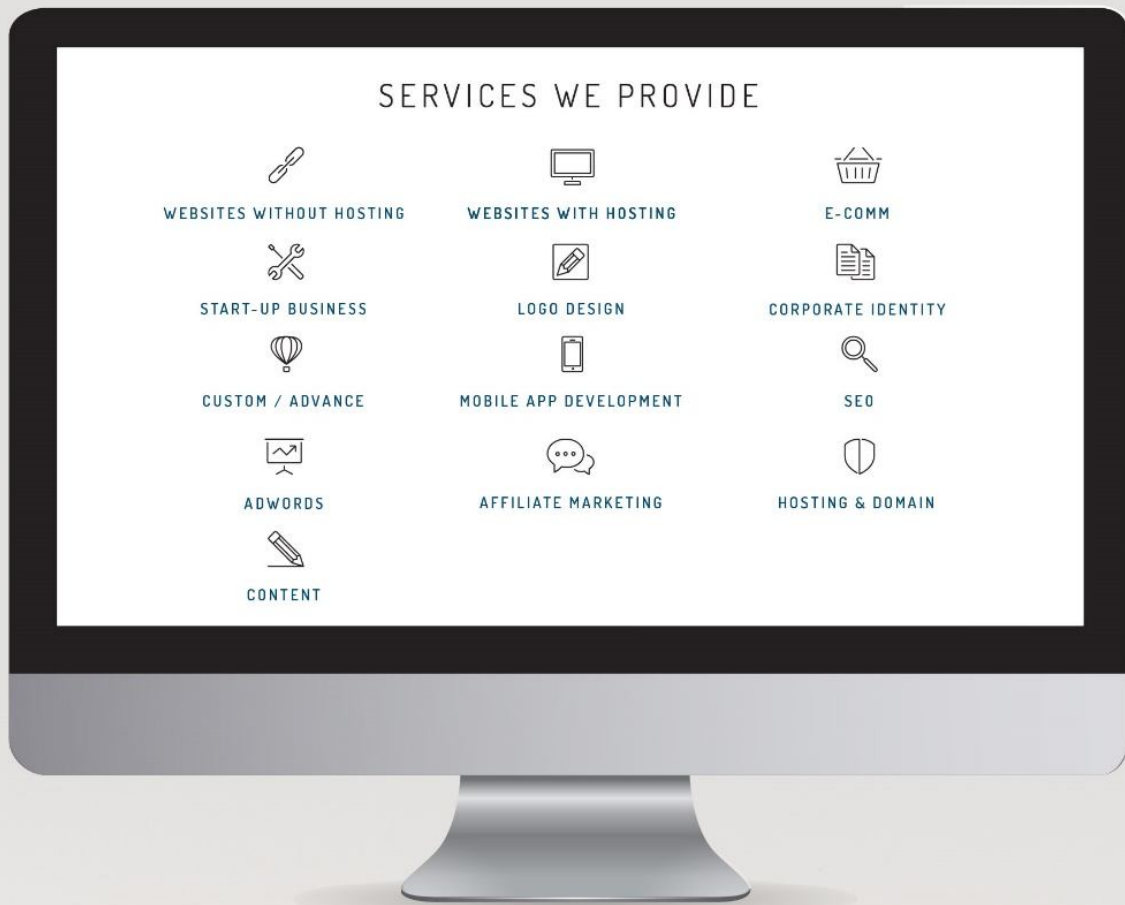
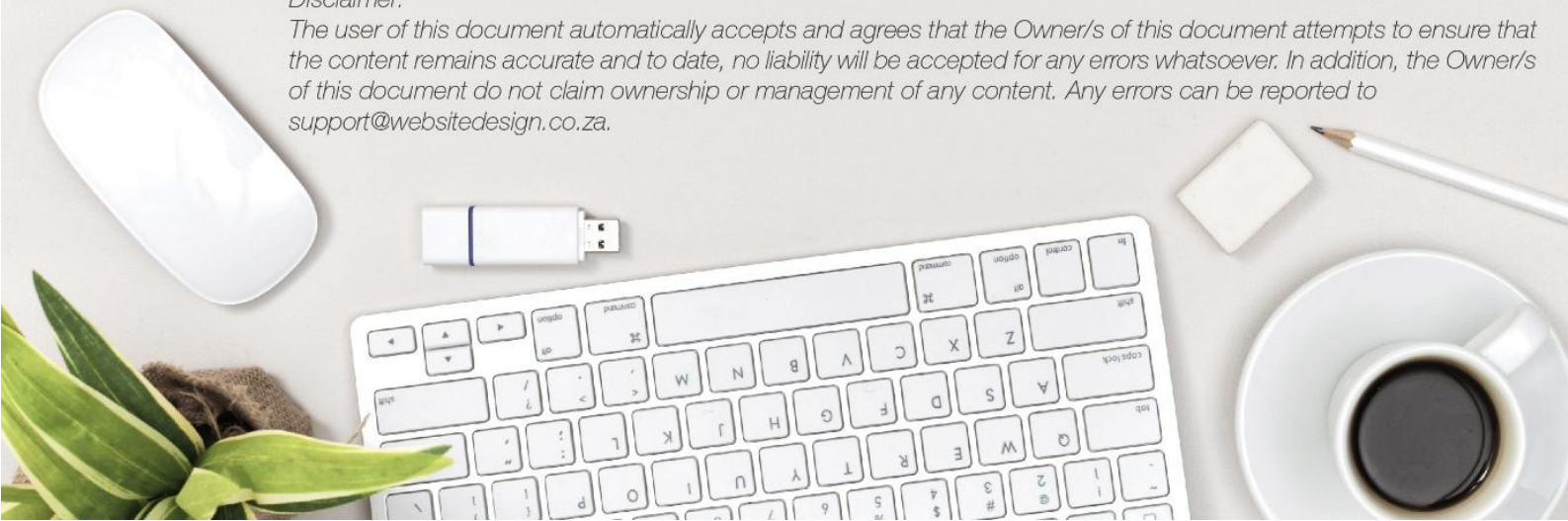


