The **Online File Folder** page displays. In the **Online File Folder Plans** header, click the **Activate Button** to activate your account.

Original Space:	1 GB
Additional Space:	0 MB
<hr/>	
Total Space:	1 GB
Space Used:	0 MB
Remaining Space:	1 GB

6. Activate Online File Folder
7. From the **Select Plan** list, select the Online File Folder plan you want to use.
8. (Optional) If you want to associate Online File Folder with your email account, from the **Email** list, select the appropriate email address.
9. In the **User Name** field, enter the user name you want to use for your Online File Folder account.
10. In the **Set Password** and **Confirm** fields, enter and confirm your password.
11. Click **OK**.

## Changing Your Online File Folder Password

You can update your Online File Folder Password at any time.

## To Change Your Online File Folder Password

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Online File Folder**. The Manage Online File Folder page opens.
3. Go to the Online File Folder account you want to manage, and click the **Manage Account** hyperlink. The control center displays.
4. Select the user name for the account you want to manage.

**Edit Online File Folder Account** \*Required

Online File Folder Plan:  
**Online File Folder 3 GB**

Email:  
marketing@coolexample.net

User Name:  
marketing@coolexample.net

Change Password:

Confirm:

Original Space:	2 GB
Additional Space:	0 MB
<hr/>	
Total Space:	2 GB
Space Used:	0 MB
Remaining Space:	2 GB

Edit Online File Folder

5. In the **Change Password** and **Confirm** fields, enter and confirm your new password.
6. Click **OK**.

You're on your way to becoming an expert at managing your Email products. You can manage account passwords, mailbox storage space, SMTP Relays, and other advanced settings from the comfort of one easy location. Thanks for stopping by!