

How to... Set up and view your email in your hosting package

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1. How to.... Add a mailbox to a hosting package

Once logged in, click on the 'Hosting' tab to show your account/s:

You'll be able to see your services

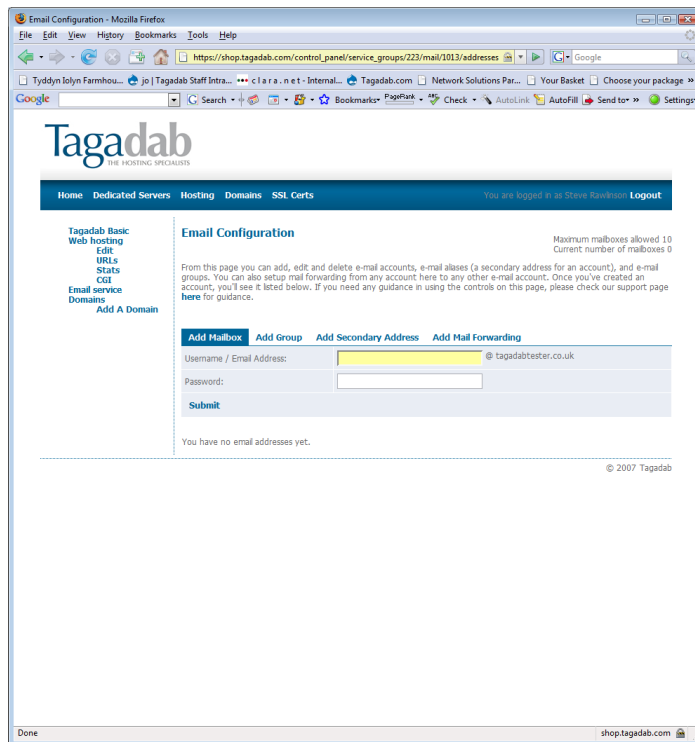


From here select the 'settings' option located next to your domain name:



Here you'll be shown the current settings of your domain.

To enter your email section, simply click of 'Email service' in the left navigation bar:

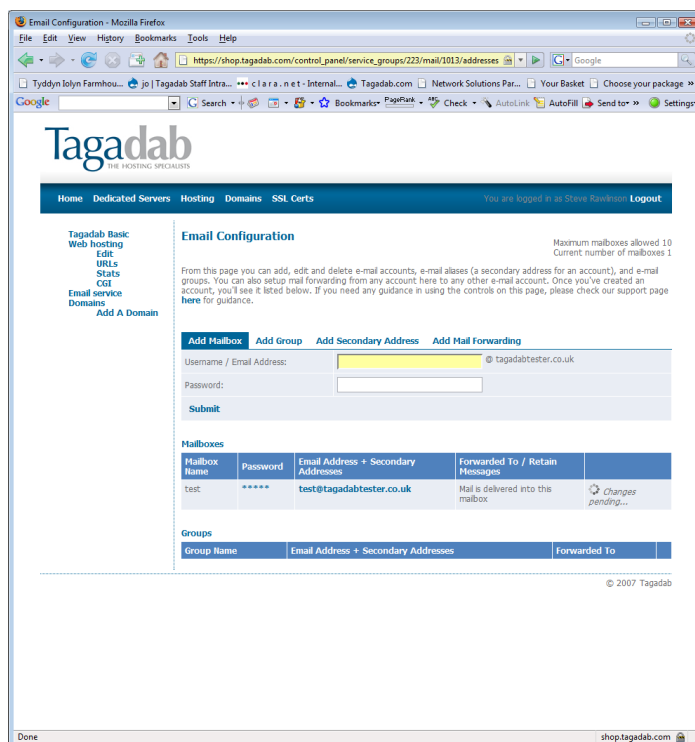


This will show you all the email options you have.

To add a mailbox, ensure the 'Add Mailbox' icon is selected by clicking on it and simply enter in the details requested.

Remember, the username will become the email address and mail directed to this mailbox (username) will by default be delivered in to the email address of the same name.