Managing Mailboxes on Your Domain



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Managing Mailboxes on Your Domain


*** Contents Page ***

Setup a New Mailbox on the Domain.....	2
Mailbox Settings.....	4
Change Password of Email Address on a Domain.....	5
Delete a Mailbox from Domain.....	8
Setup Forwarder on an Email Address on the Domain.....	10
Setup Auto Reply on an Email Address on the Domain.....	12

SETUP A NEW MAILBOX ON THE DOMAIN

If you want to setup a new mailbox on the domain, do the following:

1. Navigate to <https://myaccount.hetzner.co.za/>

KONSOLE 

Login

Password [Forgot your Password?](#)

Login Guidelines:

Admin Level
Enter your konsoleH email address/number and associated password to administer all your domains and services.

Domain Level
Enter domain name and FTP password to access a single domain control panel.

Webmail Level
To access your mailbox, browse to webmail.konsoleh.co.za.

Note: JavaScript and Cookies must be enabled.
1.9.1

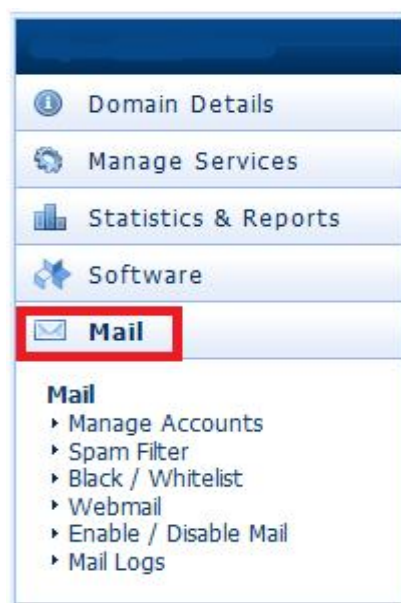
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2. Login in to the Control Panel:

Login: Enter your domain name (Eg. yourdomainname.co.za)

Password: (Contact the hosting dept. for the password)

3) On the menu to the left, click on the Mail tab.



4) Then, click on the Manage Accounts link.



