Welcome to AT&T Website Solutions™

We are focused on providing you the very best web hosting service including all the tools necessary to establish and maintain a successful website. This document contains information that will help you with this Email Setup functionality, which is a simple and convenient email management tool. With EasyMail Setup you can create and configure various domain email accounts and email account features. EasyMail Setup allows users to access email through a preferred email client or by using Webmail.

© 2012 AT&T Intellectual Property. All rights reserved. AT&T products and services are provided or offered by subsidiaries and affiliates of AT&T Inc. under the AT&T brand and not by AT&T Inc. AT&T, AT&T logo and all other AT&T marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. All other trademarks are the property of their owners. This document is not an offer, commitment, representation or warranty by AT&T and is subject to change. Your Web Hosting service is subject to the Terms and Conditions (T&Cs), which may be found at http://webhosting.att.com/Terms-Conditions.aspx. Service terms and Fees are subject to change without notice. Please read the T&Cs for additional information.
# Table of Contents

OVERVIEW .................................................................................................................. 3

NAVIGATION ................................................................................................................. 3
  Main Menu .................................................................................................................. 3
  Secondary Menu ........................................................................................................ 4

HOW TO CREATE AN EMAIL ACCOUNT ................................................................. 5
  Postmaster Account .................................................................................................... 5
  How to Change the Junk Filter Status ........................................................................ 7
  How to change a Filter Type ....................................................................................... 8
  How to Delete Spam .................................................................................................... 9

CREATING AN ALIAS ACCOUNT .............................................................................. 11
  To Create an Alias Account ...................................................................................... 12

MODIFYING AN EMAIL ACCOUNT ........................................................................ 12
  To change your password .......................................................................................... 14
  To change junk filtering settings ............................................................................... 14

ADDING AN EMAIL ADDRESS TO A WHITELIST .................................................. 15

ADDING AN EMAIL ADDRESS TO A BLACKLIST .................................................. 15

EMAIL FORWARD SETUP ......................................................................................... 16
  More Settings ............................................................................................................. 16

JUNK FILTERING ....................................................................................................... 17
  How to change Junk Filtering Settings ...................................................................... 17

WEBMAIL ..................................................................................................................... 18
  Configure Your Webmail Settings ............................................................................. 18

SYNCSUITE .................................................................................................................. 19

AUTORESPONDERS ................................................................................................. 20

MESSAGE RULES ........................................................................................................ 22

DASHBOARD.................................................................................................................. 28
  EMAIL ACCOUNTS .................................................................................................... 28
  ALIAS ACCOUNTS ................................................................................................. 30

SETTINGS .................................................................................................................... 31
  CATCHALL .................................................................................................................. 31

EMAIL SETTINGS ....................................................................................................... 33

VIRUS SCANNING ....................................................................................................... 33

HELP ............................................................................................................................... 35

WHERE TO FIND HELP/INSTRUCTIONS ............................................................... 36
  HOW TO CONTACT SUPPORT .................................................................................. 36
  SUBMIT A TICKET BY EMAIL: SALES@ATT-WEBHOSTING.COM ......................... 36
  CONTACT US BY PHONE: ......................................................................................... 36
Overview

EasyMail Setup is a simple and convenient email management tool. With EasyMail Setup you can create, configure various domain email accounts and email account features. EasyMail Setup allows users to access email through a preferred email client or by using Webmail.

To get started with EasyMail Setup, complete the following steps:

- **Login to your Control Panel and then click > Manage Website > E-mail> EasyMail Setup icon.**

Navigation

There are two ways to navigate within EasyMail Setup:

1. **Navigate using the Main Menu.**

2. **Navigate using the Menu Tabs located above the Main Menu**
Main Menu

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new account</td>
<td>Using the “Create a new account” function you can create a new Email account or a new Alias account.</td>
</tr>
<tr>
<td>Modify an existing Email account</td>
<td>Use the “Modify an existing email account” function to change email account settings for an existing email or alias account. You can change account properties including spam filter settings, set email forwarding or change a password.</td>
</tr>
<tr>
<td>Go to my Dashboard</td>
<td>“Go to my Dashboard” lists all domain email accounts and also provides options to modify your account settings.</td>
</tr>
<tr>
<td>Settings</td>
<td>The “Settings” function lists your email account mail server settings, will allow you to create a catchall email address and enable email virus scanning.</td>
</tr>
<tr>
<td>Help</td>
<td>The EasyMail Setup “Help” section provides detailed information on how to setup your email account in a preferred email client, details mail server settings and offers troubleshooting steps to help you resolve email issues. The “Help” section also contains information on reducing Junk Mail and contains an Email FAQ with answers to the most commonly asked questions regarding email setup.</td>
</tr>
</tbody>
</table>

