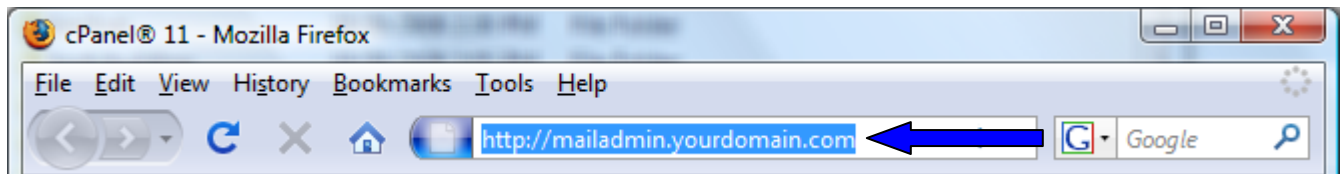




Untra Mail Admin New Forwarder Tutorial

1. To begin, open your favorite internet browser. Untra recommends using either Microsoft Internet Explorer or Mozilla Firefox.
2. Type in the domain name of your website preceded with “mailadmin.” and you will be forwarded to the new Mail Admin system. Please see the image below:



3. You will then be prompted with a password dialog box:
 - a. Please enter your username in the correct box (see the image below).

A screenshot of the UNTRA login and password reset interface. The header features the UNTRA logo and the tagline "Linking intelligence to a networked world." Below the header, there are two sections: "Login" and "Password Reset". The "Login" section has a "Username" field with the text "username" and a "Password" field with six dots. A "Login" button is positioned below these fields. The "Password Reset" section has a "Username" field and a "Reset" button below it. At the bottom of the interface, it says "Powered by UNTRA" with the UNTRA logo.

- b. Please enter the password provided to you in the welcome email.



- Once you have logged in you will be automatically taken into the Mail Admin Panel. To create a new forwarder, click on the “Forwarders” option in the Mail section (Please see picture below).



- This will take you to the page pictured below. Here, you can manage existing forwarders or create a new one. To add a new account, click the Add Forwarder Button.





- The page that comes up is pictured below. In the Address to Forward box, enter the name that you'd like to forward and select the domain that you'd like to use. Under Destination, choose "Forward to email address:" and enter the email address you'd like to forward to and hit enter.

Add a new Forwarder

Address

Address to Forward: @ ▾

Destination

Forward to email address:

Discard with error to sender (at SMTP time)

Failure Message (seen by sender):

- In this case, forwarder@yourdomain.com will copy all messages to your@otheremail.com. You can setup a forwarder on a regular email account as well to copy incoming messages to another account.

- Congratulations, you have now setup an email forwarder!

If you experience any technical difficulties, please contact Untra Corporation via email at support@untra.com or call **215.873.0800 for assistance.**