5. On the top right, you will see a link, "New Mailbox". Click on that.

Manage Accounts [Help](#) | [Refresh Menu](#)

There is currently no catchall email account set [\[Edit \]](#)

Mailboxes - All Quota: 10 mailboxes (50% used)

[All](#) | [0-9](#) | [a](#) | [b](#) | [c](#) | [d](#) | [e](#) | [f](#) | [g](#) | [h](#) | [i](#) | [j](#) | [k](#) | [l](#) | [m](#) | [n](#) | [o](#) | [p](#) | [q](#) | [r](#) | [s](#) | [t](#) | [u](#) | [v](#) | [w](#) | [x](#) | [y](#) | [z](#)

Email	Note	Forward?	[New Mailbox]
1)			Edit Autoreply Settings Delete
2)			Edit Autoreply Settings Delete
3)			Edit Autoreply Settings Delete
4)			Edit Autoreply Settings Delete
5) webmaster			Edit Autoreply Settings Delete

6. In the username field, type in the first part of the email address only. Example: An email address looks like this: `firstname@domainname.co.za`

Only enter the 'firstname' part of the email address.

New Mailbox Account		[Add]
Username	firstname	@
User Note		
Password		Too short ?
Password		
Forward		@
+ Forward 2		
+ Forward 3		
+ Forward 4		
+ Forward 5		
+ Forward 6		

7. Enter the same password in both of the password fields.

Remember, when setting up the password for a mailbox, ensure that it uses a mixture of capital letters, lowercase letters, numbers and special symbols.

Eg: FIRsname123

8. Click on the '**Add**' link on the top right. A new mailbox is now added to your domain.

MAILBOX SETTINGS

The settings that you have just specified when creating the mailbox can now be setup on your Outlook mail program or your mobile device:

Email Address : firstname@domainname.co.za
 Username : firstname@domainname.co.za
 Password : The password for the email account
 Incoming Mail Server : mail.domainname.co.za
 Outgoing Mail Server : see below

Your Outgoing (SMTP) Server is used for sending emails. Your internet service provider (ISP) will supply you with the server name.

Here is a list of the most common Outgoing servers:

For Telkom ADSL, outgoing server is smtp.dsl.telkomsa.net or smtp.saix.net

For Telkom Analogue Dial Up, use smtp.saix.net or smtp.dsl.telkomsa.net

For 8TA (Eita), the outgoing server is smtp.saix.net

For MWEB ADSL, outgoing server is smtp.mweb.co.za or smtp.mweb.net

For Vodacom 3G, outgoing server is smtp.vodacom.co.za

For MTN 3G, the outgoing server is mail.mtn.co.za

For Cell C the outgoing server is mail.cmobile.co.za

For Iburst, outgoing server is smtp.iburst.co.za

For I.S. ADSL the outgoing server is smtp.isdsl.net

For I.S. 3G the outgoing server is smtp.isgsm.net or smtp.dial-up.net

For goggaconnect outgoing server is smtp.vodacom.co.za

For Neotel, outgoing server is smtp.neomail.co.za

For ABSA, outgoing server is smtp.absamail.co.za or mail.absa.co.za

For @lantic (ADSL,Dialup, ISDN) : smtp.lantic.net

For NetActive (ADSL,Dialup, ISDN) : smtp.netactive.co.za

For Polka (ADSL,Dialup, ISDN) : smtp.polka.co.za

For Web Africa (ADSL,Dialup, ISDN) : smtp.wa.co.za


For Cybersmart : smtpauth2.cybersmart.co.za or smtp.cybersmart.co.za

For Nokia/OVI : smtp.mail.ovi.com or smtp.mail.yahoo.com

CHANGE PASSWORD OF EMAIL ADDRESS ON A DOMAIN

If you want to change the password of the email address on a domain, do the following:

1. Navigate to <https://myaccount.hetzner.co.za/>

KONSOLE 

Login

Password [Forgot your Password?](#)

Login Guidelines:

Admin Level
Enter your konsoleH email address/number and associated password to administer all your domains and services.

Domain Level
Enter domain name and FTP password to access a single domain control panel.

Webmail Level
To access your mailbox, browse to webmail.konsoleh.co.za.