Secondary Menu

Located in the top right corner of the EasyMail application, the Secondary Menu displays the number of accounts created, accounts available, the overall “health” status of the email accounts and offers both “Help” and “Feedback” hyperlinks.

<table>
<thead>
<tr>
<th>Secondary Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>Click “Help” to access information on managing your email and alias accounts, including troubleshooting tips and email client configuration instruction.</td>
</tr>
</tbody>
</table>
Feedback
Submit comments, suggestions or report a problem to the product development team by selecting the “Feedback” link.

<table>
<thead>
<tr>
<th>Email Accounts</th>
<th>Lists the number of available email accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias Accounts</td>
<td>Lists the number of available alias accounts.</td>
</tr>
</tbody>
</table>

How to create an email account
This section will review instruction on the following functions:

- How to create an email account.
- How to create an alias account.

Postmaster Account
The postmaster account is created automatically when your domain is registered. However, this account is not included as part of the total number of available mailboxes. It is very important that you not only keep this account, but also, periodically check it for messages. For example, emails that are addressed to a non-existent account will be sent to the postmaster account.

Note: Do not delete the postmaster account - email accounts under a domain on our system will not work unless the default postmaster account exists.

The EasyMail Setup wizard is a navigation guide through the email account creation process.

The setup wizard is designed to create email accounts and alias accounts. Please note the differences between an email account and an alias account when creating a new email address.
An email account has a physical mailbox on the system that can be accessed by any POP or IMAP mail client such as Outlook, Outlook Express, and Thunderbird etc.

*An Alias accounts is an email address with no physical mailbox, the email address will forward email to an email address with a physical mailbox.

With EasyMail Setup creating a new email account takes just a few easy steps. First you begin by entering the new account details, secondly you will set your spam filter settings and then the process is complete.

**Step 1 - Account Details**

In this first step you will be prompted to enter the email account name and email account password you would like created.

1. Enter the email account name (i.e. email@domain.com).
2. Enter a new password.
3. Confirm your new password.
4. Choose a Forgot Password Question from the drop down menu (or create your own by choosing “Custom Question”).
5. Enter your Forgot Password Answer.
6. Click “Next” to proceed to the next step.
**Step 2 - Recommended Settings**

In this step you will be advised of the recommended Spam filter settings for your email account. The recommended settings are already set for you. This will greatly reduce the amount of spam that you receive.

If you choose to keep these settings then click on "Next" to proceed to the next step. You can also customize your Spam filter settings to your preference.

**How to Change the Junk Filter Status**

- Click on the drop down menu to change the Junk Filter status of your email account.
- Select the Junk Filter status you would like to use.
EasyMail Setup offers three Spam filtering modes:

- Off mode will turn off any spam filtering.
- Standard indicates a custom level of spam filtering is turned on and email will be filtered to remove email from unfamiliar email addresses.
- Light mode filtering uses a higher point total to classify spam, and therefore is less capable of detecting and filtering out spam; however, if you have set your spam to by deleted automatically, you may want to use the lighter filtering mode to ensure that regular email classified as spam is not deleted.
- Aggressive mode filtering will filter all email that is not in your contact or “safe” list as junk mail.

Please note: There is always a risk that the spam filter may classify legitimate email as spam. You may not want to enable the automatic deletion of spam if you are concerned about this possibility. It is recommended you frequently review your spam, trash and or junk folders to ensure a legitimate email has not been classified as spam. It is also recommended that you add email addresses to your Contact lists to ensure your email account receives all emails from the specified sender.

How to change a Filter Type

- Click on the Filter Type drop down menu to view the available options and select one.

