



## Maintaining Email Accounts on Chain Reaction Web

1. Access your administration menu. You do this by adding “/hostadmin” to end end of your domain name. For example, if your domain is test.com:

<http://test.com/hostadmin/>

2. Click on the “lmanager” icon.
3. Enter your assigned email user name in the user name box. Enter your admin password in the password box.
4. Click on the “Maintain E-mail Accounts” link for your domain.
5. You will have two options for setting up email accounts. You can create an email account where your messages are stored on the hosting server (POP3). You can also create an email account where the email name is just an alias for an existing mailbox you have on another server (Forwards). For the latter, any messages received will automatically be forwarded to the specified address. Forwarding will allow you to consolidate multiple email addresses into one place, but will not allow you to reply to a message, and have the return address show up with your hosted domain name. POP3 is recommended when you need to reply to messages.
6. For the email type selected, you can click on “View All” to list existing email boxes, “Add” to create a new box, “Edit” to change an existing box, or “Remove” to delete an existing box.
7. When creating a new POP3 mailbox, you will be prompted to enter the following information:

**POP Login:** This is the user name which your email client program will use to login to the email server. It is recommended that it be the same as your email address (without the @ symbol and domain name).

**Email Address:** The address other people will put in the To: box of an email message to reach you.

**Password:** The password your email client will use to access your messages.

**(Confirm):** Repeat the value entered in the Password box to confirm that it was entered correctly.

**Full Name:** The name of the mailbox owner. This name will show up when you view a list of all of your email boxes.