Note: JavaScript and Cookies must be enabled.
1.9.1

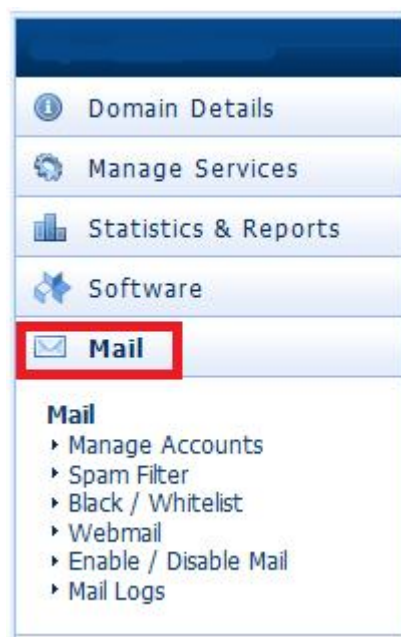
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2. Login in to the Control Panel:

Login: Enter your domain name (Eg. yourdomainname.co.za)

Password: (Contact the hosting dept. for the password)

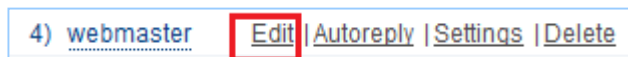
3) On the menu to the left, click on the Mail tab.



4) Then, click on the Manage Accounts link.



5) Go to the email address you want to change the password for and click the Edit link next to it.



6) In the 1st Password field, type in the new password.

7) Re-enter the new password in the 2nd password field.

A screenshot of the 'Edit Account' form. At the top right is a '[Save]' button. The form contains the following fields:

- Username: webmaster@
- User Note: FIRsname123
- A message: 'To change your password, complete the password fields below.'
- Two 'Password' fields, both highlighted with red boxes. The first field contains a series of dots and is followed by a strength indicator showing 'Strong' with a green bar and a question mark icon.

NB:!! Remember, when setting up the password for an email address, ensure that it uses a mixture of capital letters, lowercase letters, numbers and special symbols.

Eg: FIRsname123

8) Click on the Save link on the top right in order to save the new password.

Edit Account

[Save]

You will now have to change the settings in your Outlook email program, with the new password.

DELETE A MAILBOX FROM DOMAIN

If you want to delete the email address on a domain, do the following:

1. Navigate to <https://myaccount.hetzner.co.za/>

KONSOLEH

Login

Password [Forgot your Password?](#)

Login

Login Guidelines:

Admin Level
Enter your konsoleH email address/number and associated password to administer all your domains and services.

Domain Level
Enter domain name and FTP password to access a single domain control panel.

Webmail Level
To access your mailbox, browse to webmail.konsoleh.co.za.

Note: JavaScript and Cookies must be enabled.
1.9.1

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2. Login in to the Control Panel:

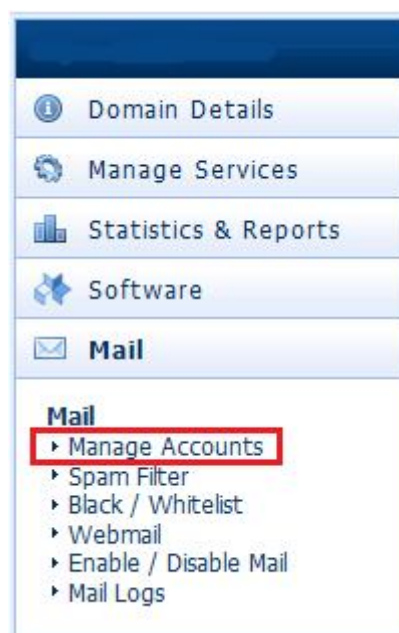
Login: Enter your domain name (Eg. yourdomainname.co.za)

Password: (Contact the hosting dept. for the password)

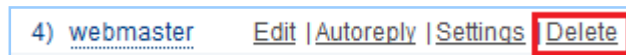
3) On the menu to the left, click on the Mail tab.



4) Then, click on the Manage Accounts link.



5) Go to the email address you want to delete and click the Delete link next to it.

