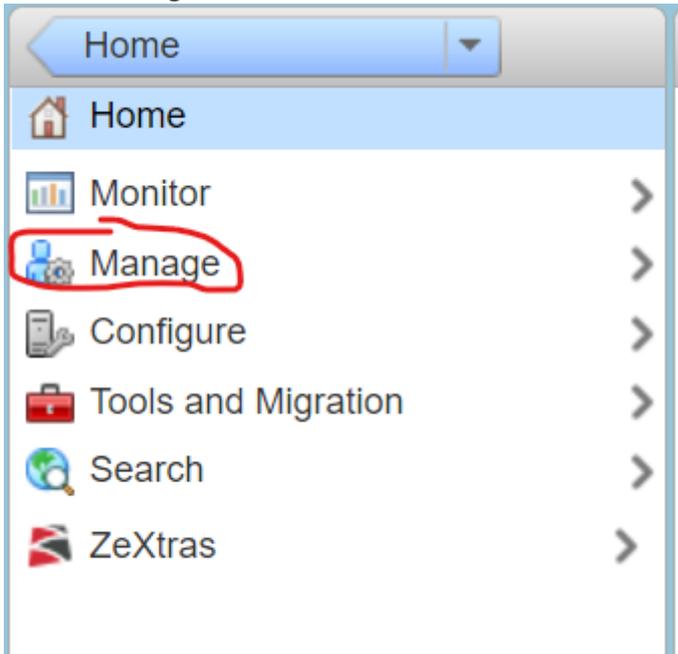


Adding a New User

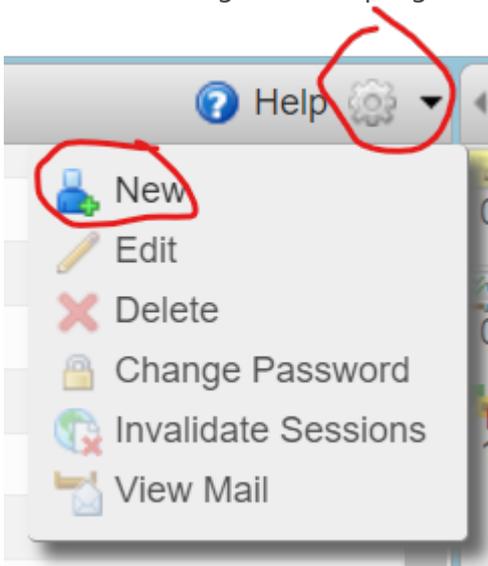
1. Go to the Administration Screen @ <https://mail.maticmedia.co.uk:7071>

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

New Account

General Information

- Contact Information
- Aliases
- Member Of
- Forwarding
- Features
- Preferences
- Themes
- Zimlets
- Advanced

Account Name

Account name: new.user @ maticmedia.co.uk

First name: New

Middle initial:

Last name: User

Display name: New User (Matic Media) auto

Hide in GAL

Account Setup

Status: Active

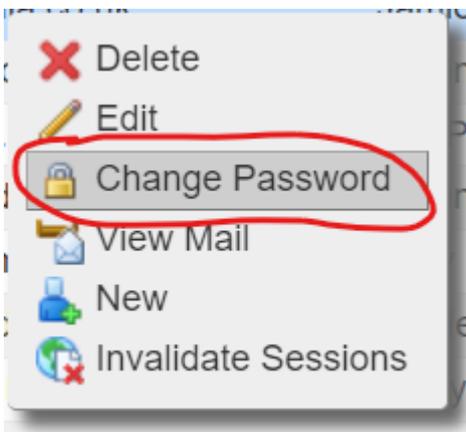
Class of Service: auto

Global Administrator

Server: auto

Buttons: Help, Cancel, Previous, Next, **Finish**

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

Created 13 June 2022 12:53:05 by Admin

Updated 13 June 2022 13:06:01 by Admin