

Quick Start Guide

Your New Email Account





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This guide will walk you through settings up mailboxes, email addresses, and mail groups. If you have already configured your email account and wish to start using it, please go to page 7 for our guide to WebMail

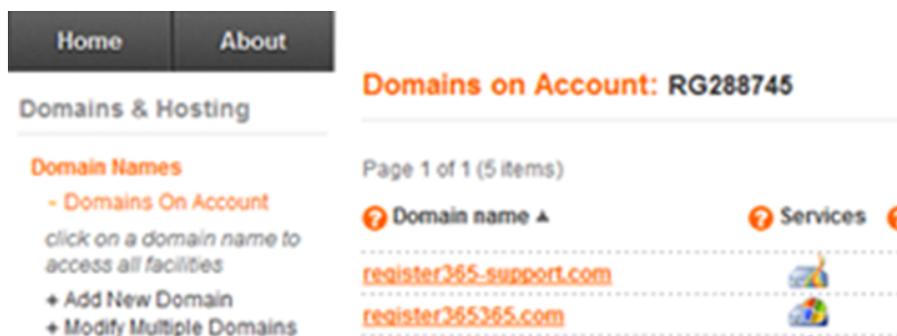
Adding a new email account

With each email package you will have a different quota of email users, you can add more email users to your account from within your Online Control Panel.

- Firstly, login to your Online Control Panel at <https://admin.register365.com/>
- Once logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- In the middle of your screen you will see a list of the domains available on your account – select the domain on which you wish to setup a new email user.



- Back on the left select the option 'Email & FTP' or 'Email settings'.
- You will need to use 'Email settings' if you have an email only package.



- On the next page you will see a list of users that have already been created; to add a new user, select the option 'Add User/Mailbox'.



Now we can create the new mailbox

- The first thing to create is the username. The format we use for usernames is:-

domainname.ext_name

In our example you can see we have created the Username:

register365support.com_newuser

- Next enter a password for this Username.

Passwords need to be at least 8 characters long containing at least 1 number and 1 letter.

- Finally we will need to enter an email alias. An email alias is the prefix to the email address.

For example, in our example we entered 'newbie' as the email alias so the email address is 'newbie@register365support.com'

If we were to also enter 'edward' into this box then 'edward@register365support.com'

would be delivered to this mailbox as well and collected using this Username and password.

- Once you are happy with your settings please click **save**.

Add User: register365support.com

Login settings

Username *	register365support.com	newuser
Full name	<input type="text"/>	
Password *	<input type="password"/>	
Confirm password *	<input type="password"/>	
Password strength	Weak Medium Strong BEST	

* These items are required

Email settings

Email aliases	newbie
IMAP enabled?	<input checked="" type="radio"/> No <input type="radio"/> Yes

FTP settings

FTP enabled?	<input checked="" type="radio"/> No <input type="radio"/> Yes
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CANCEL

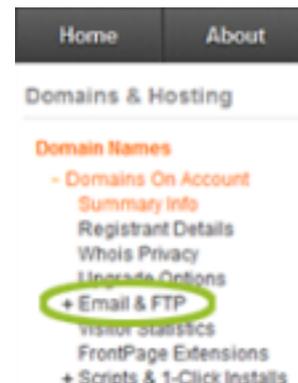
SAVE

Adding a new email address

Once you have added a mail user you may wish to add more email addresses.

- To do this, go back into 'Email & FTP'.
- And select 'Add email address' from the next screen
- In the **Email address** field please enter the new email address.
- You can then select a mailbox username from the drop down list which will be where these emails will be delivered.

- As well as this you can enter a Forwarding address. You can configure your email address to automatically send a copy to any external address. This may be useful to you for backup or access purposes.
- Once you are happy with your settings click on **save**.



Add Email Address: register365support.com

Email address details

Form for adding an email address for register365support.com. The fields are:

- Email address: [] @ register365support.com
- Destination(s): []
- Mailbox: (none)
- Forwarding address: []
- or/ blackhole? No Yes

Buttons: CANCEL, SAVE

Email address details

Form for adding an email address for namescotraining.co.uk. The fields are:

- Email address: edward @ namescotraining.co.uk
- Destination(s): []
- Mailbox: (none)
- Forwarding address: []
- or/ blackhole? No Yes

The Mailbox dropdown menu is open, showing options: (none), namescotraining.co.uk, namescotraining.co.uk_ftp, namescotraining.co.uk_twitter, and namescotraining.co.uk_web. The 'SAVE' button is highlighted with a yellow box.

Buttons: CANCEL, SAVE



Adding a mail group

If you wish to have an email address that delivers to more than one mailbox, then you will need to use a 'Mail Group'.

For example if you have an address:-

sales@namescotraining.co.uk,

which needs to be delivered to a sales team then a 'Mail Group' will deliver the emails to all members of the group.

- To do this, go back into '**Email & FTP**'.
- Select '**Add Mail Group**'.

Name	Address (..@register365support.com)	Recipients
(none)	(none)	(none)

ADD MAIL GROUP +

- First give the group a name; this is for your reference only.
- Next enter the group address, in this example we have used sales.
- Then enter the recipients, these can be mailbox names such as:-

register365support.com_newuser

or external addresses such as:-

register365@gmail.com

- Once you are happy with your settings click '**Save**'.

