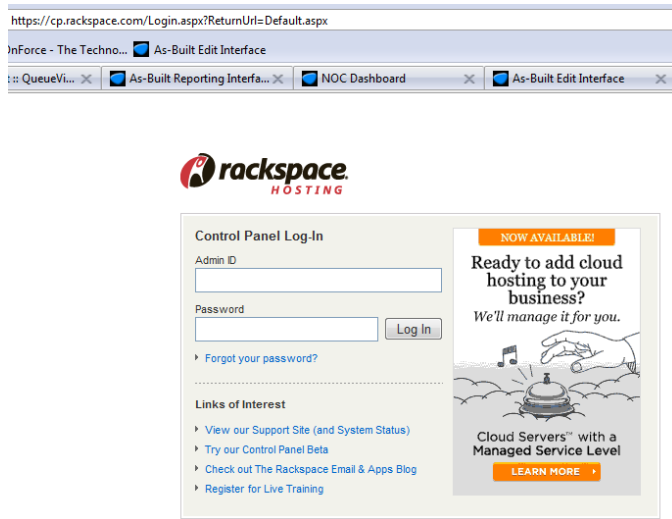


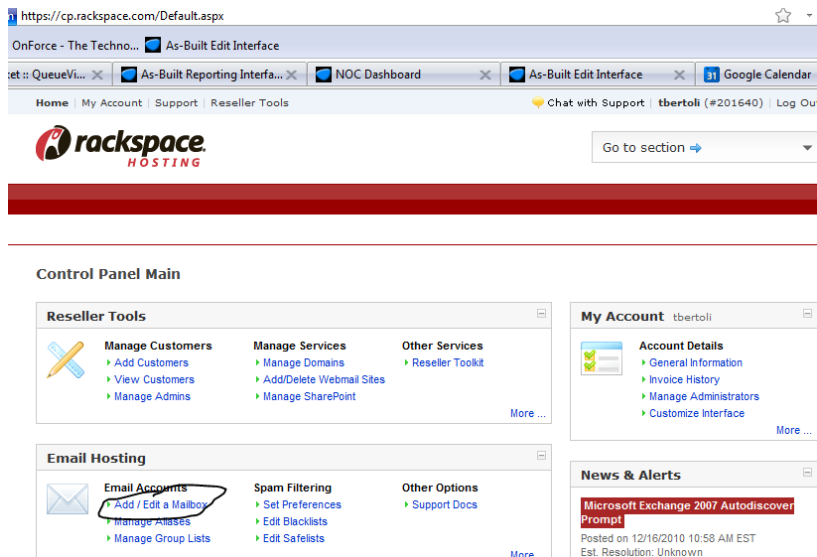
Guide for Setting up a SpotOnUSA.com Email Account

First, make sure they have an active account in the OSS. Then go to <https://cp.rackspace.com/> and enter your Admin ID and Password

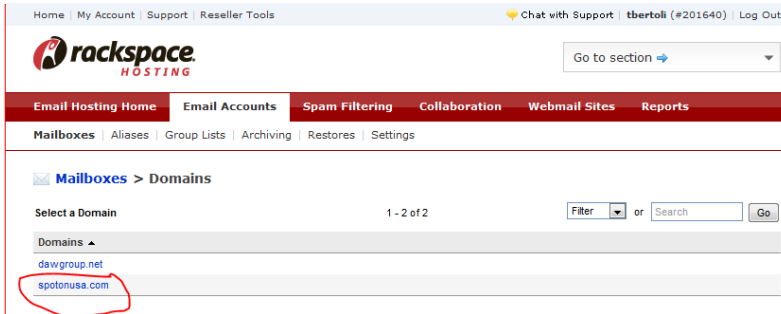


Comment [SOCD1]:

On the Home screen, go to "Add/Edit a Mailbox" under **Email Hosting**

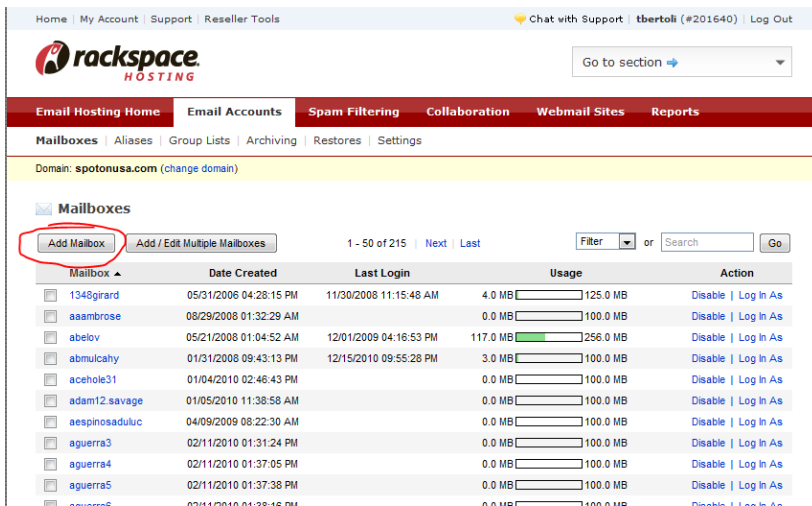


On the **Domains** page, choose “spotonusa.com”