Recommended Settings

It is recommended that you choose your Junk Filtering settings below. The recommended settings are already set for you. This will greatly reduce the amount of Junk that you receive. Click Next to accept these settings.

<table>
<thead>
<tr>
<th>Junk Filter Status:</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter Type:</td>
<td>Quarantine</td>
</tr>
<tr>
<td>Delete Junk:</td>
<td>Delete, Tag and Deliver</td>
</tr>
</tbody>
</table>

Email: test@demo.24hourwebhostingsupport.com

The spam filter configuration options for identifying and flagging email as spam is as follows:
Delete Spam
Email which the filter classifies as spam will be deleted automatically after the period specified. **Email which is deleted in this manner is unrecoverable.**
Please note that there is always a risk that the spam filter may classify legitimate email as spam. We do not recommend enabling the automatic deletion of spam due to this possibility.

Tag and Deliver Spam
Email which the spam filter classifies as spam will have **"**SPAM**" added to the subject heading of incoming email. The tagged email is delivered along with regular email. This setting is useful if you would like to scan through the email classified as spam by the filter. You can set up an email rule which will place email with **"**SPAM**" as part of the subject line into a different mail folder on your computer. Most email clients, such as Microsoft Outlook or Webmail, support email sorting.

Quarantine Spam
Email which the spam filter classifies as spam will be held back by the mail server and placed in a "quarantine folder". This folder is called "SPAM. incoming". Email which is placed in the quarantine filter will not be delivered with your regular email. To review these emails you will need to visit the corresponding folder. Email in your quarantine folder can be viewed by any email client that maintains an IMAP connection with your email server.

How to Delete Spam

- Click on the drop down menu to view all the available options and select one. Here you can choose from various time periods after which email classified as spam will then be deleted. The time periods are "after one week", "after two weeks", "after one month" or "Never".

**Please note:** Junk mail also accounts for email usage. Junk mail and spam emails will also take up space in your email account. It is recommended you frequently review and delete junk mail and spam emails to allow more space for your legitimate email correspondence and storage.

**Recommended Settings**

- Click "Next" at the top of the page to accept the settings and proceed to the next step.
Step 3 - Setup Complete

In this step you will be notified that your account has been successfully set up. A confirmation screen will appear with options to setup your email account on your computer or to create additional email accounts.

How to Check Your New Email Account Using Webmail

- Visit the webmail login page and enter your newly created email address and password.

How to Setup Your New Email Account on Your Desktop

1. Select “Setup your email on your computer”.
2. An Email Setting Help page will display.
3. To review email setup instructions for a specific email client click on the icon of your preferred email client.
4. Follow the setup instructions for your preferred email client.
Creating an alias account

An Alias account is an email address that does not have a physical mailbox or email storage space. Alias accounts must be forwarded to an existing email account with a mailbox and storage space. An alias email address acts as a “front” giving the appearance of unique email account when in actuality it is only an alternative email address to traffic emails through.

To access the Alias email account function, click on “Create a new account” from EasyMail navigation menu. Select “Create an Alias Account” to create a new alias email address.

Please Note: Auto responders do not work with forwarded email and alias accounts.

Step 1 - Alias Account Details
To Create an Alias Account

1. Enter an account name: @domain.com.
2. Enter the email address you would like emails to be forwarded to.
   **Please Note:** You may enter more than one “forward to” email address. To add additional email addresses enter the email address in the “Forward Mail to” field and click “Add”.
3. Click on “Next” to proceed to the next step.

**Step 2 - Setup Complete**

In this step you will be notified that your alias account has been successfully created. A confirmation screen will appear with option to create additional alias accounts or exit the page.

Modifying an Email Account

In this section you will be able to make changes to existing email and alias accounts. This section will review instruction on the following: functions:

- How to view and modify an email account.
- How to view and modify an alias email account.
- How to view your existing email accounts and passwords.
- How to view change regular accounts password.
- How to view forward your email accounts.
Step 1 – Select the email account

1. Click on the radio button beside the email account you would like to modify and click “Next”.

2. A list of all existing email accounts will display. Click on the radio button to select an email account to modify.

3. If you do not see the email account you would like to modify listed enter the partial email address or exact word email address of the email account name in the “Email” field. This will prompt a search of the email accounts to find the specified email address.