Once you've selected your username/email address and password, select 'Submit' to make the change:

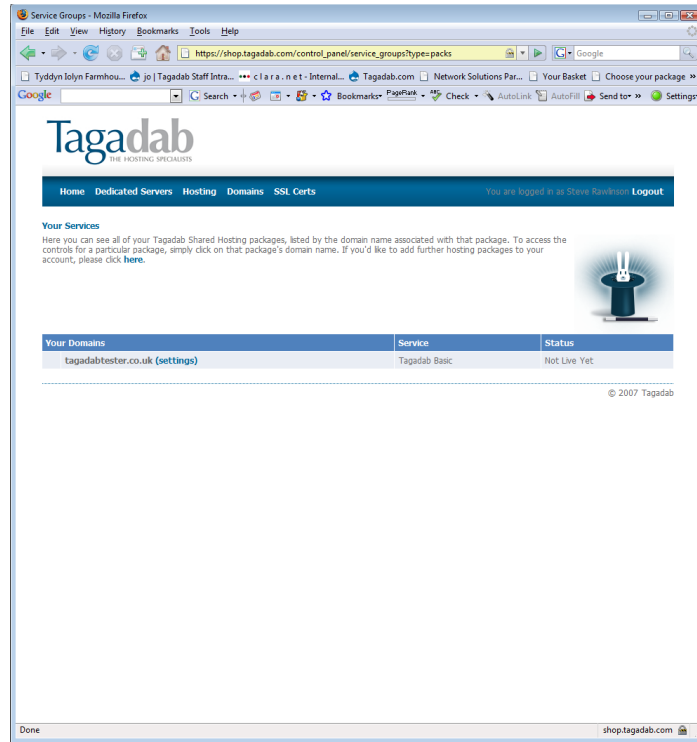


Whilst our system uploads your request a 'changes pending' status will be shown in italic. Once the change has been made, the text will read '[Edit Mailbox](#) [Delete mailbox](#) [View mail](#)' in bold. Your mailbox is now set up and you can start using it!

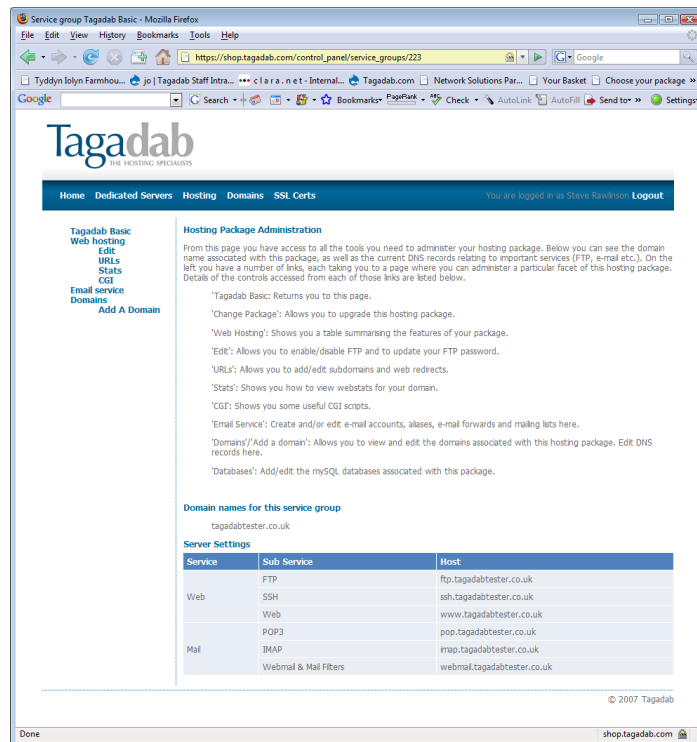
2. How to.... Add a Group to a hosting package

Once logged in, click on the 'Hosting' tab to show your account/s:

You'll be able to see your services



From here select the 'settings' option located next to your domain name:



Here you'll be shown the current settings of your domain.

