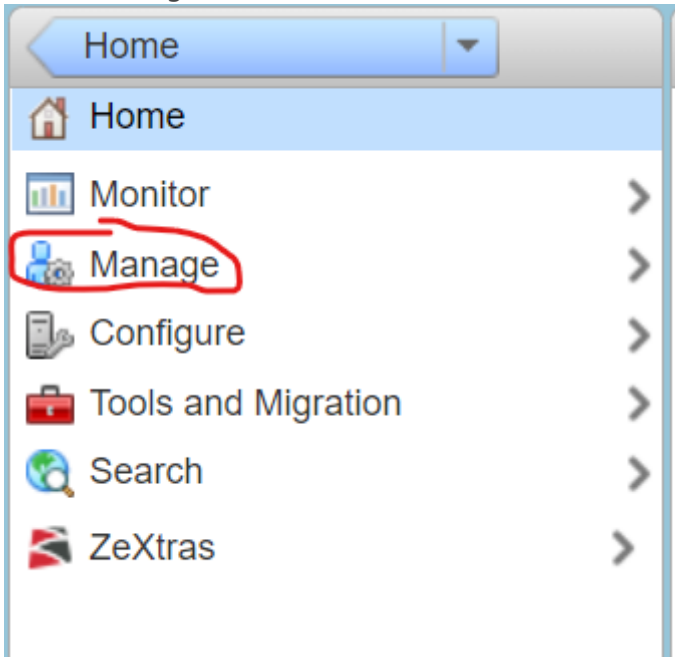


# Adding a New User

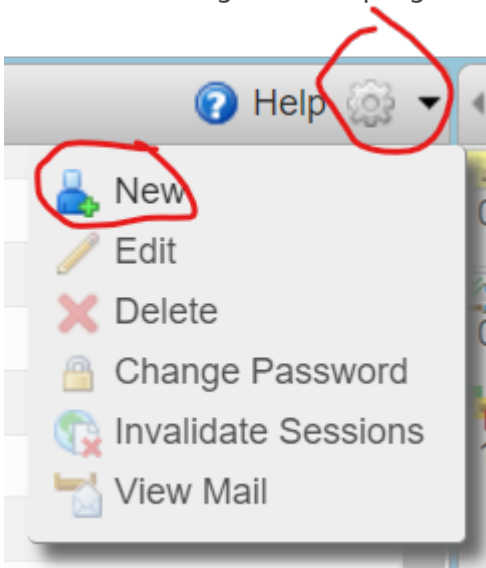
1. Go to the Administration Screen @ <https://mail.maticmedia.co.uk:7071>

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

**New Account**

**General Information**

— **Account Name** —

Account name:  @

First name:

Middle initial:

Last name:

Display name:  ☐ auto

☐ Hide in GAL

— **Account Setup** —

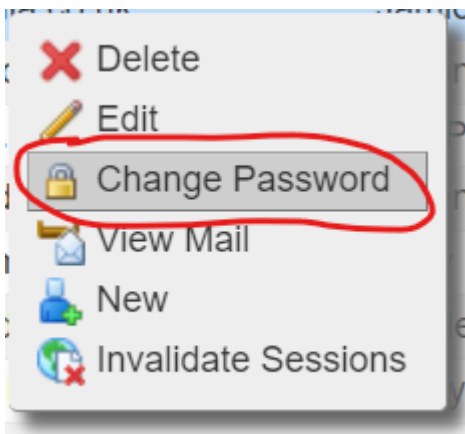
Status:

Class of Service:  ☒ auto

☐ Global Administrator

Server:  ☒ auto

5. Click Finish
6. Right Click the new user on the list and Click "Change Password" and Click "Must Change Password"



7. Enter the password and click "OK"

**Change Password (jamie@maticmedia.co.uk)**

Password:

Confirm password:

☐ Must change password

Help Cancel OK

Revision #2

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