## 2013

**Nex Venture** 

**Nex Venture Techsupport** 

## **POSTMASTER GUIDE**

## **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)
- 3. Login with the postmaster account (e.g. postmaster@mydomain.com) provided.



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

Firefox Vusers - mydomain.com - Smarte	rMail +			
<ul><li>€</li></ul>				
SmarterMail Professional 7.1	6			
Settings	Users			
New -	New Edit Delete Reindex			
Wy Settings	Username *	Display Name		
Cor General Settings	🔽 🔔 demo	demo		
Aliases	🗐 🚨 postmaster	postmaster		
Trusted Senders				
Signatures				
Filtering				
Mailing Lists     Advanced Settings				
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- 5. Go to **Domain Settings** > **Users**.
- 6. Click on 'New'



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Firefox     SmarterMail       Image: SmarterMail     +   SmarterMail Professional 7.1				
Settings New	Save       8         User       Webmail       Compose       Forwarding       Plus Addressing       Service Access         Username       user       7         Password       7         Display Name       user         Reply-To Email Address       7         Time Zone       (GMT-08:00) Kuala Lumpur, Singapore         Mailbox Size Limit       25000       MB (0 = unlimited)         Disable user       Enable domain administrator access         Disable password changes       Ø Enable POP retrieval         Ø Enable outgoing mail signing			

7.	ill 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	
	*Consular account constation of		

\*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.

