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Home > Email > MS Exchange

Microsoft Exchange

What is MS Exchange?

Microsoft Exchange Hosting provides you with secure email, that's available anywhere, but doesn't drain your valuable IT resources. Fully maintained by Hostway, Exchange gives you remote email access using Outlook Web Access, which means you can access Outlook from any remote location. You'll also be able to share files, tasks and calendars with your whole team. Let Microsoft Exchange Hosting transform your email system into a powerful collaboration tool.

[Learn more...](#)

Currently Managing: Mrkennedy.com

My Exchange Mailbox Summary:

Included Free	Purchased	Active	Remaining
20	0	0	20

You currently have no mailboxes set up

Create Mailbox

Cancel Exchange

Notes

Scenario:

This page appears by default when the users clicks on MS Exchange and the user has not yet set up any mailboxes

Since the users account comes with 20 free accounts, the first 20 will be free. This the buttons will say "create mailbox" and "create multiple mailboxes"

*As per hozi's request on 1/10/07 we are going to hold off on "Cancel Exchange"

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Microsoft Exchange

What is MS Exchange?

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[Learn more...](#)

Currently Managing:

My Exchange Mailbox Summary:

Included Free	Purchased	Active	Remaining
20	0	0	20

You currently have no mailboxes set up

[Purchase Mailbox](#)

[Cancel Exchange](#)

SETUP **Free** & MONTHLY **\$4.95** *

* Promotional price applies for the first 3 months, thereafter \$8.95 per month.

Notes

Scenario:

This page appears by default when the users clicks on MS Exchange and the user has no free accounts remaining or included.

The process would be the same if it's free as the user would continue through the wizard. The only difference is the user will be taken to an "Authorization" page and both the Authorization page and the Confirmation page will show a price.

*As per hozi's request on 1/10/07 we are going to hold off on "Cancel Exchange"

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Microsoft Exchange

Currently Managing: washingtonconsulting.com

Setup Mailbox

Setup a new mailbox

Select the option you would like to use to **Setup a New Mailbox**:

- Quick Creation – create 1 mailbox quickly by entering minimal information
- Multiple Mailbox Creation – create multiple mailboxes quickly by entering minimal information
- Setup Wizard - create and setup 1 mailbox by going though each step of our 4 step setup wizard:
 1. Create Mailbox (and manage settings)
 2. Set Public Folder Permissions
 3. Add to Distribution Lists
 4. Configure Mobile Settings

[Begin Creation Process](#)

Notes

Scenario:

The user arrives at this screen after they have clicked on either "Create mailbox" or "Purchase Mailbox" from the overview page

The H1 of this page will change depending on whether the user is "Purchasing" or "Creating".

In this example the user will have selected "Setup Wizard" and then will click on "Begin Creation Process"

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Microsoft Exchange

Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard

1. Create Mailbox	2. Set Folder Permissions	3. Add to Distribution Lists	4. Configure Mobile
<input type="checkbox"/> Name	<input type="checkbox"/> Password	<input type="checkbox"/> Contact Info	<input type="checkbox"/> Permissions
<input type="checkbox"/> Restrictions	<input type="checkbox"/> Protection	<input type="checkbox"/> Delivery	

Step 1. Create Mailbox

What is a mailbox?

You can think of each Mail Box as one unique login and password needed to access that individual's account.

What's the difference between mailbox and email address?

Solution Mailbox is the physical location of your emails and the email address is your network unique name that identifies an electronic post office box where email can be sent.

Name Mailbox

* **First Name**

* **Middle Name**

* **Last Name**

* **Email Address:** @ Washingtonconsulting.com
Example: billsmith

Display as:

[← Go Back](#)

[Continue with Wizard \(optional\)-->](#)

[Exit Wizard and Purchase](#)

Notes

Scenario:

The user arrives here after they have clicked on either "create mailbox" or "purchase mailbox from the overview page

The H1 of this page will change depending on whether the user is "Purchasing" or "Creating".

