

Your Powerhost Email Services

How do I create an email mailbox or forwarder?

To access the Powerhost control panel you will need:

- * An Internet connection (NewNet ADSL is recommended).
- * A web browser (for example Internet Explorer).
- * Your Powerhost username and password.

1

Login to your Powerhost control panel and click on your domain name in the domain listing on the quick access page.



2

Click on the "edit" button to the right of "Mail Settings" in the edit domain page that is displayed.



3

Click on the "new email" link and enter the details for your new mailbox or forwarder on the add email page.



What is an email mailbox?

A mailbox collects all email that is sent to a specific email address. You may then retrieve your messages from this mailbox using a standard email client, such as Outlook Express, or Powerhost Webmail.

What is an email forwarder?

A forwarder receives email sent to a specific email address and automatically forwards each message on to another address.

What is Powerhost Webmail?

Powerhost Webmail is a complete email application that you can access from anywhere using your web browser. To access go to "http://mail.yourdomain.com".

The Powerhost add email page explained

Email Address

The email address for the mailbox or forwarder you would like to create.

Domain Name

This is your hosted domain name.

Email Features

Select any of these check boxes to allow your email mailbox or forwarder to act as a "catch-all" for your domain name, enable anti-spam filtering, or switch on email anti-virus protection.

Mailbox

Select this check box to switch on mailbox collection for this email address.

Mail Forwarder

Select this check box to switch on mail forwarding for this email address.

Forward Email

To enable forwarding for this email address you must enter the address that you would like all messages forwarded to. You may enter multiple email addresses separated by commas.

Mailbox Password

If you wish to switch on mailbox collection for this email address then you must specify a password for accessing the mailbox.

Submit

When you are ready to save your email mailbox or forwarder you must click this button.

The form is titled "Add new E-Mail" and contains the following fields and options:

- Email address:** A text input field containing "@helpdeskwm.co.uk".
- Catch All:** A checkbox with a question mark icon.
- AntiSpam:** A checkbox.
- AntiVirus:** A checkbox.
- MAILBOX:** A section header with a question mark icon and a checkbox.
- Password:** A text input field with a "+" icon.
- Comment:** A text input field.
- Discard All Incoming Mail:** A checkbox.
- Alias By:** A text input field containing "@helpdeskwm.co.uk" with a "+" icon.
- MAIL FORWARD:** A section header with a question mark icon and a checkbox.
- Forwarding instructions:** A text area with the instruction "Enter forward emails separated by ',' or ';' or 'ENTER' or 'TAB' or 'SPACE':".
- Submit:** A button at the bottom of the form.