To enter your email section, simply click of 'Email service' in the left navigation bar:

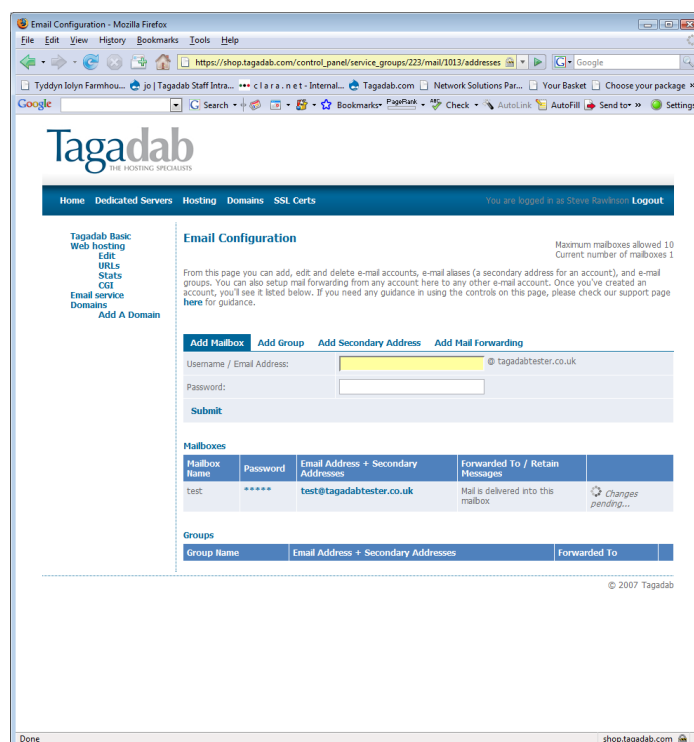


This will show you all the email options you have.

To add a group, ensure the 'Add Group' icon is selected by clicking on it and simply enter in the details requested.

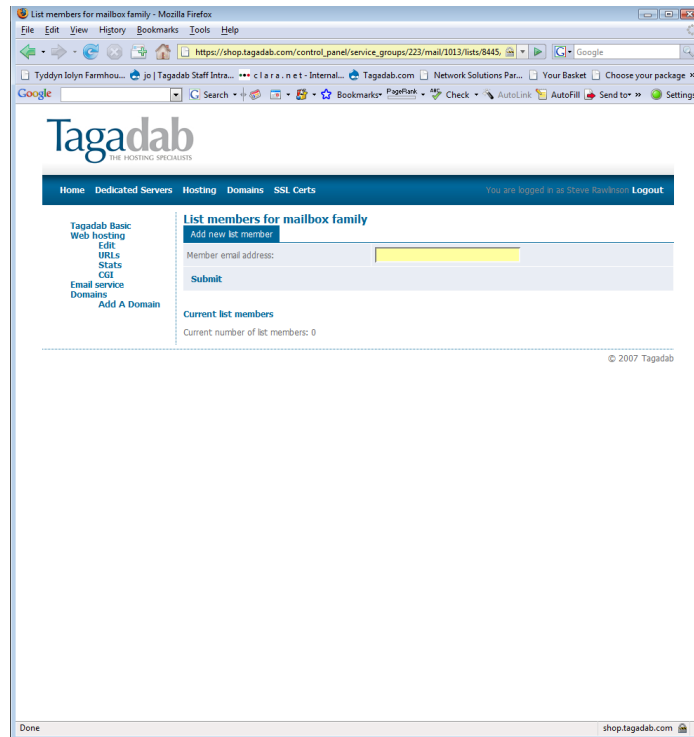
Remember, the username will become the email address of this group. However, because the group is not a mailbox, you must add list members who will receive any emails sent using this address (we will cover this below).

Once you've selected your username/email address and password, select 'Submit' to make the change:

