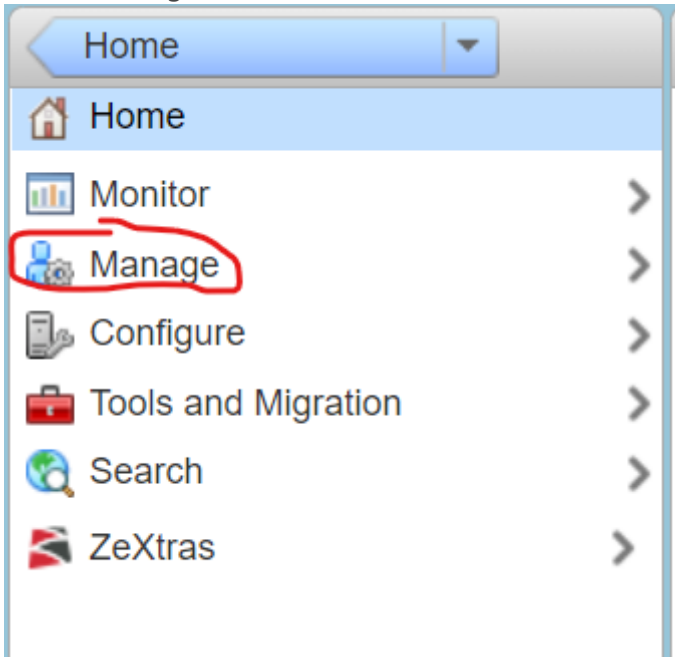


# Adding a New User

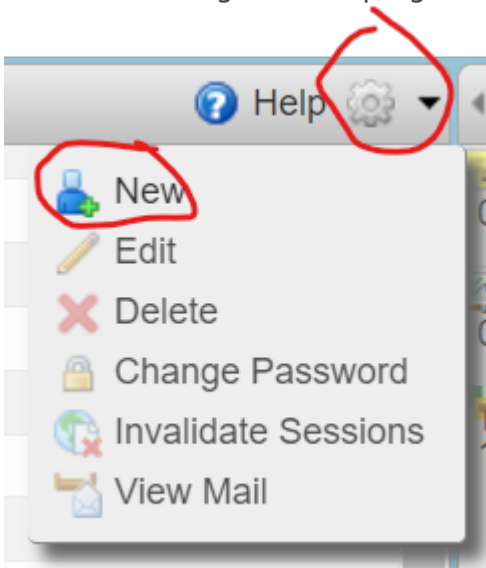
1. Go to the Administration Screen @ <https://mail.maticmedia.co.uk:7071>

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....

<b>Email:</b>	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: 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

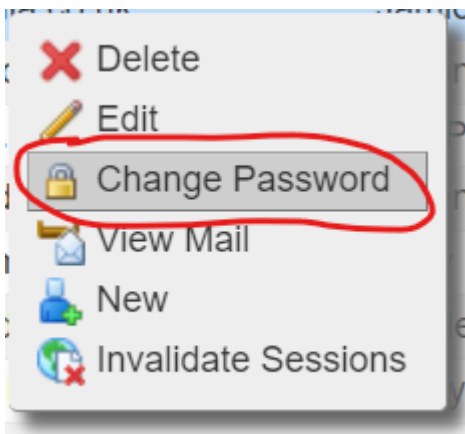
Class of Service: ☒ auto

☐ Global Administrator

Server: ☒ auto

Help Cancel Previous Next **Finish**

- Click Finish
- 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

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Revision #2

Created 13 June 2022 12:53:05 by Admin

Updated 13 June 2022 13:06:01 by Admin