

## Instructions for Adding New Email Accounts

1. Go to [www.infofactory.net/webadmin](http://www.infofactory.net/webadmin)
2. Use your default e-mail account and password (provided by us) to login to the e-mail administration page.

### Web Admin Login

Email Address:

Password:

Login

3. Type in selected User Password, Scroll Down Screen

your

**User Options**

Update Status:

User: domain@mailmaxadmin.com

CHANGE NAME

CHANGE PASSWORD

First Name: Domain

Last Name: Admin

User Password :

Re-Enter Password :

**Mailbox Behaviors**

ALIAS

FORWARDS

RULES

MSG MAINTENANCE

AUTO RESPONDERS

EDIT OTHER USERS

LOGOUT

Type-in Password

#### 4. Select and click on a Domain.

**Select a Domain**

Update Status:

Domain Name	Catch All Account	Monitor Account	EDIT	SELECT
emailservers.com			EDIT	SELECT
google.com			EDIT	SELECT
mailmaxadmin.com			EDIT	SELECT
smartmax.com			EDIT	SELECT
smartmaxsoftware.com			EDIT	SELECT
testdotnet.com			EDIT	SELECT

1

**Domain Filter**

UPDATE FILTER CLEAR FILTER

#### 5. View User E-Mail Accounts Screen, Scroll Down

**Domain Details**

Domain: **emailservers.com**

Select a New Domain [Log Out](#)

User Name	First Name	Last Name	Password	Discard EMail	Forward EMail	Remote Admin	EDIT	DELETE	MSG MAINTENANCE	SELECT
greg	Gregory	Fields	*****	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EDIT	DELETE	MSG MAINTENANCE	SELECT
jenny			*****	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EDIT	DELETE	MSG MAINTENANCE	SELECT
julie			*****	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EDIT	DELETE	MSG MAINTENANCE	SELECT
Mario.Lima			*****	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EDIT	DELETE	MSG MAINTENANCE	SELECT

1

Select a New Domain [Log Out](#)

**User Filter**

UPDATE FILTER CLEAR FILTER

6. Input the user name and password for the new e-mail account. The user name will be on your e-mail address. For example: if you want a new email account [sales@yourdomain.com](mailto:sales@yourdomain.com) , “sales” will be this new email’s user name.

