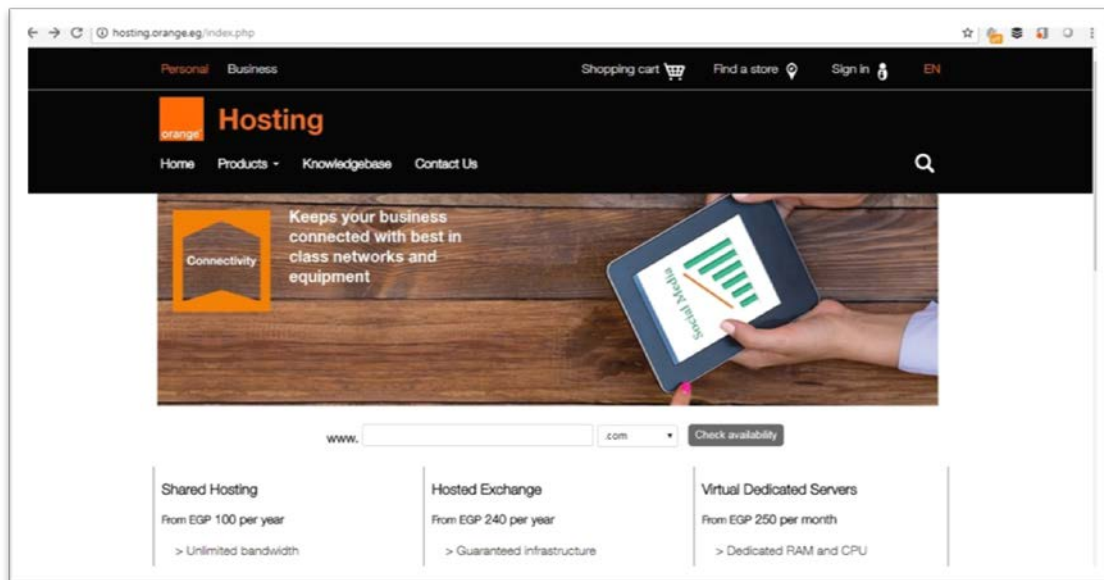




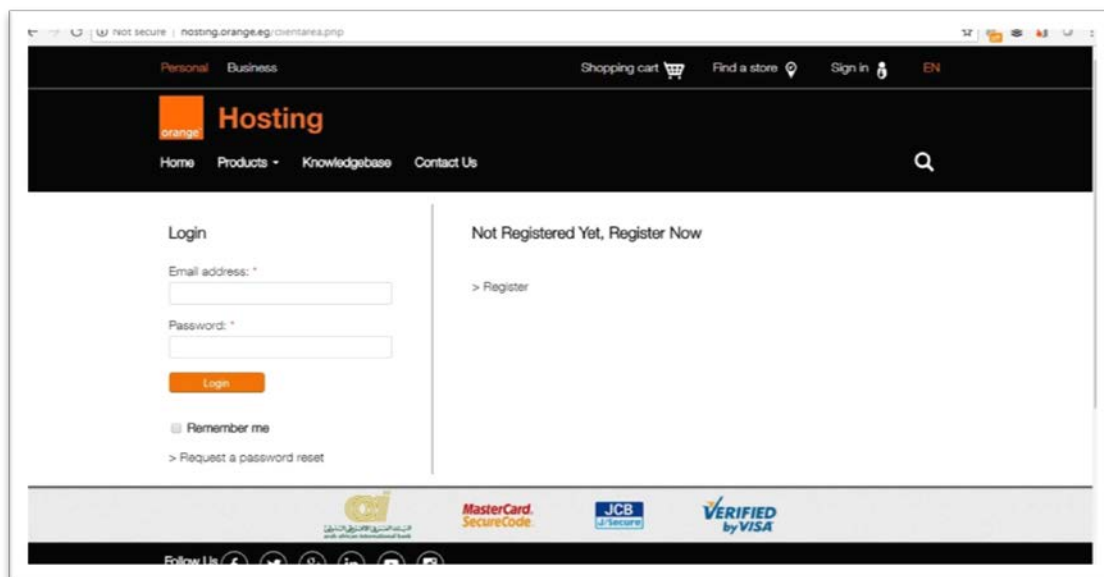
Email Management

Add Mailbox

1. Open hosting.orange.eg in your browser.



2. Enter your login credentials.





3. Click on Services then My services.

Personal Business Shopping cart Find a store Hello, Orange Office (Logout) EN

Hosting

Home Products Services Domains Billing Support Open ticket Affiliates

My products and services These are all the services you have registered in this account.

