

# netmasters

## I-mail instellen nieuw mail account

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1. Ga naar [webmail.netmasters.nl](http://webmail.netmasters.nl)
2. Klik op: Hier kunt u de beheers-interface vinden. (zie scherm onderstreept)



The screenshot shows the netmasters website interface. At the top right, the 'netmasters' logo is displayed. Below it, a message reads: 'Dit is de default website voor de webmail'. The message explains that the user is seeing this page due to a migration and provides a link to the 'English Version'. It also offers links to find the 'webmail interface' and the 'beheers-interface'. A section for 'SECURE links' provides links for the 'Secure Webmail interface' and the 'Secure beheers-interface'. At the bottom, there is a link to 'www.netmasters.nl' for more information and a footer with 'algemene voorwaarden', 'privacy policy', and 'alle prijzen excl. 19% BTW'.

3. U ziet dan het volgende scherm verschijnen.



The screenshot shows the IP SWITCH Web Admin login page. The page has a light blue and white background with a subtle wave pattern. At the top, the text 'IP SWITCH' is displayed in a large, bold, sans-serif font, with 'Web Admin' below it and a small globe icon. Below the text, there are two input fields: 'Username:' with the text 'Info@uwdomeinnaam.nl' and 'Password:' with 'xxxxxxx'. A 'Log In' button is positioned below the password field.

4. Voer uw admin gegevens in (default is info account admin account)
5. Klik op Log In.
6. U komt terecht in het onderstaande scherm. Klik hierin op User Administration (links in beeld)

Domain Properties

Domain Name (OHV): uwdomainnaam.nl

TCP/IP Address: \$virtual576

Top Directory: F:\accounts\uwdomainnaam.nl

Domain Alias(es):

Domain Options

Enable Ipswitch Instant Messaging: No

Enable Virus Scanning: No

Message & Mailbox Options

Default Maximum Mailbox Size: 50 MB

Max. Outbound Message Size: 0 byte(s)

Single Message Maximum Size: 0 byte(s)

Full Mailbox Notify (percentage): 95

Default Maximum Messages: 0

Full Mailbox Notify Address: fullmailbox@netmasters.nl

Maximum User Count: 0

Current User Count: 7

Sub-mailbox Creation: Create

User Database Setting

User Database Type: IMail Database

Save

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7. U komt in het scherm met het user-overzicht.
8. Om een nieuwe user toe te voegen klikt u op Add...

User Administration

Wildcard Search: Search Clear

| <input type="checkbox"/> | Username | Name                 | System Admin | Domain Admin | List Admin | Disabled |
|--------------------------|----------|----------------------|--------------|--------------|------------|----------|
| <input type="checkbox"/> | info     | info                 | No           | Yes          | No         | No       |
| <input type="checkbox"/> | info     |                      | No           | Yes          | Yes        | No       |
| <input type="checkbox"/> |          |                      | No           | No           | No         | No       |
| <input type="checkbox"/> | root     | System Administrator | No           | No           | No         | Yes      |
| <input type="checkbox"/> |          |                      | No           | No           | No         | No       |

Add... Delete...

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9. Vul hier alle gegevens in van het nieuwe account. (alleen bovenste gedeelte invullen).
10. Als u dit gedaan heeft klikt u op Save (onderin).

IPSWITCH  
IMail Server

Logged in as: info@uwwdomeinnaam.nl

uwwdomeinnaam.nl

Help

**Add IMail User**

Domain Name (OHN): uwwdomeinnaam.nl

User ID:

Full name:

Password:

Confirm password:

Maximum Mailbox Size:

Maximum Mailbox Messages:

Allow Password Change

Grant Account Access

Access Information Services

Access LDAP Attributes

Allow Web Access

List Administrator Permissions

Domain Administrator Permissions

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11. Als u op save geklikt heeft komt u terug in het user-overzicht.
12. Het nieuwe e-mail account werkt nu.

Mocht u echter nog vragen hebben kunt u contact met ons opnemen.

NetMasters Support  
[Support@netmasters.nl](mailto:Support@netmasters.nl)