- The user will arrive at this page and only be required to enter minimal information. Then the user can opt to "create " or "Continue with setup Wizard" to enter full contact info" or "cancel and go back".

* The field called "Display as" will be auto populated

If the users clicks "Exit Wizard and Purchase" then will be taken to the confirmation page (and if there is \$ involved, then they will be taken to Authorization page and then confirmation page.

If the user clicks "Continue with Wizard" they continue with the process

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Home > Email > MS Exchange

Microsoft Exchange

Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1. Create Mailbox	2. Set Folder Permissions	3. Add to Distribution Lists	4. Configure Mobile
----------------------	------------------------------	---------------------------------	------------------------

Name
 Password
 Contact Info
 Permissions
 Restrictions
 Delivery

Step 1. Create Mailbox

—Create Password (Optional)—

Password:

- Must be at least 6 characters long
- Must include one numeric or symbolic character

Confirm Password:

Allow user to change password:

- Yes
 No

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[Continue with Wizard \(optional\)-->](#)

[Exit Wizard and Purchase](#)

Notes

Scenario:

Step1.

This is the second part of Step 1. called "create password"

This page appears after the user has completed the " name mailbox" section:

Note:

We need to create a central page on the server where users will login.

When the account is first created, the admin which has either a) registered the user with a password or b) no chosen a password and a generic one is generated.

This admin person will then have the new user go to a webpage which the new user will enter the following information:

- username
- current password
- new password (along with password requirements)
 - must be at least 6 characters long
 - must include one numeric or symbolic character.
- reenter new password

How can users change their passwords?

To change your Shared Exchange 2003 password...

1. Log into..
2. Click on ...
3. Enter ...

Give user option to buy a SharePoint when signing up for this account. If they hit yes, then plan comparison expands and explains

Note: Administrator will need to be able to override users

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Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1.
Create Mailbox

2.
Set Folder Permissions

3.
Add to Distribution Lists

4.
Configure Mobile

Name Password **Contact Info** Permissions Restrictions Protection Delivery

Step 1. Create Mailbox

~~Enter Work Contact Info (Optional)~~

Job Title:
Company:
Department:
Office:
Manager's Name:
Work Phone:
Fax Number:
Pager Number:
Notes:

~~Enter Personal Contact Info (Optional)~~

Home Number:
Mobile Number:
City, State, Zip, Country
Website:

[← Go Back](#)

[Continue with Wizard \(optional\)-->](#)

[Exit Wizard and Purchase](#)

Notes

SAM:
What is this and is this needed? This only is displayed after contact has been created

Stu file a bug for the future addition of the following fields:

Work

Assistant's Name:
E-mail 1: , E-mail 2: , E-mail 3
Pager: , Work Phone: , Work Fax:
Notes:

Personal

Home
AOL IM Name: Yahoo IM Name: , MSN IM
Name:
Web Page:
Home Phone and Mobile:
Home IM:
Spouse's Name:
Anniversary:

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Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1. Create Mailbox	2. Set Folder Permissions	3. Add to Distribution Lists	4. Configure Mobile
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Password	<input checked="" type="checkbox"/> Contact Info	<input type="checkbox"/> Permissions
	<input type="checkbox"/> Restrictions	<input type="checkbox"/> Protection	<input type="checkbox"/> Delivery

Step 1. Create Mailbox

~~Send on Behalf Options (Optional)~~

This function, also called a Delegate), allows one person to send mail on behalf of another. (Ex: secretary sends mail on behalf of CEO).

<input checked="" type="checkbox"/> May send on behalf of	
Deny Permission	
<input type="checkbox"/> Email Address	Type
<input type="checkbox"/> billtom@joellecf.com	mailbox

<input type="checkbox"/> May not send on behalf of	
Allow Permissions	
<input type="checkbox"/> Email Address	Type
<input type="checkbox"/> billtom@joellecf.com	mailbox

~~Accept and Reject Messages~~

Allows you to accept or reject emails from email addresses you wish to block.