Enter domain to find Filter

3 Records found, Page 1 of 1

| Product/Service | Price | Billing cycle | Next due date | Status | |
|---|-------|---------------|---------------|--------|------------------------------|
| Orange Office - Site Builder Express - 300M domain2z.com | EGP 0 | per year | 03/06/2019 | Active | View details |
| Orange Office - Site Builder Showcase - 1G domain3z.com | EGP 0 | per year | 03/06/2019 | Active | View details |
| Orange Office - Business E-Mail - 5 Mailboxes testdomain1.com | EGP 0 | per year | 03/06/2019 | Active | View details |

< previous next >

Results Per Page: 10

4. Click on View details for **Business E-Mail - 5 Mailboxes**.

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Hosting

Home Products Services Domains Billing Support Open ticket Affiliates

Business E-Mail - 5 Mailboxes

Information Addons Management actions

Information
Here is an overview of your product/service with us.
[Back to Services List](#)

Registration date:
03/06/2018

Product/Service:
Orange Office - Business E-Mail - 5 Mailboxes Active
testdomain1.com

Recurring amount:
EGP 0

Next due date:
03/06/2019

Billing cycle:
per year

Payment method:
Cash Payment

[Manage Mailboxes](#) [Groups Management](#) [Client Configuration](#)



5. To create an email, click on Add Mail Box.

The screenshot shows the 'Mailboxes' management page in the Orange Hosting client area. The page has a dark header with the Orange logo and navigation links. The main content area is white and contains a sidebar with 'Management' options: 'Manage Mailboxes' (selected), 'Groups', and 'Management'. The main panel is titled 'Mailboxes' and includes links for '+ Add Mailbox', '+ Add Bulk Mailboxes', and 'Login To Webmail'. Below these is a search bar and a table of existing mailboxes. The table has columns for Mailbox, Redirect, Size [KB], Quota [KB], Product, Status, and Action. One mailbox is listed: 'user1@testdomain1.com' with a size of 2 KB, a quota of 2097152 KB, and a status of 'Enabled'. Below the table are pagination controls: 'Select Action', 'First Page', 'Previous', 'Next', and 'Last Page'. At the bottom, there is a section for 'Unassigned Mailboxes' which is currently empty, displaying 'Nothing to display'.

The screenshot shows the 'Add Mailbox' form in the Orange Hosting client area. The page has a dark header with the Orange logo and navigation links. The main content area is white and contains a sidebar with 'Management' options: 'Manage Mailboxes' (selected), 'Groups', and 'Management'. The main panel is titled 'Mailboxes' and includes a link for '+ Add Mailbox'. Below this is a form titled 'User Details' with the following fields: 'Display Name *' (text input), 'Username *' (text input with a dropdown for '@testdomain1.com'), 'Status' (dropdown menu with 'Enabled' selected), 'Password *' (text input), 'Confirm Password *' (text input), 'Redirect' (checkbox), and 'Redirection' (text input).



6. To create multiple emails, click on Add Bulk Mail Boxes.

Personal Business Shopping cart Find a store Hello, Orange Office (Logout) EN

orange Hosting

Home Products Services Domains Billing Support Open ticket Affiliates

Back

Management

- Manage Mailboxes
- Groups Management

Mailboxes

Add Bulk Mailboxes

Mailboxes

Correct format: Display: Name:Username@domains.com>Password[alias1,alias2,...]
Parameter alias is optional

