

How to Create a New Account

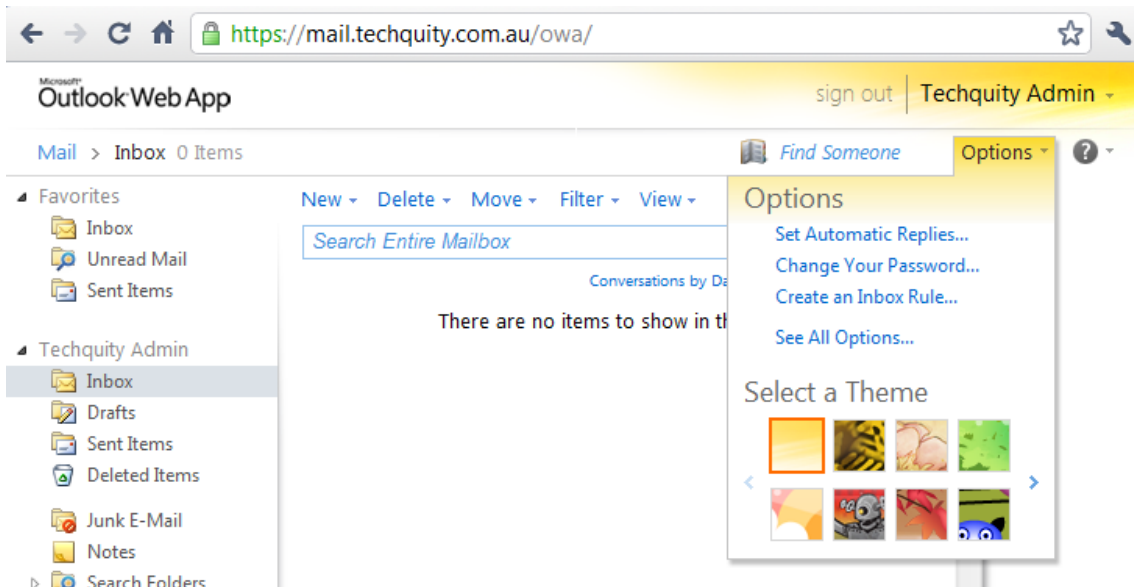
To add an account to your organisations email system:

1. Navigate your way to mail.companyname.com.au
2. Log in to your Exchange Control Panel using the administrator email account and password.