Accept from Authenticated Users Only Only allow email from mailboxes or contacts created in the Exchange Administration area in {SiteControl}.

Update		
<input type="checkbox"/> Email Address	Type	Accept/Reject Messages
<input type="checkbox"/> billtom@joellecf.com	mailbox	Accept all <input type="button" value="v"/>
		default <input type="button" value="v"/>

[← Go Back](#) [Continue with Wizard -->](#)

Exit Wizard and Purchase

Notes

Scenario:

The form issues need to be resolved. The form I used as a test is located at: http://linigma.dev.chicago.hostway.net/~ui/pagelist/forms/personal_contact_info_w_errors.html

Note: Both sections will be able to expand and collapse

Accept/Reject - drop down options:

- Accept all
- Reject all
- Default all

Email address drop down options:

- Accept
- Reject
- Default

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Microsoft Exchange

Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1. Create Mailbox

2. Set Folder Permissions

3. Add to Distribution Lists

4. Configure Mobile

Name Password Contact Info Permissions Restrictions Protection Delivery

Step 1. Create Mailbox

This allow the Administrator to set the following rules for individual mailboxes

~~Restrict Mailbox Size (Optional)~~

Incoming Message Size KB
Limit: - Maximum size allowed is 51200 KB

Allows you to determine the maximum file size that will be accepted for incoming email, including attachments.

Outgoing Message Size KB
Limit: - Maximum size allowed is 51200 KB

Allows you to determine the maximum file size of an email, including attachments. 1000 KB = 1 Megabyte

~~Restrict Mailbox Display (Optional)~~

Hide mailbox in Exchange Address Book: Yes - Hide mailbox and associated information from global address book
 No - Show mailbox and associated information in global address book

~~Restrict Number of Mailbox Recipients (Optional)~~

Limit the # of recipients:

This option allows you to limit the number of people that a mailbox can send email to simultaneously. This is one method of reducing the possibility that someone might use the email box to send out unsolicited email.

100 max

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1.
Create Mailbox

2.
Set Folder Permissions

3.
Add to Distribution Lists

4.
Configure Mobile

Name Password Contact Info Permissions Restrictions Protection Delivery

Step 1. Create Mailbox

This allow the Administrator to set the following rules for individual mailboxes

~~Spam Protection (Optional)~~ _____

~~Virus Protection (Optional)~~ _____

~~Phising Projection (Optional)~~ _____

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1. Create Mailbox

2. Set Folder Permissions

3. Add to Distribution Lists

4. Configure Mobile

Name Password Contact Info Permissions Restrictions Proection Delivery

Step 1. Create Mailbox

This section allows you to create email aliases for a mailbox. Email aliases are additional email addresses that forward email to a mailbox.

Example: info@yourdomain.com could be an email alias that forwards mail to johndoe@yourdomain.com

~~Create Forward (Optional)~~

*Alternate Recipient:

Alternate Recipient is the same as " Forward my Mail to <Address> ". Microsoft supports one email to forward to.

Message Delivery Deliver message to both recipient and alternate recipient (Sends each email to the mailbox AND the alternate recipient)

~~Create Aliases (Optional)~~

Create Mailbox Alias @

Email Address

billtom@joellecf.com

billtom@joellecf.com

[← Go Back](#) [Continue with Wizard \(optional\)-->](#)

Notes

Scenario:

Note: Please add Alphabetical pagination. It was removed to save space

Edit email address below will allow you to changed the email address that has been entered

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Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1. Create Mailbox

2. Set Folder Permissions

3. Add to Distribution Lists

4. Configure Mobile

Step 2. Set Public Folder Permissions (Optional)

What are Public Folders? (? collapsed)

Public folders is a feature of Microsoft Exchange Server that provides an effective way to collect, organize, and share information with others in an organization. Public folders can contain any type of Outlook folder item such as messages, appointments, contacts, tasks, journal entries, notes, forms, files, and postings.

