

Using WSP

Create an email account in the control panel

How to create a new email account within an existing Exchange Account

1. Logon to the control panel
2. Select Customers
3. Select the customer account
4. If “all customers” are shown select it if not go to step 5
 - Choose the customer from the list and go to step 5
5. Selected hosted organizations
6. Select the organization under “organization name”
7. Under “exchange” on the left select mailbox
8. And select “new mailbox”
9. enter user credentials
10. Enter the email address provide by the customer
11. Enter a password
12. Leave “Choose mailbox type”: as user mail box
13. Select the mail box plan as per customer request.
14. Finally click create mailbox
15. Check credentials using the owa

Unique solution ID: #1015

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Last update: 2014-10-21 16:39