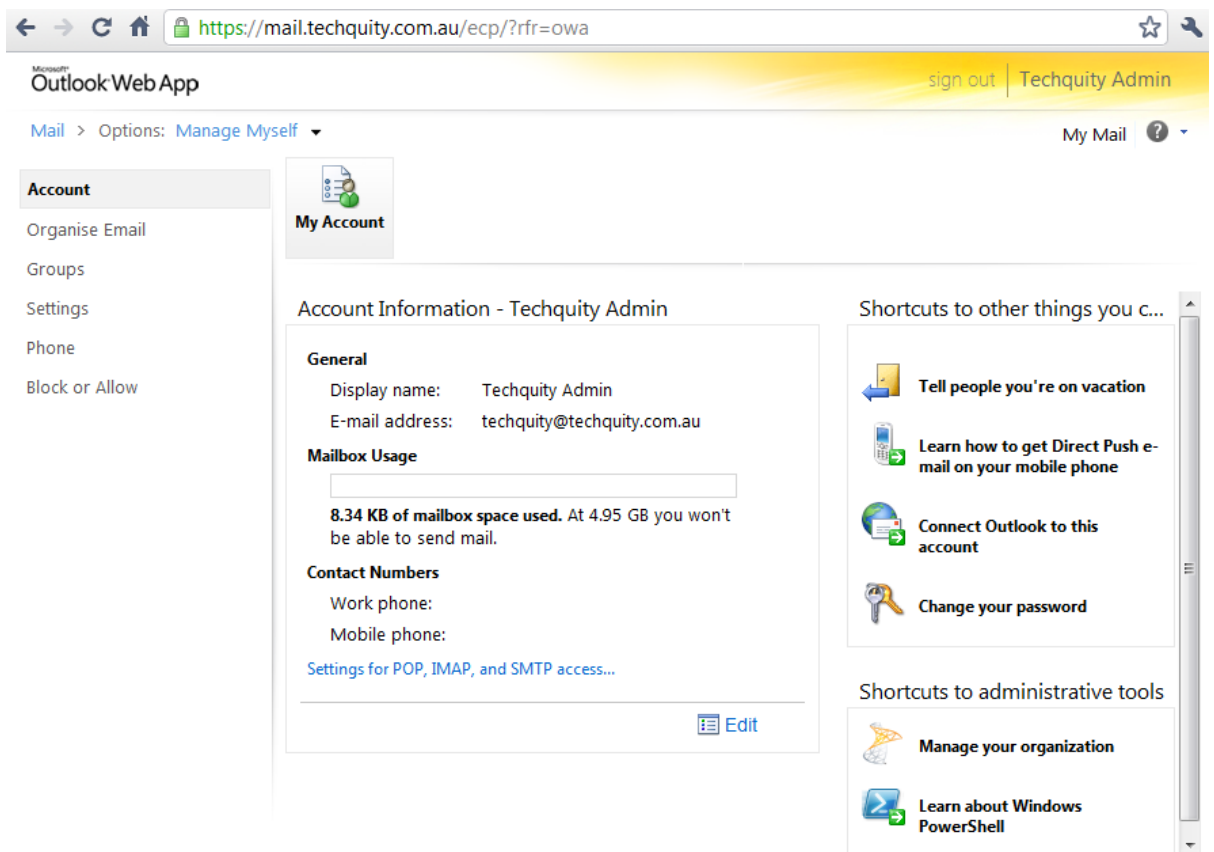


The screenshot shows the Microsoft Outlook Web App login interface. At the top left is the Microsoft logo and the text "Outlook Web App". Below this is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the security options are two input fields: "E-mail address:" containing "adminuser@companyname.com.au" and "Password:". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

- To begin using the administrator panel, click “Options” and then “See All Options...”

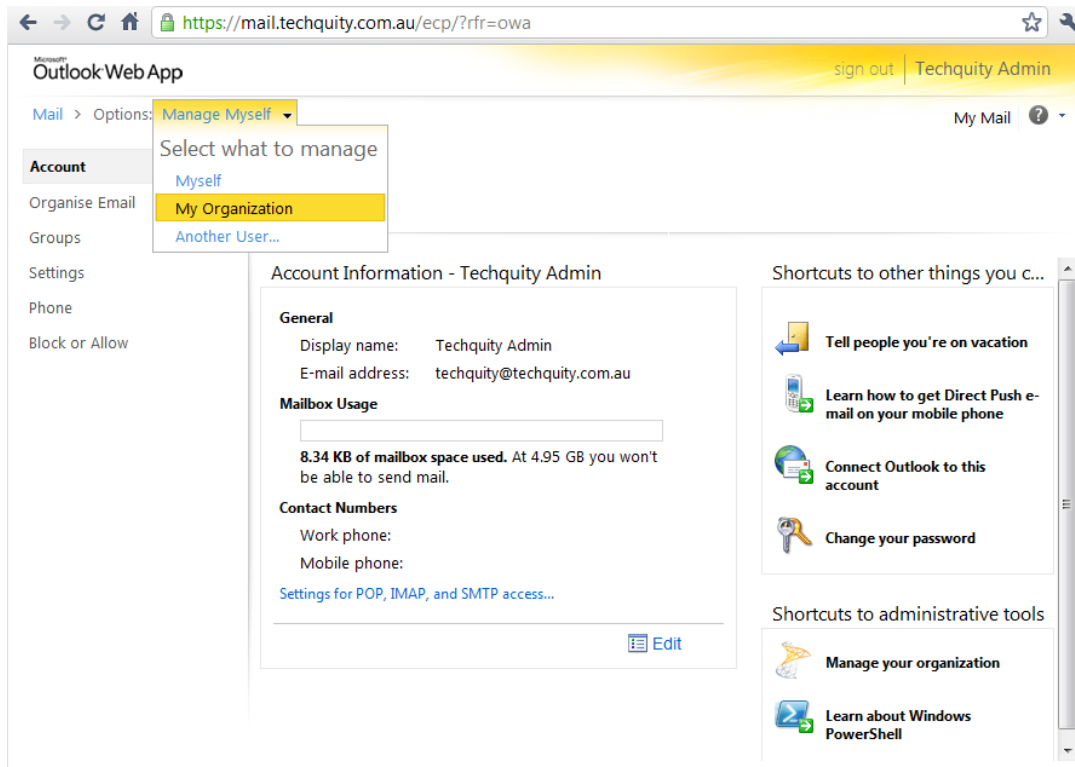


- This will then display this window:

