

## **Red Office Remote Email Access Procedure**

Log in to your web hosting cpanel: [www.redoffice.co.nz/cpanel](http://www.redoffice.co.nz/cpanel) username: redoffic password: igUltAp2

Click on "Email Accounts"



Click the green webmail icon next to the account you want to view:

Enter the EMAIL password given to you when the address was first set up, and click Login.

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Managing: All Domains [Go]

### Email Accounts

In this area, you can manage the email accounts associated with your domain(s). Select the domain you wish to manage email for from the drop list at the top of this page.

#### Add a New Email Account

Please Enter the User and the Password you wish to use:

Email:  @ redoffice.co.nz

Password:  Password Strength: Very Weak

Password (Again):

Mailbox quota (optional): 250 MB

#### Current Accounts

ACCOUNT	ACCESS WEBMAIL	USAGE	QUOTA	FUNCTIONS
isabelle@redoffice.co.nz		0 Bytes	20 MB	Delete Change Quota Change Password Configure Mail Client
jill@redoffice.co.nz		0 Bytes	20 MB	Delete Change Quota Change Password Configure Mail Client
louise@redoffice.co.nz		777 KB	20 MB	Delete Change Quota Change Password Configure Mail Client
vivienne@redoffice.co.nz		0 Bytes	250 MB	Delete Change Quota Change Password Configure Mail Client

HOME HELP LOGOUT

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### WebMail Login

Enter Password for vivienne@redoffice.co.nz:

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Home Trademarks Help Documentation Logout