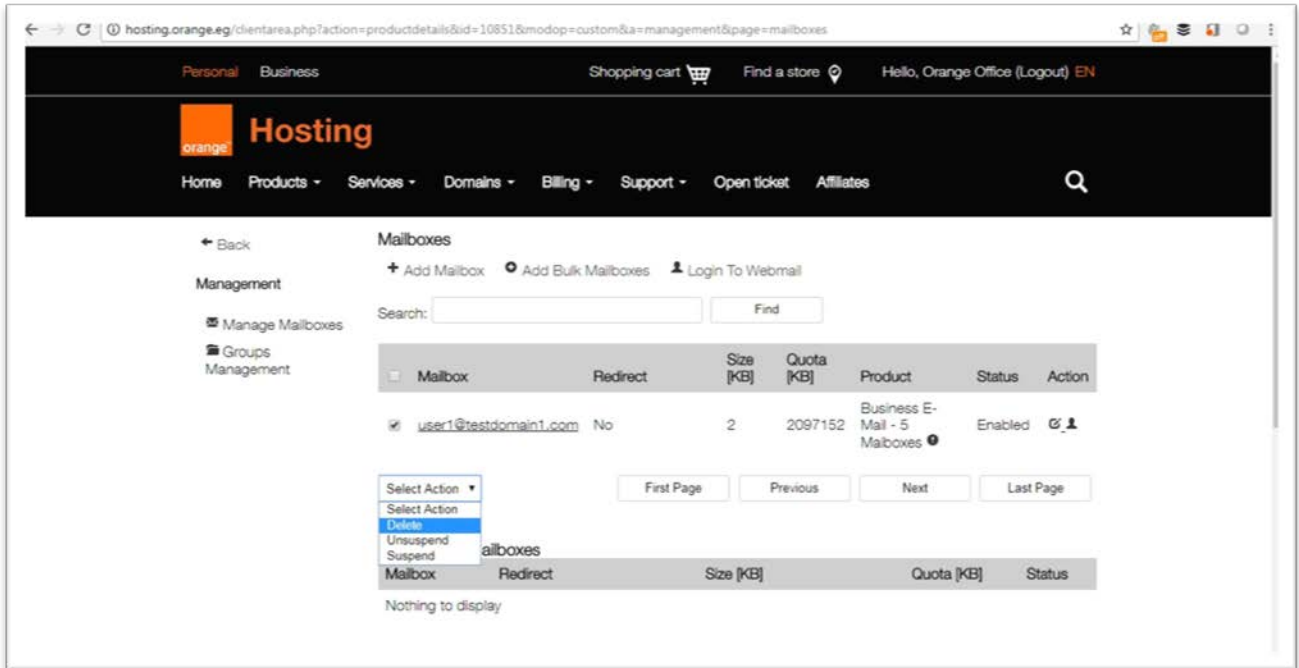
Load From File

Additional Information:

Status Enabled

Redirect

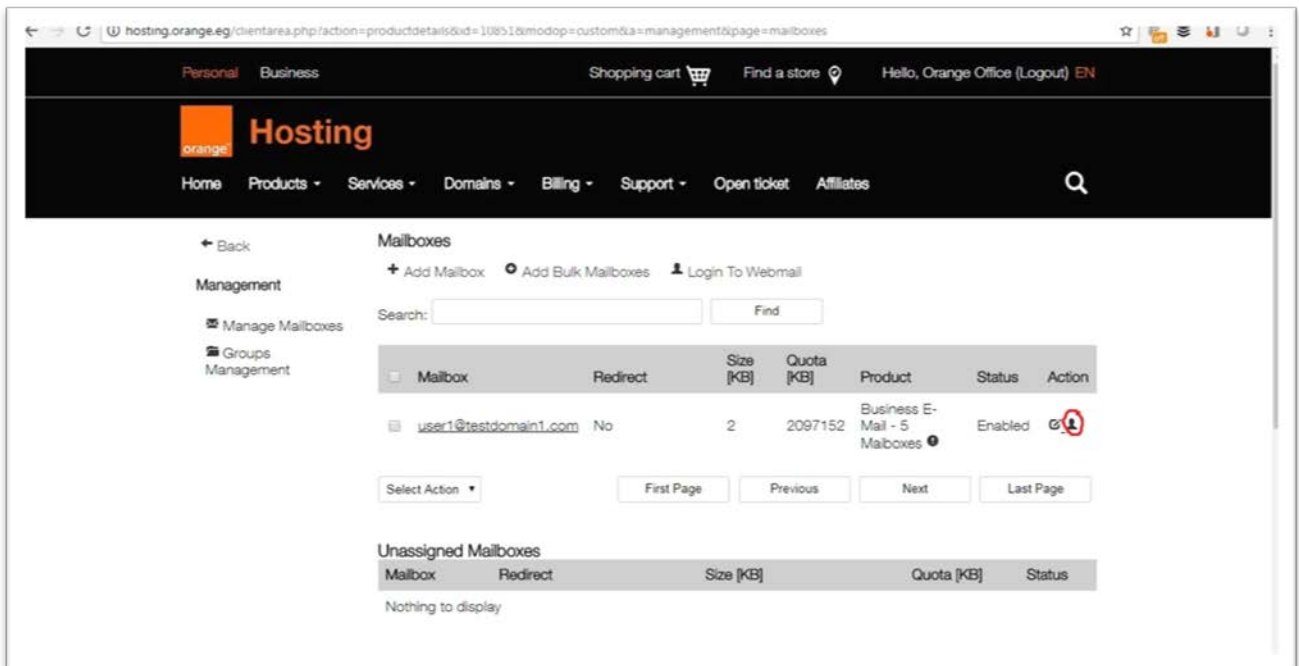
- Select the mailbox to delete and choose Delete.



The screenshot shows the 'Mailboxes' management page in the Orange Hosting client area. The page has a dark header with the 'orange' logo and 'Hosting' text. Below the header is a navigation bar with links: Home, Products, Services, Domains, Billing, Support, Open ticket, and Affiliates. The main content area is titled 'Mailboxes' and includes a search bar and a table of mailboxes. The table has columns: Mailbox, Redirect, Size [KB], Quota [KB], Product, Status, and Action. A mailbox with email 'user1@testdomain1.com' is selected. A dropdown menu is open under the 'Action' column, showing options: Select Action, Delete, Unsuspend, and Suspend. The 'Delete' option is highlighted. Below the table, there are pagination buttons: First Page, Previous, Next, and Last Page.

Reset Password

- Select the mailbox and click on Change Password.



The screenshot shows the 'Mailboxes' management page in the Orange Hosting client area, similar to the previous one. The 'Mailboxes' table is visible, and the mailbox 'user1@testdomain1.com' is selected. The 'Action' column for this mailbox shows a red circle with a white 'X' over the user icon, indicating a password change or reset action. Below the table, there are pagination buttons: First Page, Previous, Next, and Last Page.



Mail Forward

- Click on the mailbox name. Check the **Redirect** box and enter the redirection email in the textbox below (**Redirection**).

Client Configuration

- Click on **Client Configuration**.