How do I manage these folders? (? collapsed)

You can manage these folders from Outlook or Outlook Web Access.

Outlook: When you are connected to your Exchange server, click on folders labeled "Public Folders" in the Microsoft Outlook Folder List in the Navigation Pane. (The Navigation Pane is the column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane.)

Outlook Web Access: You can click the Public Folders icon to access public folders.

Public Folder Access (Optional)

- *Access Level:
- Standard user
Can access, but not create and manage Public Folders
 - Administrator
Can access, create and manage Public Folders

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[Exit Wizard and Purchase](#)

Notes

Create public folders
- we have currently auto enabled the setup public folders.

Jose said it's not a good idea...

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Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

1. Create Mailbox

2. Set Folder Permissions

3. Add to Distribution Lists

4. Configure Mobile

Step 3. Add Mailbox to Distribution List(s)

What is a distribution list?

A distribution list is like an alias for an email list. When a message is sent to a distribution list, it is automatically routed to the email address of each member in the list. For example, You could have a distribution list called staff@yourdomain.com, and you would add users to the list; when you send an email to this distribution list email address, the email gets sent to everyone on the list.

How to add/remove a user from a distribution list

To add a this user as a group member of a distribution list, simple move the drop down in the "group member" column to "yes". To remove a user from that group, simply select "no" from the drop down. If you wish to add the user to all groups, select the drop down directly under Group Member. When you are finished click "update".



Member of...

Remove from Group

<input type="checkbox"/>	List Name	Description	Email Address
<input type="checkbox"/>	Marketing	This sends internal emails to all employee	marketing@mrkennedy.com
<input type="checkbox"/>	Human Resources	This sends internal emails to all employee	humanresources@mrkennedy.com



Not a Member of...

Allow Permissions

<input type="checkbox"/>	List Name	Description	Email Address
<input type="checkbox"/>	Advertising	This sends internal emails to all employee	advertising@mrkennedy.com
<input type="checkbox"/>	Engineering	This sends internal emails to all employee	engineering@mrkennedy.com

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Notes

Scenario:

HTML to use:

<http://linigma.dev.chicago.hostway.net/~ui/pagelist/email/exchange/distributionlists.html>

Note: Please add Alphabetical pagination. It was removed to save space

Note:

The second level of navigation will be the same as setup mailbox

No distribution lists

If no distribution lists have been created, there will be a note which says "you currently have no distribution lists setup. You can setup a new list when you have completed purchasing this mailbox".

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MS Exchange

Currently Managing: washingtonconsulting.com

Mailbox Setup Wizard for: peter_zaidman@washingtonconsulting.com

- 1. Create Mailbox
- 2. Set Public Folder Permissions
- 3. Add to Distribution Lists
- 4. Configure Mobile

- Chooses Provider
- If Windows: Create Password
- If Blackberry Purchase Set Lock status Enable/Disable Device

Step 4. Configure Mobile Settings (Optional)

What is a distribution list?

A distribution list is a group of e-mail addresses, usually grouped under a single e-mail address. When you send to a distribution list, you're really sending to everyone whose address is included in the list. This makes it easier than picking 30 different addresses from the Address Book.

How to add/remove a user from a distribution list

To add a this user as a group member of a distribution list, simple move the drop down in the "group member" column to "yes". To remove a user from that group, simply select "no" from the drop down. If you wish to add the user to all groups, select the drop down directly under Group Member. When you are finished click "update".