Comment [SOCD2]:

Now click the “Add Mailbox” button to create a new email account



Enter all the customer’s information and click “Save” to create the account. Make sure to send an email to the customer confirming that their account has been created.

Mailboxes > Add Mailbox

General | Contact Info

User Details (* Required)		Storage	
First Name	<input type="text"/>	Current Usage:	<input type="text"/>
Last Name	<input type="text"/>	0 MB	100.0 MB
Display Name	<input type="text"/>		
User Name*	<input type="text"/> @spotonusa.com	Mailbox Size*	<input type="text"/> 100 MB
Password*	<input type="password"/> Requirements		
Confirm*	<input type="password"/>	100 MB	9.1 GB
		Remaining Extra Storage: 9.0 GB	
Directory Services			
<input type="checkbox"/> Visible in Email Hosting Company Directory			

Save Cancel

For Support Documents to Walk Through Email Client Setup:

https://cp.rackspace.com/Default.aspx

OnForce - The Techno... | As-Built Edit Interface

As-Built Reporting Interfa... | NOC Dashboard | As-Built Edit Interface: Re... | Google Calendar

- Manage Admins
- Manage SharePoint
- Manage Administrators
- Customize Interface

Email Hosting

- Email Accounts
 - Add / Edit a Mailbox
 - Manage Aliases
 - Manage Group Lists
- Spam Filtering
 - Set Preferences
 - Edit Blacklists
 - Edit Safelists
- Other Options
 - Support Docs

News & Alerts

System Status
The email system and related services are running properly.

Hosted Exchange

- Email Accounts
 - Add / Edit a Mailbox
 - Manage Contacts
 - Manage Distribution Lists
- Spam Filtering
 - Set Preferences
 - Edit Blacklists
 - Edit Safelists
- Other Options
 - Support Docs

Microsoft SharePoint CONFIGURE YOUR FREE SITE

Domains

- Manage Domains
 - View Details
 - Manage DNS
 - Add Disclaimers
- Spam Filtering
 - Set Preferences
 - Edit Blacklists
 - Edit Safelists

Support

- Support Docs
 - Exchange
 - Email Hosting**
- Troubleshoot
 - DNS Check
 - Remote Mail Check
 - Header Analyzer
- Contact
 - Contact Us
 - View / Create Ticket

Email Hosting Documentation

Get Adobe

-  [Administrative Panel Guide](#)
-  [Webmail User Guide](#)
































Domain Setup:

-  [Changing the MX Records](#)
-  [Changing the Name Servers](#)
-  [Transferring a Domain](#)
-  [SPF Setup Guide](#)








Server Configuration Settings:

Server Type	Server Name	Port
POP3	pop.emailsrvr.com	110
IMAP	imap.emailsrvr.com	143
SMTP	smtp.emailsrvr.com	25
POP3 with SSL	secure.emailsrvr.com	995
IMAP with SSL	secure.emailsrvr.com	993
SMTP with SSL	secure.emailsrvr.com	465

Email Client Setup:

- | | | |
|--|--|--|
|  Outlook 2007
 Setup Guide (POP)
 Setup Guide (IMAP) |  Outlook Express
 Setup Guide |  Mozilla Thunderbird
 Setup Guide
 User Guide |
|  Outlook 2003
 Setup Guide |  Windows Mail
 Setup Guide (POP)
 Setup Guide (IMAP) |  Netscape Mail
 Setup Guide
 User Guide |
|  Outlook 2002 / XP
 Setup Guide |  Mulberry
 Setup Guide (POP)
 Setup Guide (IMAP) |  Mozilla SeaMonkey
 Setup Guide (POP)
 Setup Guide (IMAP) |
|  Outlook 2000
 Setup Guide |  Outlook 98
 Setup Guide |  Eudora
 Setup Guide (POP)
 Setup Guide (IMAP) |

Mac Client Setup:

- | | | |
|---|---|---|
|  MacMail Leopard
 Setup Guide (POP)
 Setup Guide (IMAP) |  Entourage
 Setup Guide |  Opera
 Setup Guide |
|---|---|---|

Here you can find guides for most email clients and portable devices like Android phones or iPhones.