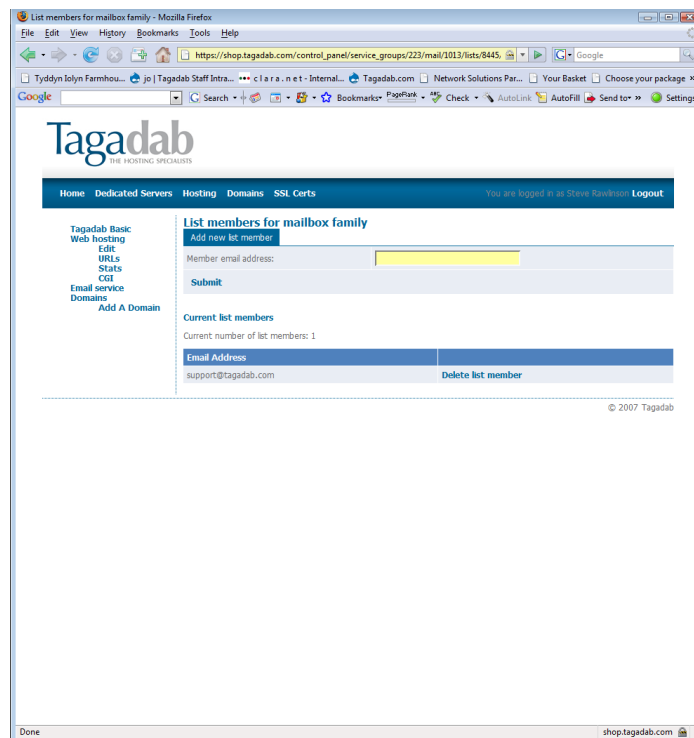


Whilst our system uploads your request a 'changes pending' status will be shown in italic. Once the change has been made, the text will read '[Add & Edit members Delete Group](#)' in bold.

Once your group is set up, you may now [“Add & Edit members”](#). You must do this to allow mail sent to your newly created group to be sent somewhere. Click [‘Add & Edit members’](#):



Here you can enter any email address, hosting with any other provider to allow them to see mail that has been sent to your new group. Once you have entered the desired email address, click 'Submit' and this email address will be added:



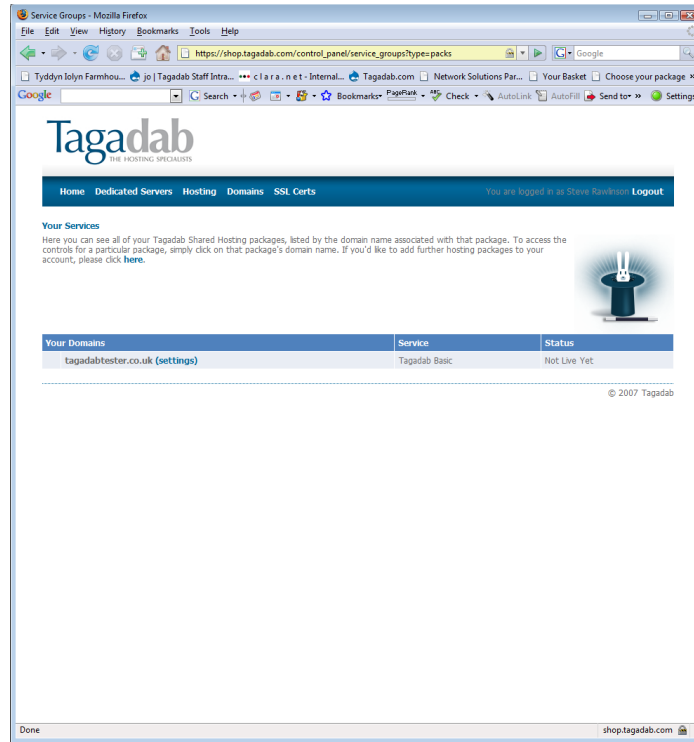
Now the 'member for the mailbox family' you have just submitted will receive emails sent to the 'group' username/email address you previously set up.

Keep adding 'list members' until all email addresses you wish to receive emails sent to your 'group' address have been completed.

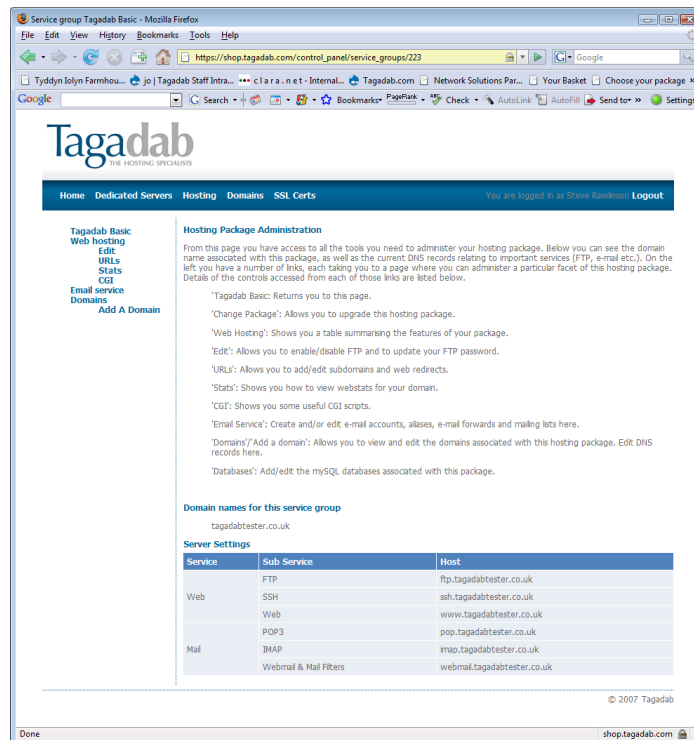
3. How to.... Add a Secondary Address to a hosting package