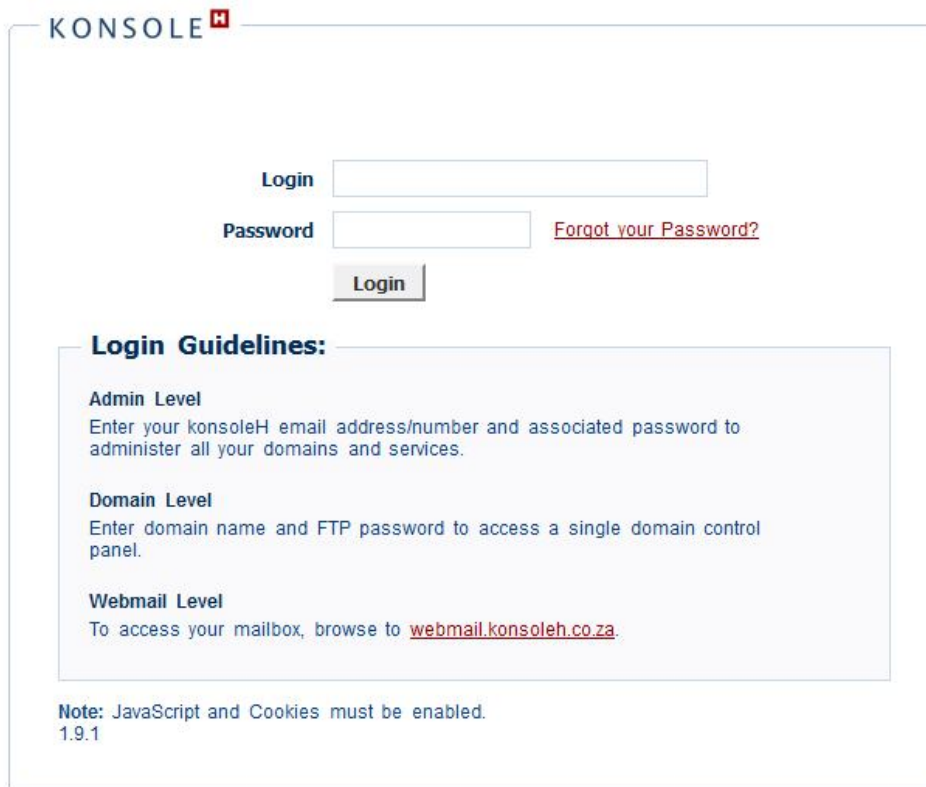


NB:!! Once you delete the mailbox, you will no longer have access to the emails for that email address.

SETUP FORWARDER ON AN EMAIL ADDRESS ON THE DOMAIN

If you want to setup a forwarder on your email address on the domain, do the following:

1. Navigate to <https://myaccount.hetzner.co.za/>



KONSOLEH

Login

Password [Forgot your Password?](#)

Login

Login Guidelines:

Admin Level
Enter your konsoleH email address/number and associated password to administer all your domains and services.

Domain Level
Enter domain name and FTP password to access a single domain control panel.

Webmail Level
To access your mailbox, browse to webmail.konsoleh.co.za.

Note: JavaScript and Cookies must be enabled.
1.9.1

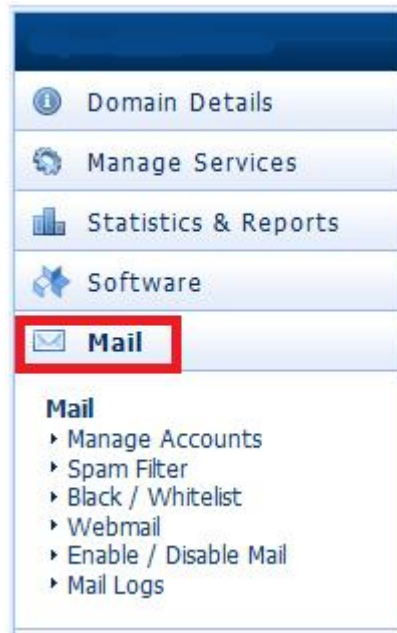
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2. Login in to the Control Panel:

Login: Enter your domain name (Eg. yourdomainname.co.za)

Password: (Contact the hosting dept. for the password)

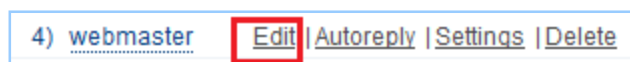
3. On the menu to the left, click on the Mail tab.



