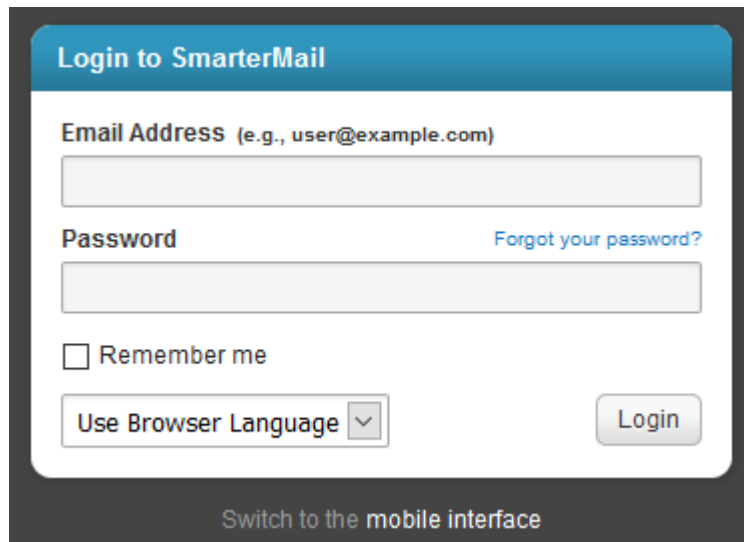


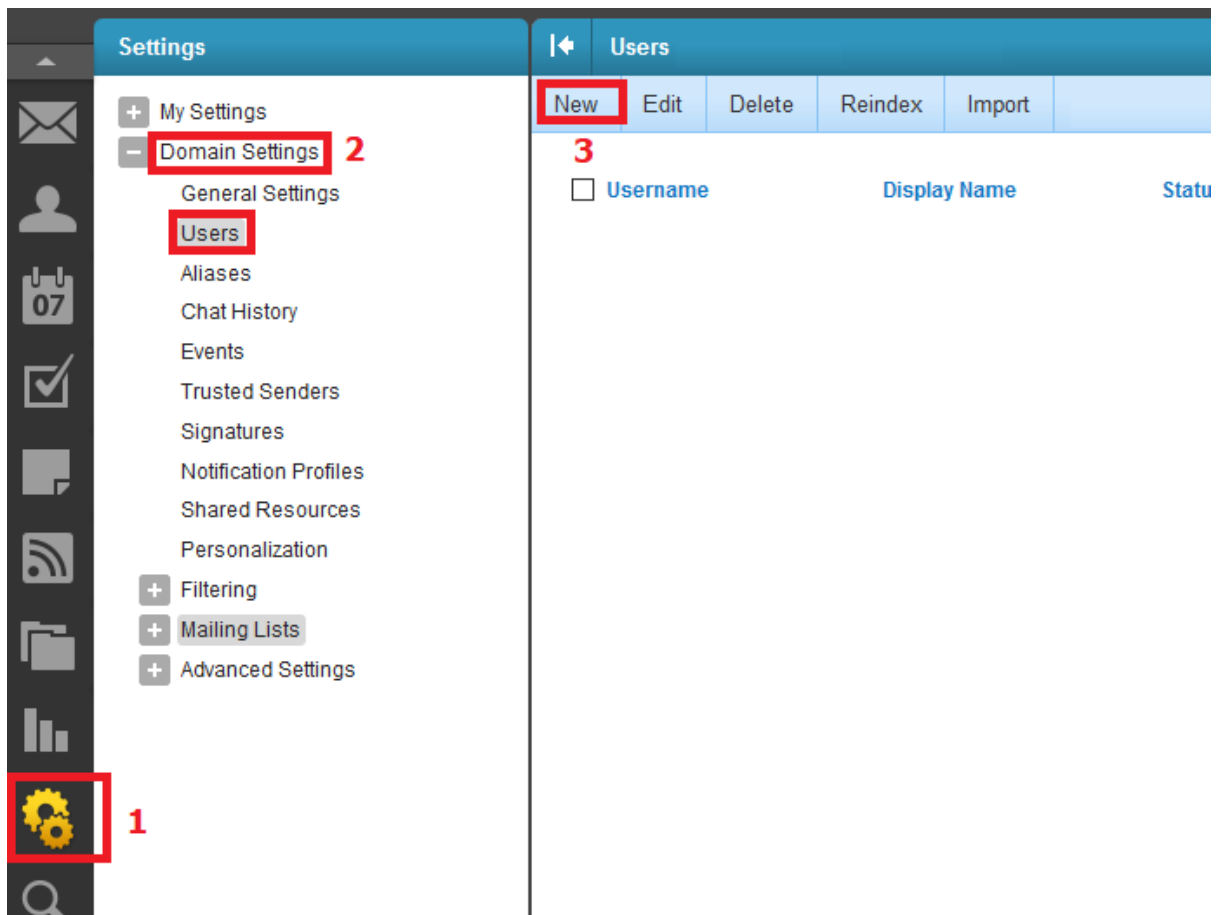
How to create Email Account on SmarterMail