Once logged in, click on the 'Hosting' tab to show your account/s:

You'll be able to see your services



From here select the 'settings' option located next to your domain name:



Here you'll be shown the current settings of your domain.

To enter your email section, simply click of 'Email service' in the left navigation bar:

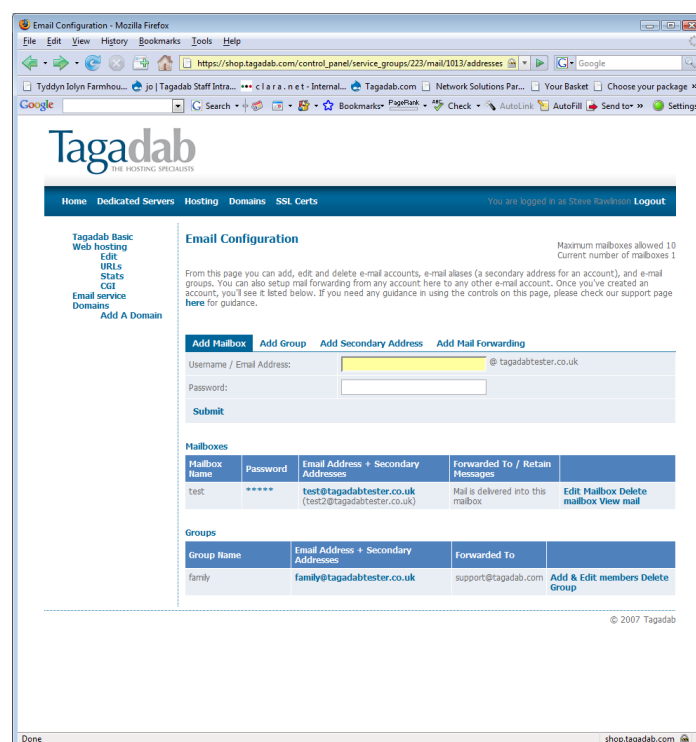


This will show you all the email options you have.

To add a group, ensure the 'Add Secondary Address' icon is selected by clicking on it and simply enter in the details requested.

Remember, the alias/email address will become the email address of this alias. However, because this alias is not a mailbox, you must ensure the 'Deliver mail to' selects the 'mailbox' you have already set up. If you have not already added a mailbox, you must do this first. Please visit our 'how to... add a mailbox to a hosting package' for further information.

Once you've selected your alias /email address and password, select 'Submit' to make the change:



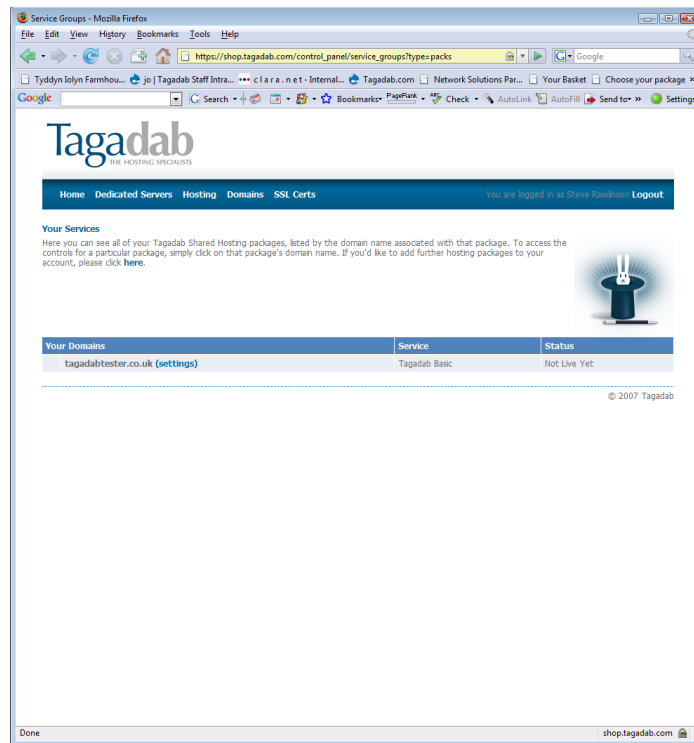
Whilst our system uploads your request a 'changes pending' status will be shown in italic. Once the change has been made, the chosen alias will appear beneath the mailbox to which it is affiliated.