4. Click “Search” to search for your account within the existing email addresses.

5. Click “Reset” to dismiss the search.

6. When the system is done performing the search it will list all the accounts found matching your search words.

7. Select the email account you would like to modify.

8. Click “Next” to proceed to the next step.
Step 2 - Quick Properties

Quick Properties allows you to easily access email account settings and features. Update email account Junk Filter settings, change an email account password or “blacklist” an email address from your inbox.

To change your password

1. To change your account password click “Change”. This will allow you to access the password field and make changes.

   Password: test123  
   [Change]

2. Enter a new password in the password text field.
3. Click ”Apply” to save the new password.

To change junk filtering settings

1. To edit Junk Filter settings click on the drop down menu.
2. Select the new setting.
3. Select “Next” after making all modifications offered in Quick Properties.
Please Note: EasyMail Setup Guide Section B – Creating an Account provides details and descriptions of the settings available in Quick Properties.

### Adding an email address to a Whitelist

The EasyMail Setup Whitelist feature allows you to add email addresses to a Safe list. This will ensure you will receive emails from whitelisted email addresses, no matter what spam filter setting you have chosen. You may also allow email from an entire domain, for example whitelist a company domain so you will receive emails sent from any email address ending in that domain name.

To whitelist a domain add “*@domain.com” to the whitelist field. When an email is received from any email address at that domain the email is delivered to your inbox as regular mail, despite any spam filter settings. To add domains or email addresses to your whitelist take the following steps:

1. Enter the email address or the *@domain.com that you wish to add to the whitelist.
2. Click ”Add”.

### Adding an email address to a Blacklist

The concept of a blacklist is similar to a White list, except a blacklist will automatically block email sent from the blacklisted email addresses. To add domains or email addresses to your blacklist take the following steps:

1. Enter email address or the *@domain.com that you wish to be blocked.
2. Click ”Add”.

![Whitelist](image1.png)
![Blacklist](image2.png)
Email Forward Setup

The email forwarding function allows you to forward an email account to another email account.

Enter an existing email address in the “Forward To” field. The email address can be either an external address (e.g. a hotmail account) or one of your domain’s regular accounts. You can forward an account to multiple addresses by entering the addresses in the “Forward To” field and separate each email address with a comma, no extra spaces.

To change a forward to account, enter the new email account in the “Forward to” field. You will also have the option to keep a copy of email in the forwarded account mailbox after forwarding the account. To activate this feature click “Keep a copy of forwarded messages”.

Email forwarding can be cancelled by deleting the “forward to” account(s).

More Settings

For additional email account settings click “More Settings”. A new window will display options for to modify the following:

- Junk Filtering
- Webmail
- Sync Suite
- Auto responder
- Message Rules
How to change Junk Filtering Settings

"Junk Filtering" screen allows you to change the Junk Filter Status, set the "Filter Type" that lets you choose what is done with your junk. "Quarantine" places junk in your "Junk" folder. "Tag and Deliver" adds "*****SPAM*****" to the subject line and leaves it in your inbox. "Delete" will automatically delete all Email flagged as junk. You may also set the junk mail deletion term using the respective drop down menu.
Webmail

Webmail is a multi-featured, browser independent email system. Easily customized some Webmail features include: contact list, daily schedule, to do list, spell checker and web bookmarks. This section will review instruction on how to customize your Webmail account settings.

Configure Your Webmail Settings

Enter the name you would like to display in your emails the “Full Name” field.

Enter a signature line or signature text if desired. You can choose to “precede your signature with dashes” and “to place signature before replies and forwards” by selecting the corresponding check box field.

Select your preferred Webmail display language from the drop down menu.

Select the folder to which you wish to direct your deleted messages. The folder options are “Move to trash” or “Permanently delete”.

Select your preferred time format, date format and time zone by using the corresponding drop-down menus.
Check the “After Login goes directly to my inbox” box if after login you want to be taken directly to your inbox.

- Click “Apply” to save your changes or click “Cancel to dismiss the changes made.

SyncSuite

SyncSuite™ synchronizes your Calendar and Contacts between your RIM BlackBerry™, Microsoft Outlook™, Microsoft Outlook Express™, and other mobile devices. Your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office, and your Microsoft Outlook Express™ at home. You can also collaborate with your coworkers by sharing your Calendars, Contacts, Tasks, and Notes with each other.

