Using Hosted Exchange portal

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Login to portal on https://portal.evolvedmail.net

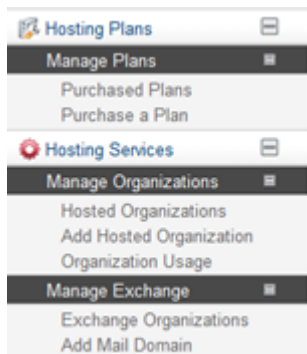Use user name and password provided to you for this site.

Add New Mailbox

On left side click Hosting Quota Report and on right side will show your license Quota

Resource Name		Allocated	Consumed	Left to Consume
Disk Space & Bandwidth				
Disk Space (MB) :		26050	6.79	26043.2
Mail Domains				
Mail Domains :	Exchange2010	10	1	9
Mailboxes :	Exchange2010	1	1	0
Total Mailbox Size (MB) :	Exchange2010	25000	25000	0
IMAP :	Exchange2010	1	0	1
POP :	Exchange2010	1	1	0
OWA/HTTP :	Exchange2010	1	1	0
MAPI :	Exchange2010	1	1	0
ActiveSync :	Exchange2010	1	1	0
Distribution Lists :	Exchange2010	100	0	100
Public Folders :	Exchange2010	Unlimited	0	-
Total Public Folder Size (MB) :	Exchange2010	10000	0	10000

In this case we have provided 1 mailbox but we do not have any additional license to add new mailbox. You can see on column Left to Consume. In this case we have to add Mailbox plan to this account.

On left side click Purchase Plan under Manage Plans group

Plan Name	Setup Price[USD]	Recurring Price[USD]	Select for Comparison
1. Add MailBox 25Gb	0.00	8.95	
2. Add BlackBerry Device	10.00	12.00	
3.Add Resource Mailboxes	0.00	5.00	
4.Add Exchange Light	0.00	5.95	
Journal Mailbox	75.00	60.00	
SharePoint_1Site_1GB	0.00	5.95	
			Page : 1 of 1

Chose 1. Add Mailbox 25Gb and press Purchase Plan

General Information :				
Plan Name :		1. Add MailBox 25Gb		
Credit Limit assigned :		1000.00 USD		
Your Closing Balance :		19.7 USD		
Available Credit Limit :		980.30 USD		
Financial Details :				
		Price[USD]	Discount	Your Price
Setup :		0.00	0.00%	0.00
Promotional :		0.00	--	0.00
Monthly Recurring :		8.95	0.00%	8.95
Purchase Details :				
Quantity :		1		
Recurring Duration :		Monthly		
				Purchase Now

Enter number of mailbox you plan to add under Quantity and press Purchase Now button.

Now we can create new mailbox.

Click on left side Exchange Organizations under Manage Exchange group and press Mailboxes on right side. Click on Add Mailbox.

Mailbox Type :	User Mailbox
Mailbox Name :	[Select Existing User] [New User] * [Remaining: 1]
Active Sync Settings	
Active Sync :	☑
Active Sync Policy :	Default
Policy Information	
Allow Non Provisionable Devices :	☑
Attachments Enabled :	☑
Password Settings	
Device Password Enabled :	☑
Alphanumeric Device Password Required :	☑
Password Recovery Enabled :	☑
Require Device Encryption :	☑
Allow Simple Password :	☑
Minimum Password Length :	4
Max Inactivity Time Device Lock :	Unlimited [Minutes]
Device Password Expiration :	Unlimited [Days]
Enforce Password History :	0 [Days]

Click on New User and that will provide you fields with Mailbox Name and password

Mailbox Type :	User Mailbox
Mailbox Name :	userName	@ demo.evolveip.net	[Existing User] * [Remaining: 1]
Password :	••••••••	Strong
	Generate Password	Show Characters
Confirm Password :	••••••••	*

Provide mailbox name and password. You can user password generator and if you want to see what password what was generated click on Show Characters.

Under Advanced Options and General Profile click on Configure

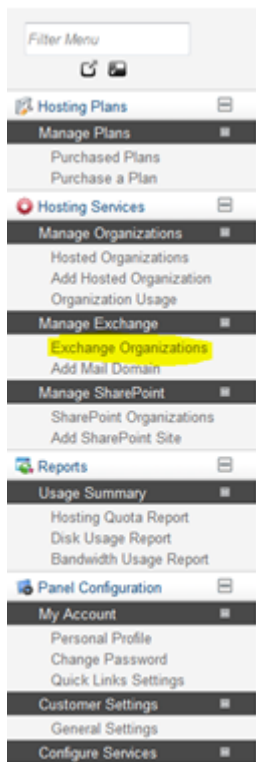| Mailbox Type : | User Mailbox |
Mailbox Name :	userName	@ demo.evolveip.net	[Existing User] * [Remaining: 1]
Password :	••••••••	Strong
	Generate Password	Show Characters
Confirm Password :	••••••••	*

Please enter all information for that user. That will show in outlook Global Address List.
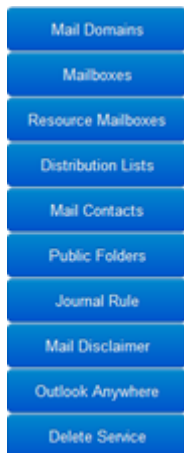
After entering all information click on Add Mailbox

Success : Mailbox created successfully.

Changing Email Password

On let side click on Exchange Organization

And on right side click on Mailboxes

Next screen will show you all mailboxes in your organization.

Select Mailbox and press Edit Mailbox. Press Change Password tab and enter new password for that mailbox. Do not forget to change all passwords on mobile devices.

Add email alias

On left side click on Exchange Organization and on right side Mailboxes. Select mailbox and press Edit Mailbox. Click on Email Address tab. Click on Add Email Address and in field enter allies email and predd Add Email Address

Success : Email Address added successfully.

Deleting Mailbox

On left side click on Exchange Organization and on right side Mailboxes. Select mailbox and press Delete
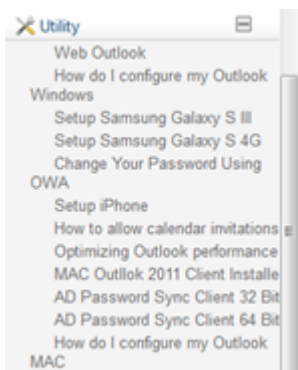

All instruction how to setup Outlook and mobile device you can find on this portal under Utility

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Related articles

Content by label

There is no content with the specified labels