Your new alias is ready to use. All email directed to this alias email address will arrive in the 'mailbox' you have specified.

4. How to.... Add Mail Forwarding to a hosting package

Once logged in, click on the 'Hosting' tab to show your account/s:

You'll be able to see your services

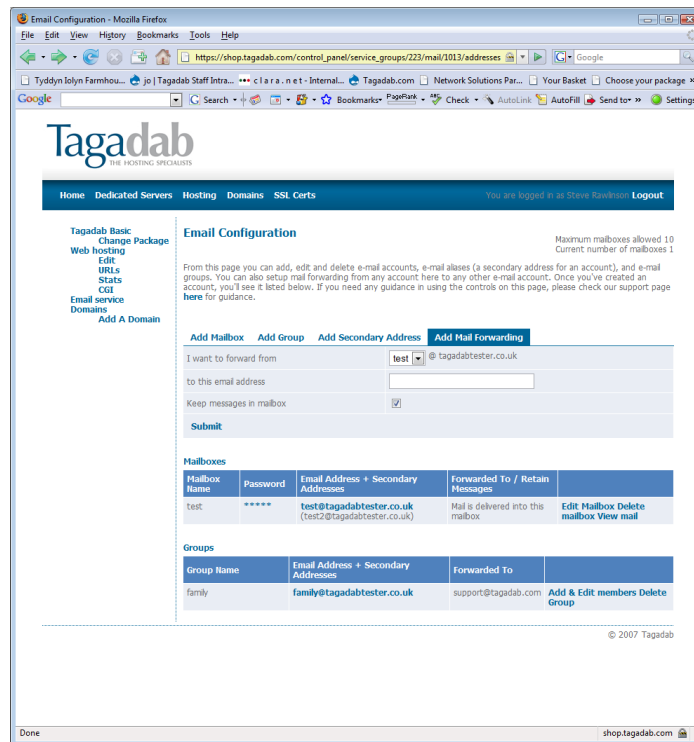


From here select the 'settings' option located next to your domain name:



Here you'll be shown the current settings of your domain.

To enter your email section, simply click of 'Email service' in the left navigation bar:

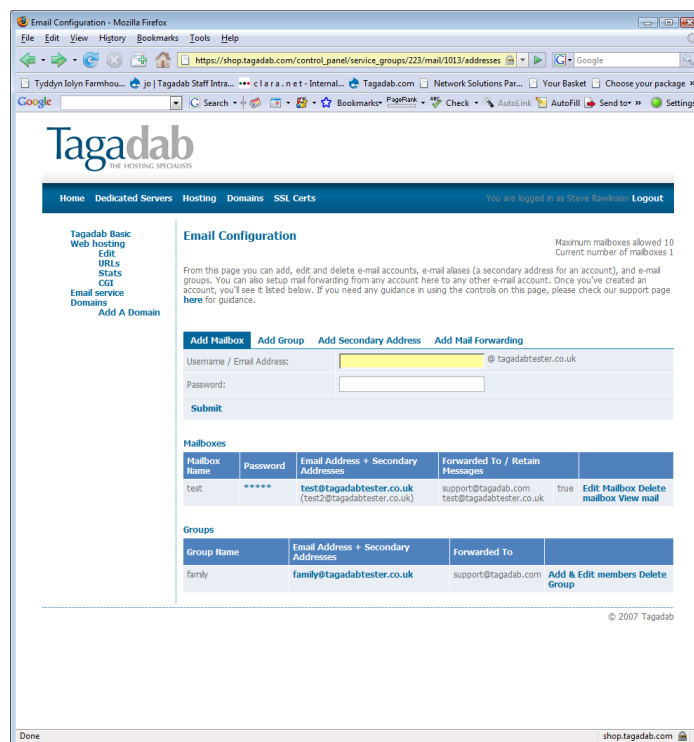


This will show you all the email options you have.