The following SyncSuite™ downloads are available:

SyncJe for RIM BlackBerry™
- Synchronizes: Contacts, Calendar to WEBMAIL

SyncJe for Microsoft Outlook™
Synchronizes: Contacts, Calendar to WEBMAIL

SyncJe for Microsoft Outlook Express ™
- Synchronizes: Contacts to WEBMAIL

SyncJe for SyncML enabled wireless devices
- Synchronizes: Contacts, Calendar to WEBMAIL

To download any of the SyncSuite ™ products please take following steps:
1. Click "Download" to download the application
2. Click "Install Instructions" for detailed instruction on installing the application
3. Click "Help File" for a guide on how to use these applications

**Autoresponders**

The Autoresponder function allows you to automatically reply to incoming email with a pre-written message. This function can be enabled to auto respond to all or specific email addresses sent to your email account.

For example you could set up an Autoresponder when you are out of the office for a few days; the Autoresponder would alert those emailing you that you are away with your pre-written response.

This section will review how you can create or modify the Autoresponder for your email account

**Please note:** Autoresponders do not work for forwarded and alias accounts.
To Create an Autoresponder

1. Within the Autoresponder menu Click "Add". When "Add" is chosen the "Autoresponder details" panel will become active and will allow you to create a new autoresponder for the specified email account. You can create as many Autoresponders as you need for each account.

2. Specify the email messages that you want the Autoresponder to reply to by setting a condition. Email messages that meet this condition will receive this Autoresponder as a reply. Autoresponder Conditions are as follows:

   a) **Sender is anyone** - the Autoresponder will send the auto-reply message to everyone who sends an email to the email account, choose "sender is anyone" from the "Respond only if" drop down menu and leave the "is" textbox blank. This is the default.

   b) **From an email containing** - the autoresponder will auto reply to messages sent from a specified email address, choose the "From an email containing" option from the "Respond only if" drop-down list and enter the desired words contained in the email address in the "is" textbox. You can enter multiple words in the "is" textbox. They must be entered with a comma separated by no spaces.

   c) **To an email containing** - the Autoresponder will auto reply to the email messages that are sent to a certain address. If you want the Autoresponder to reply to email messages that are sent to a certain address choose the "To an email containing" option from the "Respond only if" drop down menu and enter the words contained in the email address in the "is" textbox. You can enter multiple words contained in the email addresses in the "is" textbox. They must be entered with a comma separating entries and with no other spaces.

   d) **CC to an email containing** - the Autoresponder will auto reply to email messages that are sent to a certain address. For example, if an email has the specified address in its "CC:" field, the Autoresponder will apply to it. Choose the "CC to an email containing" option from the "Respond only if" drop down menu and enter the words contained in the email address in the "is" textbox. You can enter multiple words contained in the email addresses in the "is" textbox.

   e) **Subject contains** - You can reply to messages whose subject contains some specific text. Select "Subject contains" option from the "Respond only if" drop down menu and enter the text in the "is" textbox.

3. Enter the auto response message in the "Message" text area.
4. Click the "Apply" button to save the changes made.
5. Click "Cancel" to dismiss the changes made.
Message Rules

The Message Rule functionality allows you to set rules and conditions for incoming email messages to your email account.

To setup a message rule:

1. From the “Rules” menu click “Add” to add a new message rule.
2. When you click on “Add” the “Rule Details” panel will become active and will let you set up the new rule. In this panel you can configure your message rule.
3. Enter the rule name in the “Rule Name” text box.
4. Under the heading “For incoming message that matches” select the option desired: “All of the following” or “Any of the following”. This selection is related to your condition that you will setup in the following steps.
5. Under “Condition” select from the “Field” drop down menu on of the following: To, From, CC, Subject. The condition set will apply to the filed selected here.
6. From “Match” drop down menu select one the conditions provided. For example if you want “To:” field containing specific text, you would choose “contains” and under “value” enter the text that would be contained in the field selected. If you want to setup the condition for case-sensitive text contained in the field check the check box next to “Case-sensitive”. 
7. Now select the action to be performed under the conditions entered above. Under “Action” select from the two drop-down menus the desired action. For example if you want all email messages satisfying the condition set above, choose “Copy” from the drop down menu and choose “Junk” from the second drop down menu. This would mean that all messages satisfying the condition chosen will be copied into the Junk folder.

