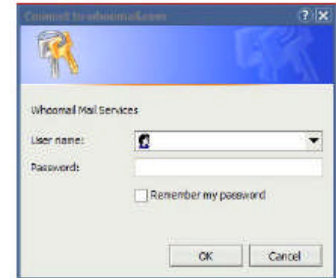




Managing your Domain Email Accounts

1. Go to the web-based domain email admin page at <http://www.whoomail.com/domainadmin>
(Also accessible from the site admin menu)

2. When the pop-up appears you must login.
 a) Username: [YOUR COMPLETE DOMAIN NAME]
 b) Password: [YOUR MANAGEMENT PASSWORD]



3. Once you are logged in, existing email address accounts are listed under **User Administration**.

4. You can now **either click on an existing address** to edit or use the **ADD button** to create a new address. There are a number of fields available for each email account.

NOTE: the *ALIASES* field is available AFTER the account has been created.



Welcome to **YOURDOMAIN.com Administration**

User Administration

User Name	Real Name	Return Address	Notes
joan@yourdomain.com	Joan Smith	joan@yourdomain.com	[undefined]
bob@yourdomain.com	Bob Jones	bob@yourdomain.com	[undefined]
info@yourdomain.com	Information	info@yourdomain.com	[undefined]

[Add](#)

Here are the REQUIRED fields

- Username:** The name for the mailbox account, do not use spaces or punctuation as this is the name of the mailbox (i.e. JOAN or INFO or BOB.)
- Real Name:** Use your name
- Password:** Must be entered and confirmed
- Forward address:** This is used only for forwarding all mail to an external email account (i.e. YAHOO). **To use the Whoomail.com server to retain messages LEAVE THIS BLANK.**
- Return Address:** This is the address that recipients see as the email response address. Normally this is a combination of the name entered in the *username* field and your *domain name* (i.e. JOAN@YOURDOMAIN.COM.)
Be sure to put the CORRECT and COMPLETE return address here.

- Click ADD (or UPDATE) to update the account information.
- Click BACK TO ADMINISTRATION at the bottom of the page.
- You can now add or edit another account.
- When you are all done. **Close the admin window.**