Email Settings

- Adding a New User

Adding a New User

1. Go to the Administration Screen @ https://mail.maticmedia.co.uk:7071

   > This will only work inside the building on the VPN network

2. Go to Manage from the left hand menu
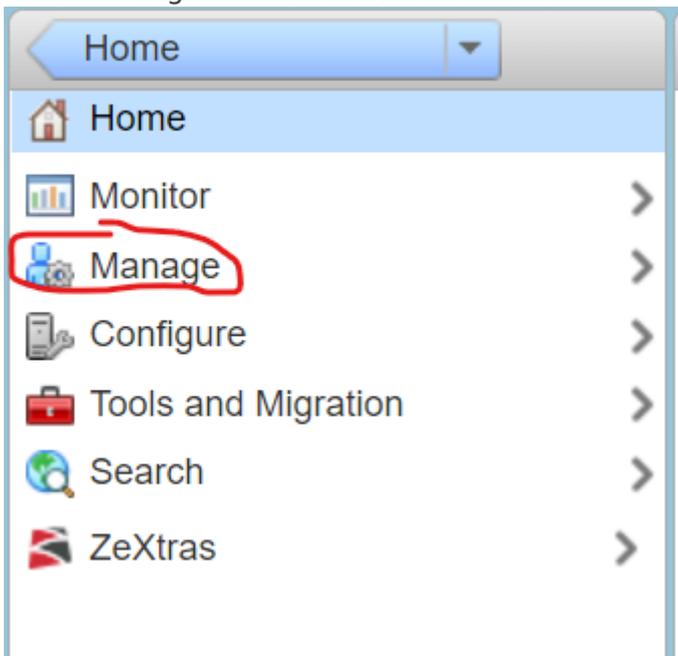
3. Click on the Cog at the top right and then Click New
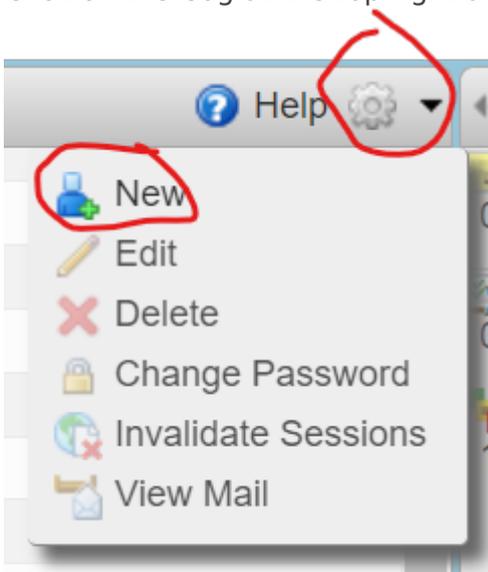
4. Enter the following details....

Email:	user.name

Domain:	maticmedia.co.uk or graphicwarehouse.co.uk
First Name:	User
Surname:	Name
Display Name:	User Name (Company Name in Brackets)

5. Click Finish

6. Right Click the new user on the list and Click "Change Password" and Click "Must Change Password"
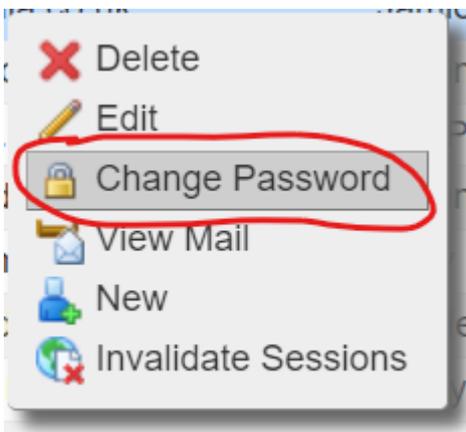
7. Enter the passowrd and click "OK"

Change Password (jamie@maticmedia.co.uk)

Password:

Confirm password:

☐ Must change password

Help   Cancel   OK