8. If you want to add more conditions under the same rule name click “Add condition” and you will be able to create another condition under the same rule name.

9. If you are done click “Apply” to save your work. Once you click “Apply” you will notice your rule being displayed in the “Rules” panel on the left on the same page. Here you can see your rule and can make modifications to it.

10. In the “Rule” panel click on the bullet next to the rule name to enable or disable your rule. If the bullet is green it means your rule is enabled. If the bullet is grey it means your rule is disabled.

11. Click on the magnifying glass next to the bullet in order to see the details of your rule. The “Rule details” window on the right on the same page will display your conditions under the rule selected.

12. To remove a rule, click the red button next to the rule.

13. Click “Apply” to save the changes made.

14. Click “Cancel” to dismiss the changes made.
To edit a message rule
Within the “Rules” section you can review current existing rules for your email account. In order to edit an existing rule select the desired rule and click “Apply”. Click “Cancel” to dismiss the selection. When you click “Apply” the “Rule Details” section will become active and will let you edit the selected rule.

To disable/enable a message rule
In order to disable/enable a rule click on the green colored circle to the right of the rule and click on “Apply.”

To delete a rule
To delete an existing rule, click on the red negative circle icon to the right of the rule and click “Apply.” To undo the rule deletion, click on the green arrow.
To modify an alias account

Step 1 Select account

1. Select the alias account to be modified from the list of the existing alias accounts.
2. If the alias account is not displayed in the list enter the alias account in the text field provided and click” search” to look for your alias account.
3. Click” Reset” to dismiss the search.
4. When you have found the account select it by checking the check box
5. next to the alias account.
6. Click “Next” to proceed to the next step.
Step 2- Quick Properties

Here you will see your alias account and the mail address to which it’s currently being forwarded to.

1. Under “Forward mail to” you can change the existing email address by simply entering a new email address or a list of email addresses separated by comma and no spaces.

2. Click “Next” to proceed to the next step or Click “Previous” to go back to the previous step.

Step 3 - Complete

This step confirms that you have completed all the steps in the modification process.

“Modify another alias setting” will link back to step 1 where you can modify another alias account.

“Click here to go to your dashboard” will link to the “Dashboard” where you can quickly manage your email and alias accounts.
Dashboard

This section will review how to manage your email and alias accounts.

Email accounts
To manage your email account from the Dashboard

1. Click “Email Accounts” tab on the left panel, to view your email account list.

2. Click “Add email account” to add a new email account. A new window will open which will take you to “Create Account” section where you can set up your email account.

3. If the email account is not displayed in the list enter the email account in the text field provided and click “search” to look for your email account.

4. Click “Reset” to dismiss the search.

5. Choose the email account you want to modify by clicking on the check box next to the email account. Once you have chosen an email account the right hand side “Settings Overview” will become active and it will display all the current settings of the email account chosen.

6. Click “Change” to change your password.

7. To change the junk filter status, click on the drop-down menu and choose a new state.

8. To change filter type click on the drop-down menu and choose a new filter type.

9. To change “delete after” period click on the drop-down menu and choose a new time frame.

10. To add to allow list, enter the email address(es) you wish to be certain you receive email from, no matter how you have configured the spam filter and click “Add”.

11. To add to black list, enter the email address(es) you wish to automatically and block and click “Add”.

12. Click “Change” to change to forward to email address.

13. Click “More Settings” for more advanced spam filtering options.

   a. Note: Please refer to section “Modify an email account” described in this document for a full description of “More setting” capabilities.

14. Click “Apply” to save all the changes made.

15. Click “Delete” to delete the email account. By deleting an account, its entire mailbox contents are deleted as well. This process cannot be reversed.
Alias Accounts

How to manage your alias account

1. Click "Alias Accounts" tab on the left panel, to see a list of all your alias accounts.

2. Click "Add alias" if you would like to add a new alias account. A new window will open which will take you to "Create Account" section where you can set up your alias account.

