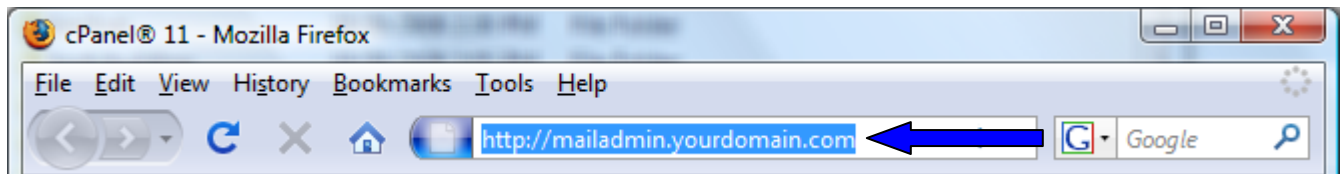




# Untra Mail Admin New Email Account Tutorial

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 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" 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 email account, click on the “Email Accounts” option in the Mail section (Please see picture below).





- This will take you to the page pictured below. Here, you can manage existing accounts or create a new one. To add a new account, enter the new email and password twice. Enter the amount of space allotted in the quota section and hit create.


### Email Accounts

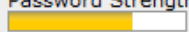
In this area, you can manage the email accounts associated with your domain(s). Select an email for from the drop list at the top of this page.




#### Add a New Email Account

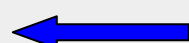
Email:   @  

Password:  

Password Strength:  
  
Strong (70/100)

Password (Again):  

Mailbox quota (optional):  MB





6. Congratulations, you have now setup a new email account! To access this account using Untra Webmail Services v1.0, visit <https://webmail.untrahost.com>.

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