To add a group, ensure the 'Add Mail Forwarding' icon is selected by clicking on it and simply enter in the details requested.

You must select a mailbox you have already created to forward to another email address. This can be any other email address and you have the option to keep messages in your mailbox. Please be mindful of your storage limit and ensure to check and clear your mailbox out regularly to avoid any service disruption.

Once you've selected your forwarding address, select 'Submit' to make the change:



Whilst our system uploads your request a 'changes pending' status will be shown in italic. Once the change has been made, the chosen forward email address will be shown in the 'Forward to /Retain Messages' section of that mailbox.

Your new forward is ready to use. All email directed to the chosen mailbox will be forwarded to the email address mailbox' you have specified.

5. How to.... view your email from a hosting package

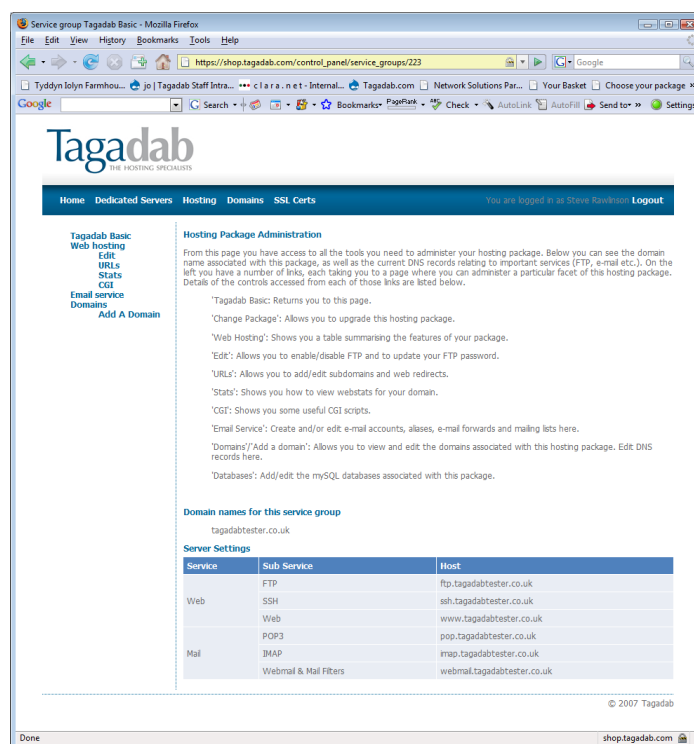
Either go to <http://webmail.<yourdomainname>.co.uk> and enter in your username (mailbox address) and password you specified when you set up this mailbox.

Or; once logged in, click on the 'Hosting' tab to show your account/s:

You'll be able to see your services

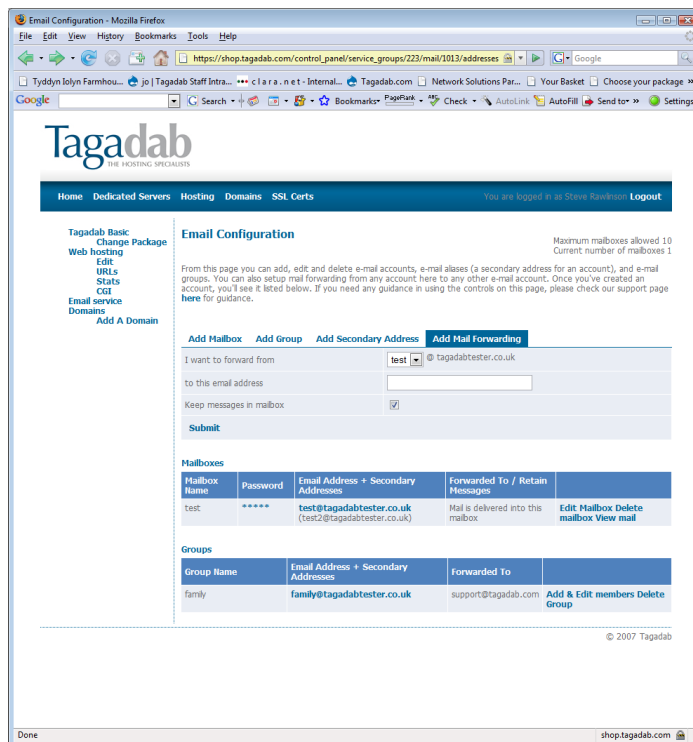


From here select the 'settings' option located next to your domain name:



Here you'll be shown the current settings of your domain.