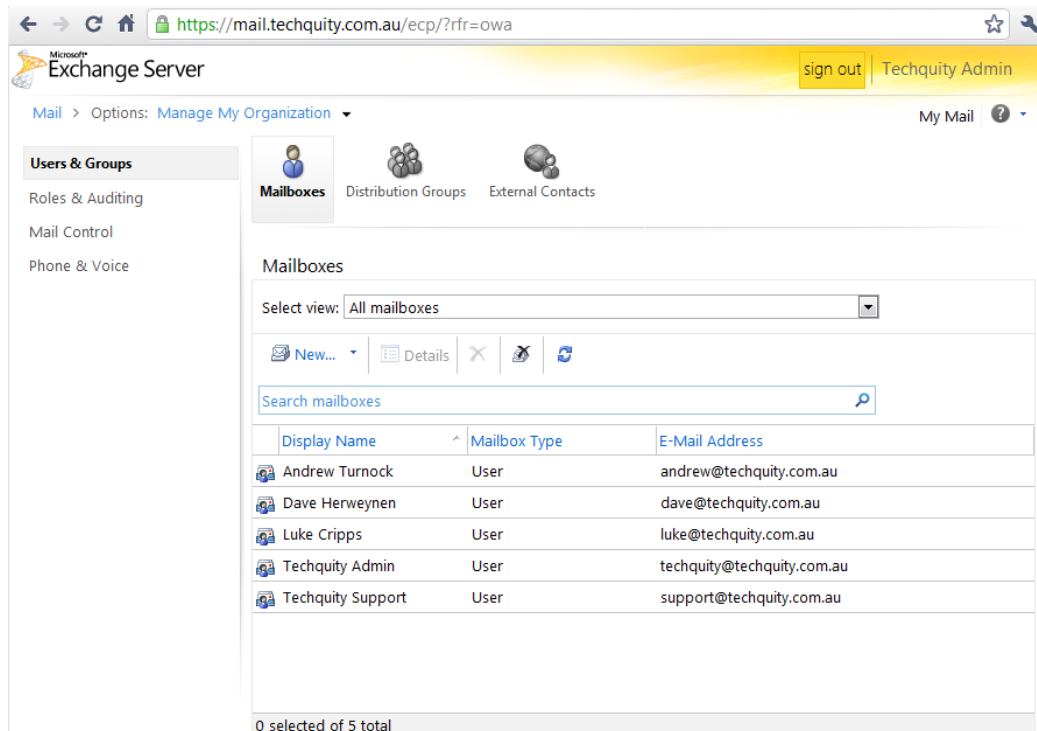


This is the same as other Outlook Web Access account, and allows you to change your own account settings (passwords, groups, signatures, etc)

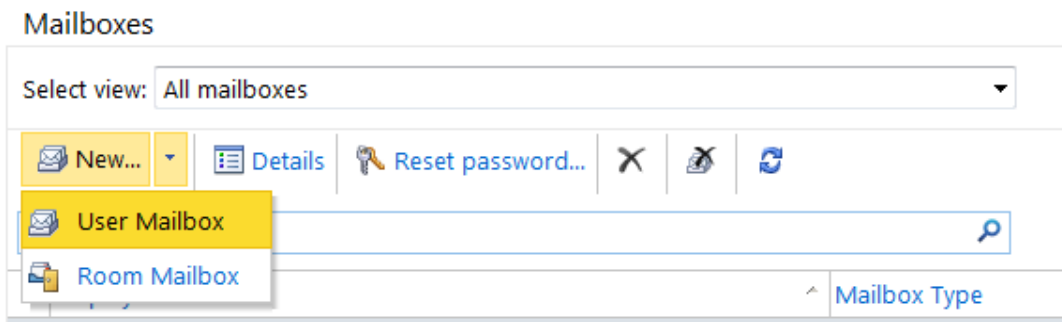
- To see the administration options for the entire organisation, click “Manage Myself” and then “My Organization”



