

Create User Accounts

Regular users can automatically manage their messages and spam, as well as editing their white/black lists.

To manually create a user account carry out the following steps:

- Login with the Admin credentials created in the previous step or as Domain Administrator.
- Access the “User Management” page, from the top navigation or the Admin Area, and click “+ Add”.
- Complete all requested fields. As username use an email or token that will be used on login.
- Select User Type User
- Specify email address to deliver Daily Digest Report and confirm.
- Now add a primary email addresses to this user, and optionally secondary addresses, that will be used to establish message ownership.