




## General Information

Domain Administrators have the permissions necessary to add/delete/change email users in their domain.

### Step 1.

Log in to Web Admin - <http://mail.domain.k12.ok.us/admin>

Be sure and login using your fully qualified administrator email address provided to you by NewNet 66.

 **IceWarp<sup>®</sup> Server**  
Unified Communications

User logged out.

Email Address:

Password:

Encrypted login:

Language:

## Step 2.

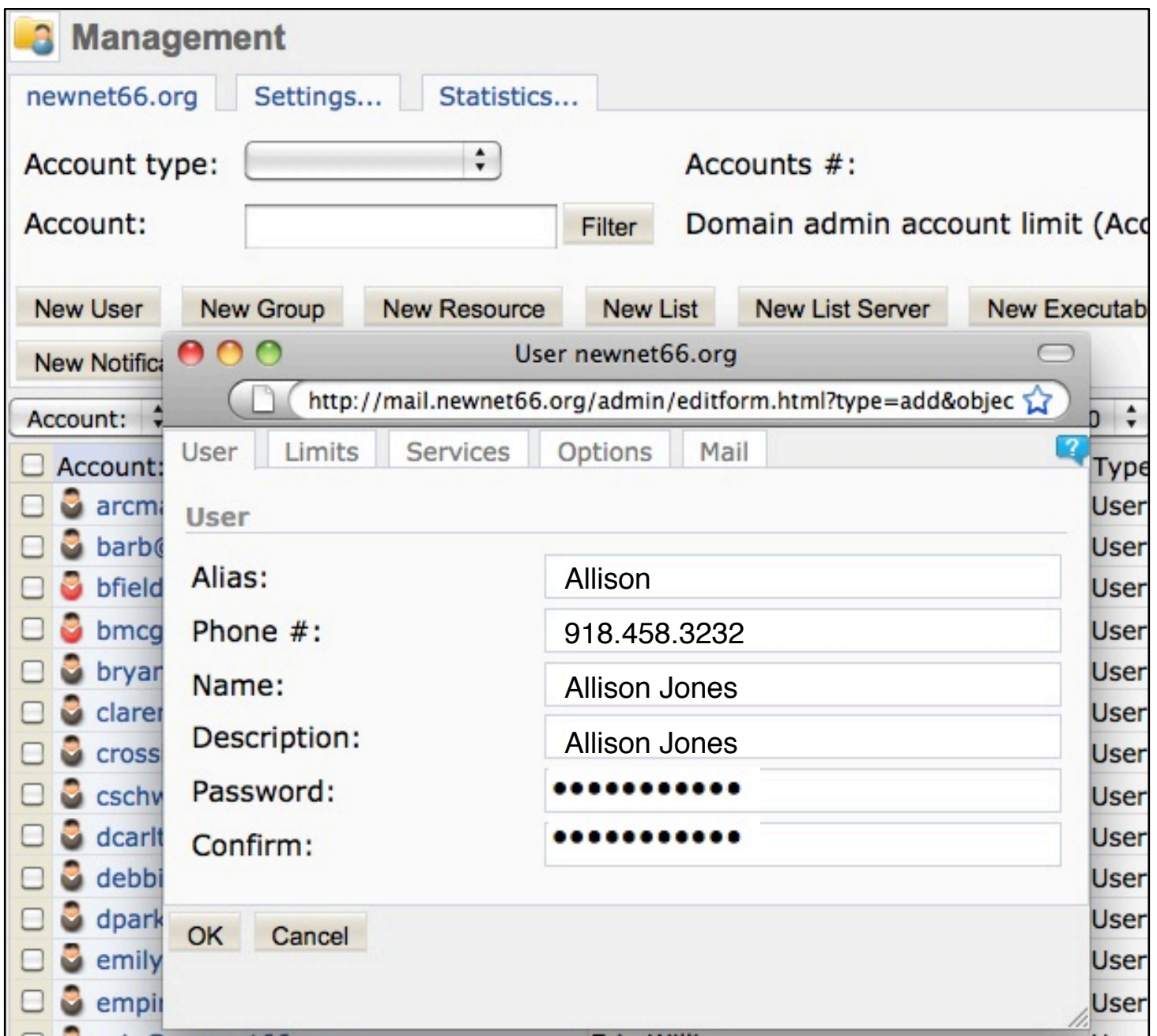
Select "Management" > "New User tab" > then "User tab" in the pop up window.

Fill in the appropriate values following the example below then click OK.

Note the password policy:

8 characters in length, 1 capitol letter, 1 number, 1 special character.

(special character examples are : ! # \$ % ^)



The screenshot displays the 'Management' interface for 'newnet66.org'. A modal dialog box titled 'User newnet66.org' is open, showing the 'User' tab. The dialog contains the following fields and values:

- Alias: Allison
- Phone #: 918.458.3232
- Name: Allison Jones
- Description: Allison Jones
- Password: [masked with 8 dots]
- Confirm: [masked with 8 dots]

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background interface shows a list of existing users on the left and navigation tabs at the top: 'New User', 'New Group', 'New Resource', 'New List', 'New List Server', and 'New Executable'.



Field	Description
Alias	<p>A unique identifier for the account within this domain. This alias becomes part of the Users email address.</p> <p>Example: Entering an Alias of Support into Domain <u>Mydomain.com</u> would give this User an email address of Support@MyDomain.com</p> <p>Multiple aliases can be used by separating them with semi-colon:</p> <p>e.g. support;help;bugs;info - meaning that messages to any of these accounts will be delivered to this one mailbox.</p>
Phone #	<p>Here you can enter the number for the User's unique SIP phone, if he has one.</p> <p>Multiple phone numbers are supported, delimited with semi-colons.</p>
Username	<p>This is the IceWarp Server identification name of the mailbox, which is used for authenticating access to IceWarp Server services.</p> <p>It is usually the same as the Alias of the account, but does not have to be.</p>
Name	<p>The Users real name or an identifier of the account.</p>
Description	<p>Enter account description</p>
Password	<p>The password for the mailbox.</p>
Confirm	<p>This field is automatically completed as you complete the Password field. If you wish to confirm your password you should over-type this field with your password again. If there is a mismatch IceWarp Server will inform you.</p>

Definitions for each field are listed here.