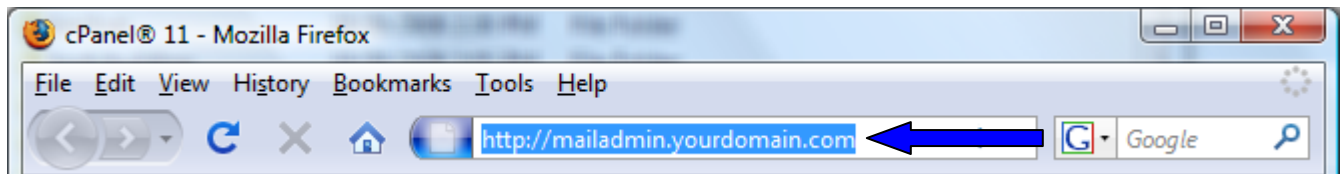




Untra Mail Admin Login Tutorial

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 Mail Admin login page. The page has a red header with the UNTRA logo and the tagline "Linking intelligence to a networked world." Below the header, there are two main sections: "Login" and "Password Reset". The "Login" section has a "Username" field with the text "username" and a "Password" field with six dots. Below these fields is a "Login" button. The "Password Reset" section has a "Username" field and a "Reset" button. At the bottom of the page, it says "Powered by UNTRA".

- 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. (Please see picture below)



- Congratulations! You are now fully logged in and can manage your email accounts and forwarders!

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