To enter your email section, simply click of 'Email service' in the left navigation bar:

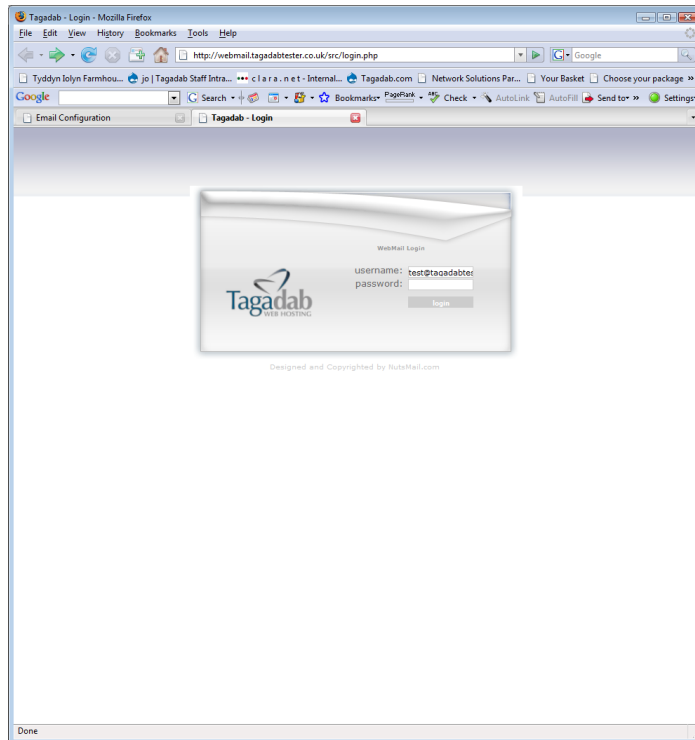


This will show you all the email options you have.

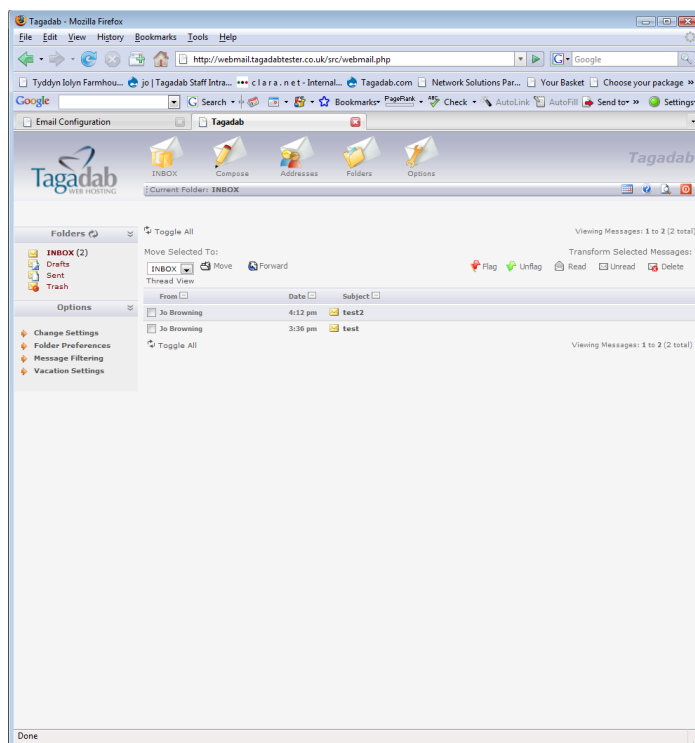
Simply click on the 'View mail' button to the right of the 'mailbox' you wish to view:

Mailbox Name	Password	Email Address + Secondary Addresses	Forwarded To / Retain Messages	
test	*****	test@tagadabtester.co.uk (test2@tagadabtester.co.uk)	Mail is delivered into this mailbox	Edit Mailbox Delete mailbox View mail

This will take you to a new window where you will be asked your username (mailbox name in full including the @domainname.co.uk part) and password:



When entered correctly, you will be taken in to your mailbox:



You're now able to view all your messages and compose your own!