

2013

Nex Venture

Nex Venture Techsupport



## POSTMASTER GUIDE

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# ACCOUNT CREATION

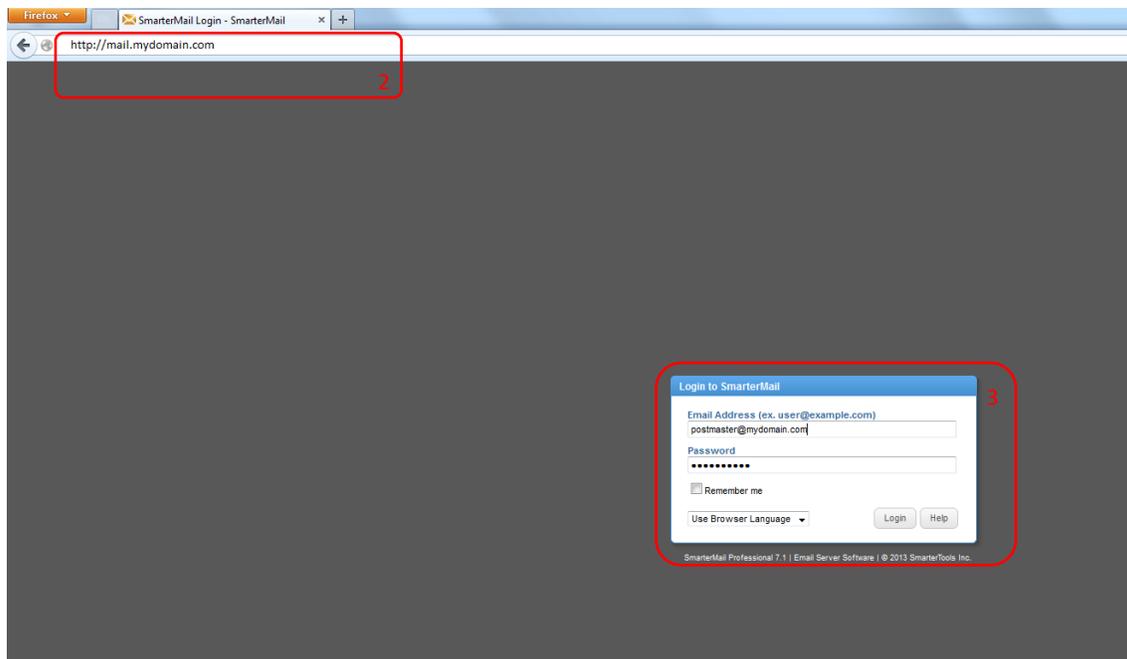


## [DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.

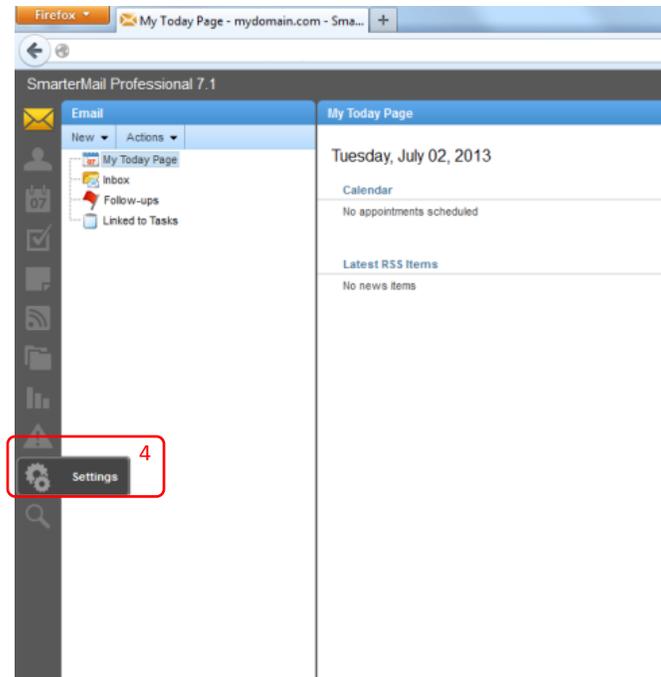


1. Open a web browser (e.g. Mozilla Firefox, Google Chrome, Internet Explorer, etc).

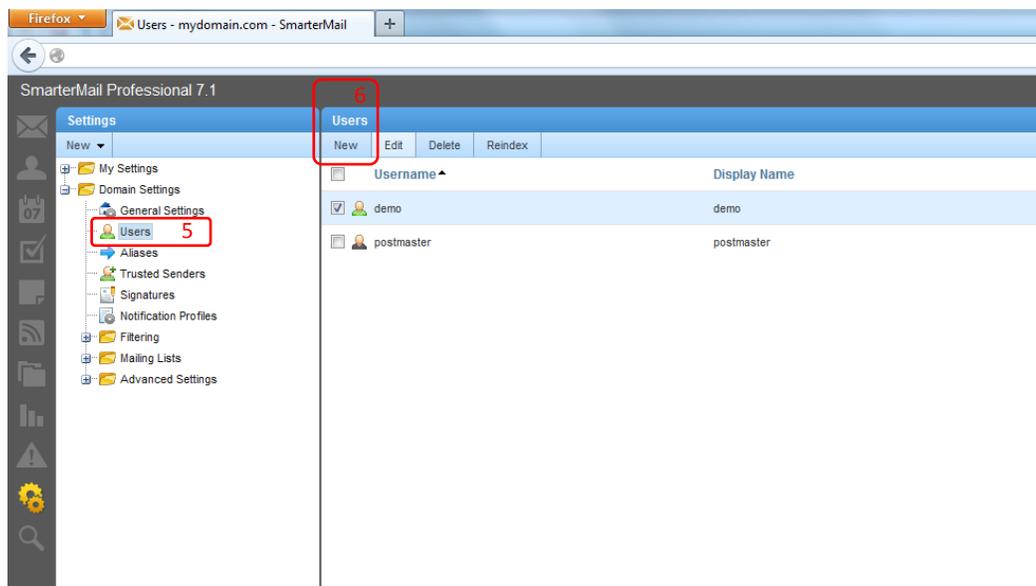


2. Key in the URL of your company's mail server as provided by Nex-Venture. (e.g. [mail.mydomain.com](http://mail.mydomain.com))
3. Login with the postmaster account (e.g. [postmaster@mydomain.com](mailto:postmaster@mydomain.com)) provided.





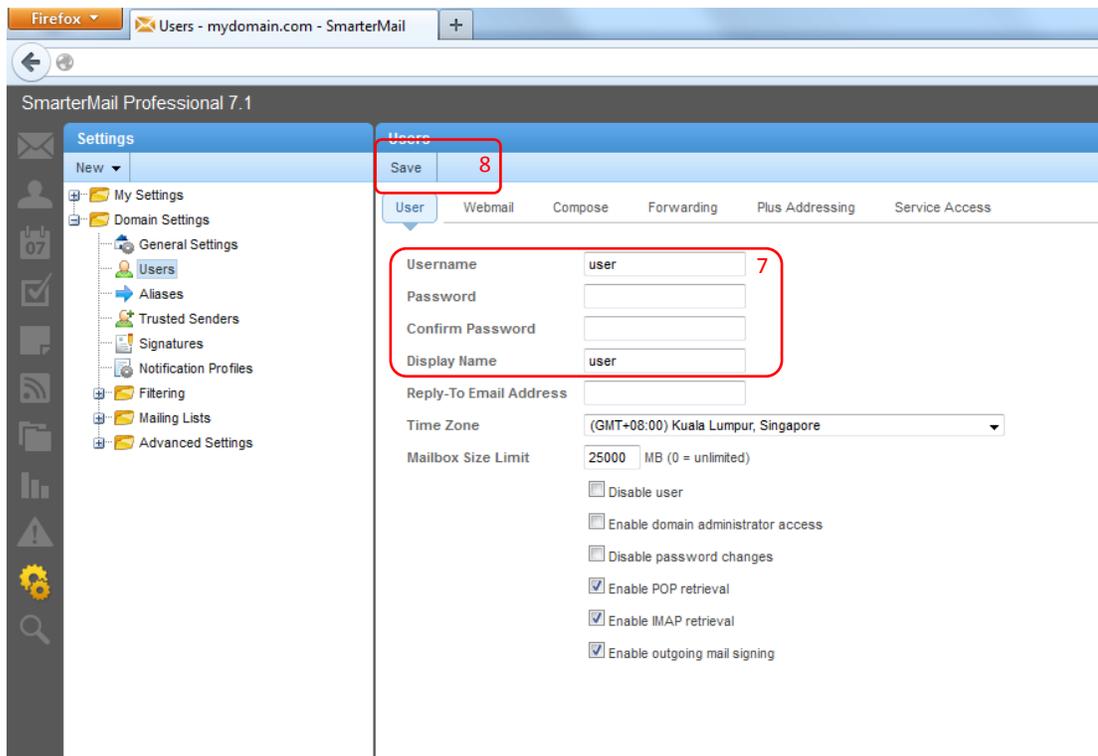
4. After logging in, click on 'Settings' found on the left column.



5. Go to **Domain Settings > Users**.

6. Click on 'New'





7. Fill in the respective fields accordingly

Username : **new.user** (E-mail address will be **new.user@mydomain.com**)  
Password \* : **P@ssw6rd**  
Confirm Password \* : **P@ssw6rd**  
Display Name : **New User**

**\*Complex password consisting of small and capital letters, numbers and special characters.**

Note:

- Leave other fields as Default if you are unsure as changes to these may affect how the user send and receive mails.
- **\*Important\*** Once an account has been created, you will not be able to change the username should there be any mistakes made on it.

8. Click on '**Save**' and you are done.

