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About Your Control Panel

Online access to a web-based control panel is provided to manage your website account. The control panel provides access to a comprehensive set of tools that you can use to quickly build and manage a website, plus set up and manage your email accounts.

You can also use your control panel to access any additional applications included with your plan, such as analytics and search engine tools. It will help you effectively manage your online web presence.

Getting Started – Business Class Email

Business-branded email addresses, mobile synchronization, online collaboration tools and huge storage are just a few of the features you have access to with AT&T Business Class Email.

EasyMailSetup is your email administration tool that allows you to easily setup and manage your Business Class Email accounts. Empower your employees with individual, branded email addresses. Features include:

- Creating and modifying email accounts
- Managing email account passwords and viewing email settings
- Setting spam filters and viewing storage utilization per email address
- Accessing help tools for setting up and managing your email addresses on your desktop and mobile devices.
Get Started By Creating Your Business Class Email Accounts

Step 1 – launch the configuration wizard by clicking on the ‘EasyMailSetup’ icon within the AT&T Control Panel.

Step 2 – with the EasyMailSetup interface open, click ‘Create a new account’. This wizard will walk you through a step-by-step process to set up your email addresses. Follow the steps to get your email addresses up and running quickly:

- Select ‘Create an Email Account’.
- Fill in the requested email account details - Recommendations for individual users email addresses would be using their first initial and full last name (ex. jdoe@companyname.com).

Step 2 – setup your newly created email address on your desktop email client such as Outlook and also on your mobile smartphone. This is easy to do and we will walk you through the steps right from within EasyMailSetup by clicking on the Help Tab. With Business Class Email you also have access to our user friendly and feature rich web-based mail interface that allows you to manage your email inbox, contacts, calendars, email preferences and much more. Best of all, no matter where you are or what Internet enabled computer you are using you will have access to your email. This interface
provides you with important productivity tools including email message compose, and collaboration with co-workers including sharing calendars and contacts. You can also wirelessly synchronize your calendar and contacts between the web-based interface and smartphone device, ensuring that your important information is the same across your many devices. In addition, you can store and manage files directly within this web-based interface.

Get Started Using the Business Class Email Web-based Email Interface

**Step 1** – type websitesmail.att.com into your Internet browser such as Firefox or Internet Explorer. Don’t forget to inform your other email users about this helpful web-based email interface.

From this secure login page, enter your email address and password that you created during your Easymail setup process. Once you created that email account, you can log into your mail. Click Login.

**Step 2** – once logged into the web-based interface you will be able to do a number of day-to-day email and collaboration functions. There are seven key email sections that you can access by clicking on the tabs. These tabs include:

- **Home** – A quick view dashboard that displays unread messages; calendar events; tasks; notes; mailbox storage statistics.
- **Inbox** – This is where you will have access to your email messages, compose and reply to emails, search emails within your inbox and much more.
- **Contacts** – here you will be able to setup personal and shared contacts. Please see our Managing Email guide for more information about importing your contacts and calendar.
• Calendars – here you will be able to setup personal and shared calendars, setup meetings and view other users calendars within your company, while tracking day to day tasks
• Notes – a great place for taking notes while in meetings and on calls
• Mobile – here you will have access to setting up your email on your mobile smartphone and gives you access to the sync clients that will allow you to wirelessly synchronize your calendar and contacts to and from your smartphone device and web-based interface.
• Preferences – your place to manage email settings and setup your email signature, change spam preferences, change email password, and setup auto reply messages which is great for when you are going to be away from your email for long periods of time, like when you go on vacation.

Sharing Calendars

Any calendar that you create can be shared with other users in your domain. Users who share your domain includes anyone whose email address after the "@" symbol is the same as yours. For example, if your email address is "myemail@calendardomain.com", then any user whose email address ends in "@calendardomain.com" is in your domain. It is also possible to restrict access (or assign special access to) individual users in your domain.

There is also some flexibility in the types of access granted within a calendar. For example, if you share a calendar with low permissions, others can only view the calendar information; however, if you add a specific email account with high permissions, this account will have edit permissions.
Mobile Email

Mobile Email is available only with Business Class Email plans. This allows you to forward your email to your mobile device. You can use the email address associated with your webmail domain, or you can choose to forward a copy to an alternative email address.

Synchronizing your Data

You can synchronize your contact lists, calendar events, task lists and notes with Outlook, Outlook Express, Blackberries and other SyncML-enabled mobile devices using SyncSuite.

SyncSuite synchronizes your Calendar and Contacts between your RIM BlackBerry™, iPhone Microsoft Outlook™, Microsoft Outlook Express™, or other mobile devices. This means that all 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.

To download the applicable client program, click the "Mobile" button located at the top of the Webmail interface, and select the appropriate client to download. The "installation instructions" link on the download page will provide you with step-by-step instructions, detailing how to download and install the client on your computer or compatible mobile device.

Now that you have gone through these steps to setting up your Business Class Email, you are now better connected to your customers and colleagues.
**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

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. You may send a screen shot, but it is not required.

**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