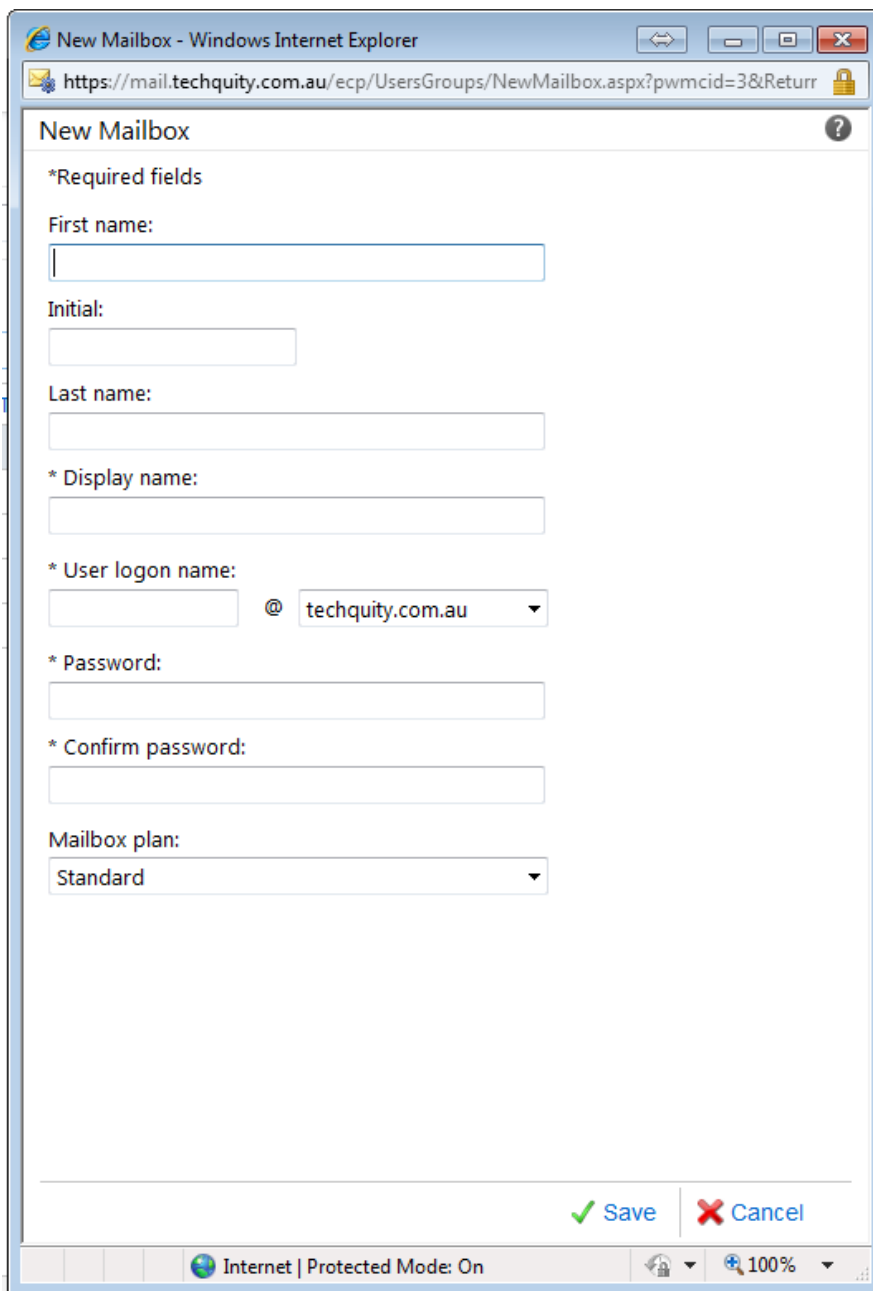
This will open a different display as below:



- To add a new account click “New” then “User Mailbox”



- A new window will open, in which you add all the details for the new account.



Click “Save” and the account will be added to your organisation.