3. If the alias account is not displayed in the list enter the alias account in the text field provided and click "search" to look for your alias account.

4. Click "Reset" to dismiss the search.

5. Choose the alias account you want to modify by clicking on the check box next to the account. Once you have chosen an alias account the right hand side "Settings Overview" will become active and it will display all the current settings of the alias account chosen. In this case it will display the current list of email addresses that your alias account is being forwarded to.

6. Under "Forward to" you can change the existing email address by simply entering a new email address or a list of email addresses.

7. Click "Apply" to save all the changes made or click "Cancel" to dismiss all the changes made.

8. Click "Delete" to delete the alias account. By deleting an account, its entire mailbox contents are deleted as well. This process cannot be reversed.
Settings

The following functions are available in this section:

- Catchall
- Email Settings
- Virus Scanning
- Purchase Emails

Catchall

This function allows you to redirect improperly addressed email sent to your domain to a catch-all email address. We define an improperly addressed email as an email message sent to your domain to an undefined email account.

Example:
If your domain is "mycar.com" and you have not defined an email account for bill@mycar.com through EasyMail, all email sent to the 'bill@mycar.com' address is considered improperly addressed and will be redirected to your catch-all email address.

You can create, change and remove a catch-all email address using the "Catch-All" function.
To create a catch-all email address

1. Enter an existing email address in the "Forward all email caught by the catchall to" textbox.
2. Check the "enable" button to activate this feature. Enter the email address you would like the catch all emails to be forwarded to.
3. Click "Apply" button to save the changes made or click the "Cancel" to dismiss the changes made.

**Note:** You can only set one catch-all email address per domain. The existing email address that you set as your catch-all can be either an external address (e.g. a hotmail account) or one of your domain's email regular accounts.

To change a catch-all email address

1. Enter another existing email address in the" Forward all email caught by the catchall to" textbox.
2. Check the “Enable” button to activate this feature.
3. Click "Apply" to save the changes made.
4. Click "Cancel” to dismiss the changes made.

To remove a catch-all email address

1. Leave the "Forward all email caught by the catchall to” textbox blank or click the "Disable" button to disable this feature.
2. Click "Apply" to save the changes made.
3. Click "Cancel" to dismiss the changes made.
Email Settings

This section provides you with all the necessary information that you need in order to setup your email account on your computer.

Virus Scanning

Email virus scanning protects your computer from computer viruses which can be transmitted by email attachments; some of these viruses are designed specifically to spread by email, while others are accidentally spread when an unsuspecting user sends a legitimate file via email which has been infected with a virus. To help protect your computer from these viruses using EasyMail you have to activate virus scanning.

1. To activate the virus scanning select the “Enable” button and click “Apply” to save the changes.
2. To deactivate the virus scanning select “Disable” button and click “Apply” to save the changes.

Purchase Emails
“Additional Emails” tab allows you to purchase additional email accounts. The extra email accounts will be added in your current available email accounts.

To purchase additional email accounts, confirm the amount of additional emails using corresponding drop down list and click “Confirm Purchase” button.
HELP

The Help tab links to the help menu where you can review instructions regarding the functionality and features EasyMail Setup.
**Where to find Help/Instructions**

AT&T Website Solutions includes a number of applications and tools that you can use on your website.

Help/Instructions on how to use each of these features are located in the top right of your control panel. For specific help for each application together with instructions, select the application you want in the control panel and click the help button in the top right corner.

**How to Contact Support**

Submit a ticket by email:  [sales@att-webhosting.com](mailto:sales@att-webhosting.com)

For support issues, please also include a step-by-step on how to replicate your problem including your operating system, browser type and version, and any links and login information that may be needed to duplicate and correct the reported issue.

Contact us by phone:

You may also reach us by dialing 1.888.WEB.HOST (1.888.932.4678).

Our Technical Support staff is available 24 hours a day, 7 days a week; choose the tech support option.

Our billing group is available Monday - Friday 8 a.m. – 8 p.m. (Eastern); select the billing option. All questions concerning billing, renewal or cancellation should be directed here.

Our sales staff is available Monday – Friday 8 a.m. – 8 p.m. (Eastern); select the sales option.

International customers may reach us by calling 972-234-4847