Windows s Mobile

Mi8 also supports Outlook Mobile Access (OMA), a native feature of Microsoft Exchange that establishes a real-time connection with Exchange from a browser-enabled wireless Internet device. The advantage of OMA is that it supports many non-Microsoft devices; also, because data doesn't reside locally on the device, physical security is enhanced. OMA 2003 supports Wireless Application Protocol (WAP) 2.0 device

BlackBerry Enterprise Service

Allows you to send and receive wireless email from virtually anywhere in the United States, or in a growing number of European countries, through a device the size of a pager. Mi8 offers the BlackBerry wireless device as an enhancement to Microsoft Exchange, giving mobile employees the capabilities to access calendars, receive meeting requests and reminders, task reminders, and other messages generated by Exchange's groupware functions.

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Notes

Scenario:

THIS IS ON HOLD FOR NOW



blackberry class is the float left

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1 Home > Email > MS Exchange

2 MS Exchange Mailbox Purchase Confirmation

Currently Managing: washingtonconsulting.com



Request(s) Successfully Received.

EasyHost has received your request(s) to:

- Create User in MS Exchange for {washingtonconsulting.com}

We will do our best to have this setup within the next 48 hours. We appreciate your patience.

Purchase Details

Basic Mailbox Info:

First Name: Peter
 Middle Name: Alan
 Last Name: Zaidman
 Email: pete_zaidman@washingtonconsulting.com
 Password: ***** ([display password](#))
 Allow user to change password: Yes
 Access Level: Administrator

Transactions

Date	Item(s)	Details	Recurring Charge	Setup Fee	Subtotal
05/30/06	Exchange	Purchased mailbox for pete_zaidman@washingtonconsulting.com	\$8.95/month	\$0.00	\$8.95

Subtotal \$8.95
 Tax \$0.50
Total \$9.45

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Notes

Scenario:

This is the Confirmation page
 This page appears:
 - if the user had clicked a) "Purchase Now" from the prior page

Note:

I need to discuss with developers because product manager gave approval for admin to create temp password and then allow user to go to a page (which will not have access to any other sections) and change password. I need to figure out how this is going to work

Bread crumb

1 H1

2

Message: Confirmation

3 Explanation:
<http://linigma.dev.chicago.hostway.net/~ui/pagelist/index.html#messages>

Example to follow:
<http://linigma.dev.chicago.hostway.net/~ui/pagelist/messages/confirmation.htm>

4 Purchase Details Table:

Refer to Table #16 towards the end you will see "Review Transfer Details" on this page:
<http://linigma.dev.chicago.hostway.net/~ui/pagelist/tables/tables.html>

5 Transactions Table:

Refer to table #21 called "Transactions" on this page:
<http://linigma.dev.chicago.hostway.net/~ui/pagelist/tables/tables.html>

6 Buttons

```
<div class="button-container button-container-form-align">
<input class="button-submit" type="submit" name="mod_Q_Q_addAction" value="Add Action"/>
```

```
<a class="faux-button-cancel" href="#">
Cancel and Go Back</a>
</div>
```

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Currently Managing: washingtonconsulting.com

Mailbox(s)

Public Folders

Global Contacts

Storage Space

Distribution Lists

Mobile Setup

Mailbox Overview



Item(s) Pending...

Pardon our delay, but the following item(s) have not yet been activated:

- Purchase mailbox peter_zailmna@washingtonconsulting.com

We will do our best to have this setup within the next 48 hours. We appreciate your patience.

Account Summary:

Included Free	Purchased	Active	Remaining
20	0	0	4

Find User

ex) 0-9 , a, or football

Search

[Advanced Search](#)

all [A](#) [B](#) [C](#) [DE](#) [F](#) [G](#) [HI](#) [J](#) [K](#) [L](#) [M-O](#) [PQ](#) [R](#) [S](#) [T-V](#) [W-Z](#)

Delete

Update

Full Name

Mailbox Name

Status

Action(s)

All enabled
All disabled

Zaidman, Peter A

peter_zaidman@wc.com

enabled

Pending...

Notes

Scenario:

Pending after mailbox has been created.