4. Then, click on the Manage Accounts link.



5. Go to the email address you want to setup a forwarder on and click the 'Edit' link next to it.



6. Type in the email address the current mailbox should forward to.

Forward	<input type="text"/> @
+ Forward 2	support@websitedesign.co.za
+ Forward 3	<input type="text"/>


7. Click on the Save link on the top right in order to save the new password.

Edit Account	[Save]
--------------	----------

SETUP AUTO REPLY ON AN EMAIL ADDRESS ON THE DOMAIN

This is also known as an out of office message. If you want to setup a message that is automatically sent back to the sender, when you receive an email, do the following:

1. Navigate to <https://myaccount.hetzner.co.za/>

KONSOLE 

Login

Password [Forgot your Password?](#)

Login Guidelines:

Admin Level
Enter your konsoleH email address/number and associated password to administer all your domains and services.

Domain Level
Enter domain name and FTP password to access a single domain control panel.

Webmail Level
To access your mailbox, browse to webmail.konsoleh.co.za.

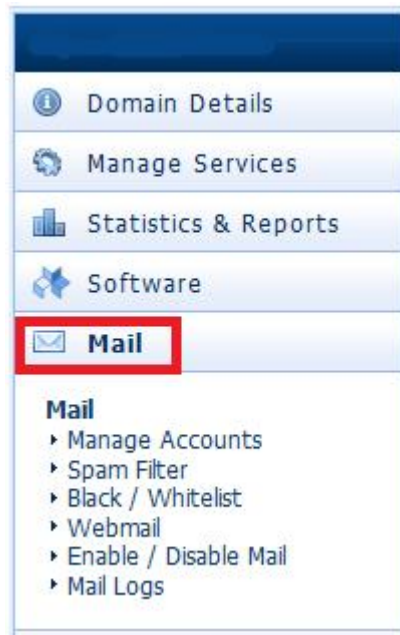
Note: JavaScript and Cookies must be enabled.
1.9.1

2. Login in to the Control Panel:

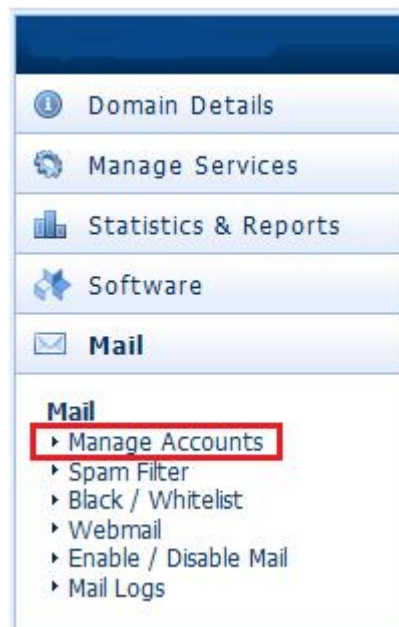
Login: Enter your domain name (Eg. yourdomainname.co.za)

Password: (Contact the hosting dept. for the password)

3. On the menu to the left, click on the Mail tab.



4. Then, click on the Manage Accounts link.



5. Click on the Autoreply link next to the email address you wish to setup the automatic reply on



6. Turn the feature on by clicking the arrow next to 'Autoreply' and select On.

In the pane, next to Text, type in the automatic message that must automatically be sent back to the sender.

Then, click on the Save button to save the automatic reply.

Manage Accounts [Help](#) | [Back](#)

Username: webmaster@ [Save]

Autoreply Off
On
Subject Off

Text I just received your email subject '%S'
I am away but will reply to your email when I return.

7. To disable the Autoreply feature, click the arrow next to 'Autoreply' and select Off.

Then, click on the Save button to save the automatic reply.

Manage Accounts [Help](#) | [Back](#)

Username: webmaster@ [Save]

Autoreply Off
On
Subject Off

Text I just received your email subject '%S'
I am away but will reply to your email when I return.