Add Mail Group: register365support.com

New mail group details

Group name: Sales North West

Group address: Sales.nw @register365support.com

Recipients: register365support.com_newuser, register365@gmail.com

CANCEL **SAVE**

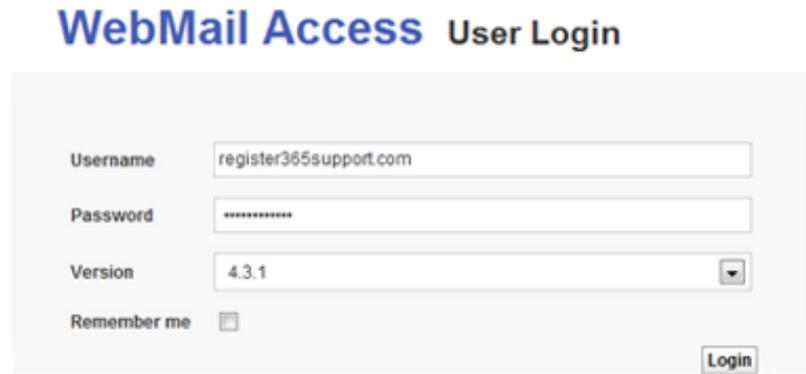


How to check your emails

You can check your emails either through our powerful WebMail service, or if you wish you can use a program such as MS Outlook, Thunderbird, or Mac Mail etc...

WebMail

- To access WebMail please browse to <http://webmail.register365.com/>
- Enter your username, as you have created when the mail box was added.
- Enter the password you set.



Collecting mail via a mail client

Once you have your email package configured, you may opt to collect email in to a mail client such as Microsoft Outlook or Mac Mail. Connecting a mail client to your email account is a fairly simple process.

POP3 Settings

To connect your E-mail account to any mail client requires 3 essential pieces of information, which are:-

- ✓ **Incoming Server/Host Name:-** pop3.reg365.net
- ✓ **Username:-** this will be in the format of *yourdomain.ie* or *youdomain.ie_username*
- ✓ **Password:-** as you have set

SMTP Settings

In order to send email from your mail client, you will need to enter an outgoing mail (SMTP) server as well. This would normally be provided by your Internet Service Provider (ISP). However, if your ISP is unable to provide you with an outgoing mail server, or you would like to use your email account on a mobile device which will not be using your internet connection, you can purchase an SMTP service from Register365.

To upgrade to use the Register365 outgoing mail service, follow the guide on the following page called 'How do I upgrade my services' – selecting 'Authenticated SMTP' within the 'Additional Features' section.

Extra packages

Additional features

- Authenticated SMTP Access [What's this and do I need it?](#)

Looking for assistance with setting up your mail client?

We have a number of guides in our support centre to assist with the setup of many popular mail clients. To find a guide for your mail client, please visit <http://www.register365.com/knowledge/>



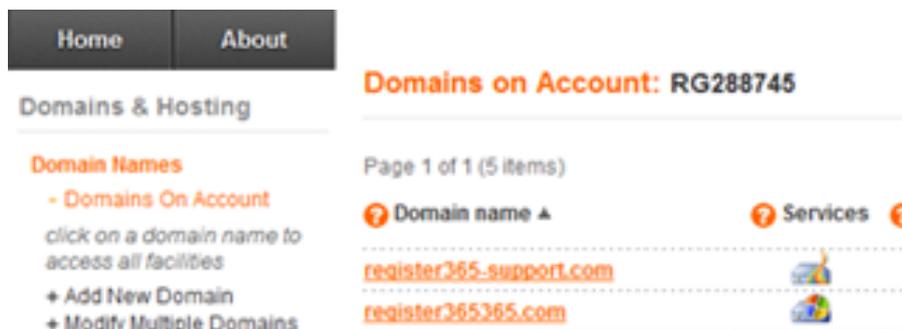
How do I upgrade my services?

- As before, you will need to login to your Online Control Panel at <https://admin.register365.com>

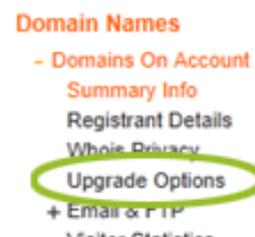
- Once logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- In the middle of your screen you will see a list of the domains available on your account – select the domain to which you would like to add services.



- From the left menu of the Online Control Panel, select 'Upgrade Options'



- You will now see the available options for services which can be added to your domain.

Ecommerce packages	
Description	Price
<input type="radio"/> Ecommerce Starter more info	€99.90/yr
<input type="radio"/> Ecommerce Professional more info	€149.94/yr
<input type="radio"/> Ecommerce Premium more info	€299.94/yr
<input type="radio"/> Ecommerce Platinum more info	€359.94/yr

- Select the product you would like to purchase, and then select 'Upgrade' at the bottom of the screen.

Extra packages	
Additional features	Price
<input checked="" type="checkbox"/> Authenticated SMTP Access What's this and do I need it?	€15.99/yr

- All that's left to do now is process payment for the selected products and away you go!

