

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.

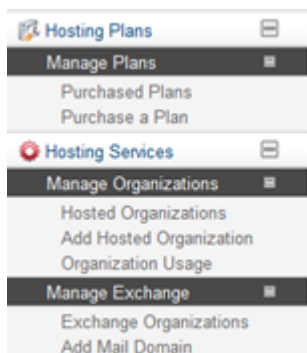
Add New Mailbox

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
MAAP :	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	<input type="checkbox"/>
2. Add BlackBerry Device	10.00	12.00	<input type="checkbox"/>
3. Add Resource Mailboxes	0.00	5.00	<input type="checkbox"/>
4. Add Exchange Light	0.00	5.95	<input type="checkbox"/>
Journal Mailbox	75.00	60.00	<input type="checkbox"/>
SharePoint_1Site_1GB	0.00	5.95	<input type="checkbox"/>

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 :			
Setup :	Price[USD]	Discount	Your Price
Promotional :	0.00	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 :	<input checked="" type="checkbox"/>
Active Sync Policy :	Default
Policy Information	
Allow Non Provisionable Devices :	<input checked="" type="checkbox"/>
Attachments Enabled :	<input checked="" type="checkbox"/>
Password Settings	
Device Password Enabled :	<input checked="" type="checkbox"/>
Alphanumeric Device Password Required :	<input checked="" type="checkbox"/>
Password Recovery Enabled :	<input checked="" type="checkbox"/>
Require Device Encryption :	<input checked="" type="checkbox"/>
Allow Simple Password :	<input checked="" type="checkbox"/>
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 :	<div> <div>*****</div> <div>Strong</div> </div> <div> <input checked="" type="checkbox"/> Show Characters </div>
Confirm Password :	*****

Provide mailbox name and password. You can use 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 :	<div> <div>*****</div> <div>Strong</div> </div> <div> <input checked="" type="checkbox"/> Show Characters </div>
Confirm Password :	*****

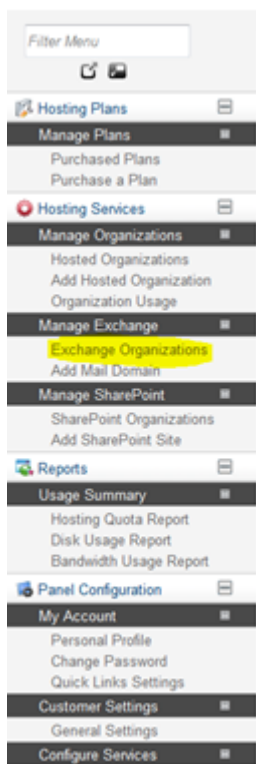
Please enter all information for that user. That will show in outlook Global Address List.

After entering all information click on Add Mailbox

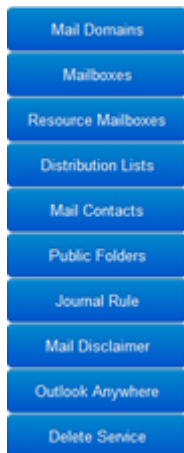
Success : Mailbox created successfully.

Changing Email Password

On left 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

General Properties	Advanced Properties	Email Addresses	Membership	Send On Behalf	Change Password
Display Name		username			
Email Address		username@demo-evolvep.net			
Email Address		Action			
username@demo-evolvep.net		Primary			
		Add Email Address			
Email Address		<input type="text" value="Username"/> @ demo-evolvep.net			
		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

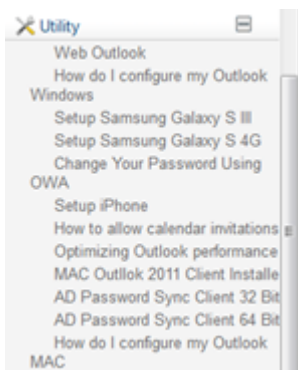
Mailbox: -- All --

Display Name	Login	Email Address	Mailbox Type	Mailbox Status
0 User1 Demo	EVOLVEDMAIL\user1	user1@demo.evolvep.net	User	Enabled
0 userName	EVOLVEDMAIL\username	username@demo.evolvep.net	User	Enabled

Total Mailboxes : 2

[Add Mailbox](#)
[Add Bulk Mailboxes](#)
[Edit Mailbox](#)
[Mailbox Settings](#)
[Litigation Hold](#)
[Archive Settings](#)
[Active Sync Settings](#)
[User Statistics](#)
[Delete](#)

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



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Content by label

There is no content with the specified labels