Go to SmarterMail at here : <http://mail.domainname.xxx>



The image shows a login form for SmarterMail. It has a blue header with the text "Login to SmarterMail". Below the header, there are two input fields: "Email Address (e.g., user@example.com)" and "Password". To the right of the password field is a link that says "Forgot your password?". Below the password field is a checkbox labeled "Remember me". At the bottom left, there is a dropdown menu labeled "Use Browser Language". At the bottom right, there is a "Login" button. At the very bottom of the form, there is a link that says "Switch to the mobile interface".

1. Once logged in, click > "Settings" button on tab left hand
2. On the left hand menu pane, select > +Domain Settings and choose > "Users"
3. Click "New" button to create User



The image shows the SmarterMail interface. On the left side, there is a vertical menu with various icons. The "Settings" icon (a gear) is highlighted with a red box and labeled "1". In the "Settings" pane, "Domain Settings" is highlighted with a red box and labeled "2", and "Users" is highlighted with a red box. In the "Users" pane, the "New" button is highlighted with a red box and labeled "3". The "Users" pane shows a table with columns for "Username", "Display Name", and "Status".

4. a. Username - Insert the email's username
- b. Password - Insert your password by following these rules
 - 1) The password must contain at least 8 characters (and can be up to 32 characters long)
 - 2) The password can not contain the email prefix in its exact form. For instance, if your email address were john@yourdomain.com, then your password can not contain the word "john"
 - 3) The password must contain at least one alphabet (A-Z at least 1 character , a-z at least 1 character), and at least one numeral (0-9)
- c. Confirm password - re-type the password
- d. Display name - This is the name you want the recipient to see
- e. Mailbox Size Limit - The limited size of mailbox of the account you are creating. To avoid the mailbox getting full, you may insert this value as 0

5. Click "Save"

All the remaining fields could be leave as default.

The screenshot shows a user creation interface. At the top, there are 'Save' and 'Cancel' buttons. Below them is a navigation bar with tabs: 'User', 'Webmail', 'Compose', 'Forwarding', 'Groups', 'Throttling', 'Plus Addressing', and 'Service Access'. The 'User' tab is selected and has a red '5' above it. The main form area contains several fields: 'Username' (with a red box around it), 'Temporary Password' (with a 'Manage' link), 'Password', 'Confirm Password', and 'Display Name' (all four are enclosed in a red box with a red '4' to the right). Below these are 'Reply-To Email Address', 'Time Zone' (set to '(UTC+07:00) Bangkok, Hanoi, Jakarta'), 'Backup Email Address', and 'User Status' (set to 'Enabled'). The 'Mailbox Size Limit' field is set to '0 MB (0 = unlimited)' and is highlighted with a red box. At the bottom, there is a 'Calendar Auto Clean' dropdown set to 'Domain Default' and a list of checkboxes: 'Enable domain administrator access', 'Disable password changes', 'Enable ActiveSync (Not Licensed)', and 'Show in Global Address List' (which is checked).