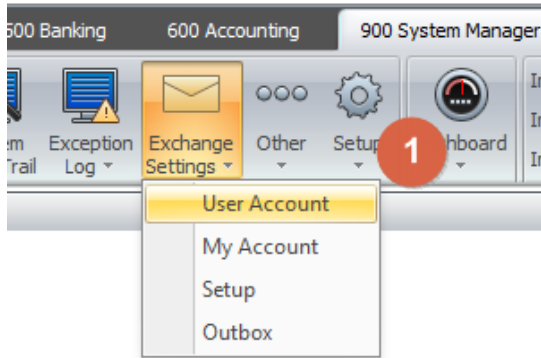




Creating an Email Account for another User (Exchange Plugin)

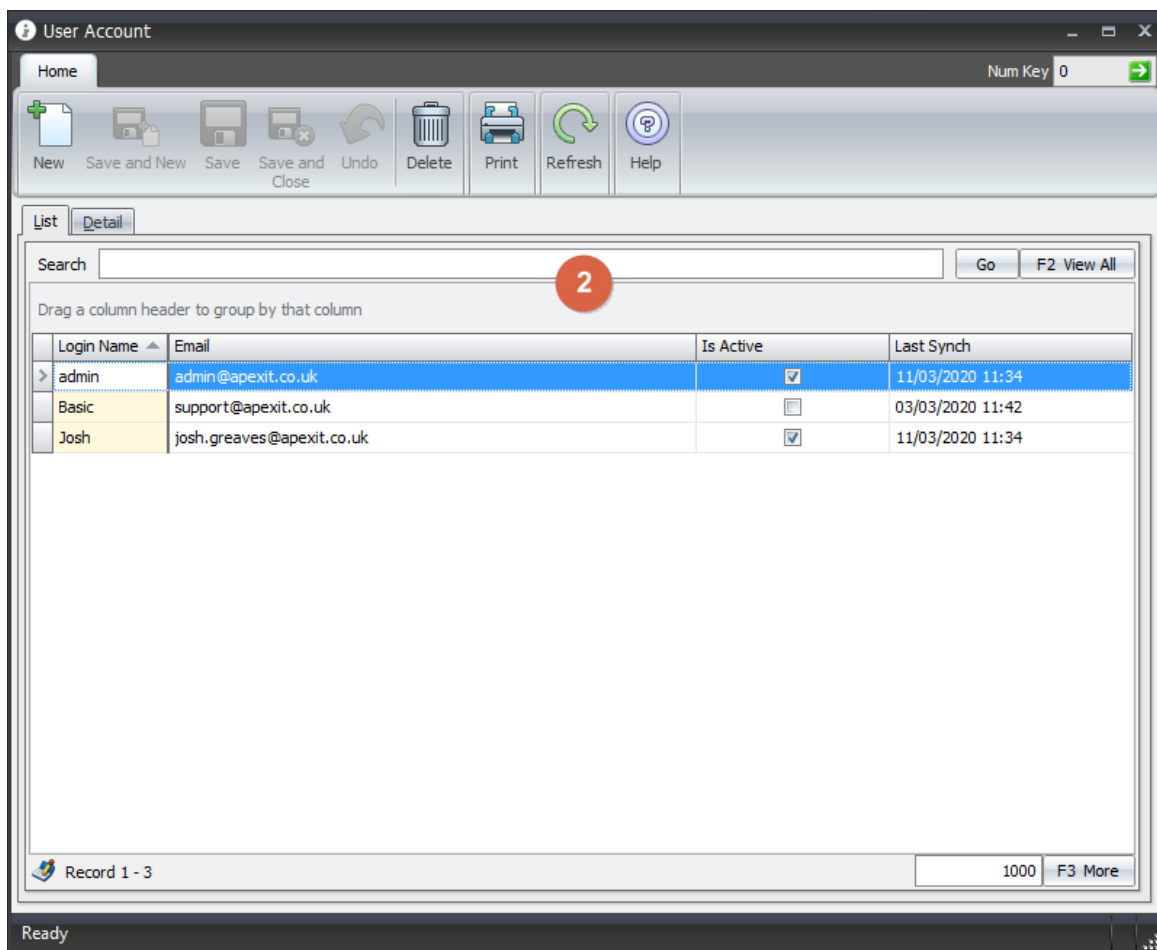
In Interprise it is possible for a user to manage another user's email Exchange account settings, such as creating another user's email account or changing the password for that account.

The user making the changes can only do this if they have access to the "User Account" option, under Exchange Settings (1) found in the "System Manager" module.



Once the user has clicked "User Account" (1), under "Exchange Settings", they will be presented with the below screen (2).

Existing accounts will be shown.





Creating an Email Account for another User (Exchange Plugin)

Click the "New" (3) button to create a new Exchange account.

The screenshot shows the 'User Account' window with a toolbar at the top. The 'New' button, represented by a green plus sign and a document icon, is highlighted with a red circle containing the number '3'. Below the toolbar, there are tabs for 'List' and 'Detail'. A search bar is present with a 'Go' button and 'F2 View All' option. Below the search bar, there is a table with columns: Login Name, Email, Is Active, and Last Synch. The table contains three rows: 'admin' (active), 'Basic' (inactive), and 'Josh' (active). At the bottom of the window, there is a status bar showing 'Record 1 - 3', '1000', and 'F3 More'.

Login Name	Email	Is Active	Last Synch
admin	admin@apexit.co.uk	<input checked="" type="checkbox"/>	11/03/2020 11:34
Basic	support@apexit.co.uk	<input type="checkbox"/>	03/03/2020 11:42
Josh	josh.greaves@apexit.co.uk	<input checked="" type="checkbox"/>	11/03/2020 11:34



Creating an Email Account for another User (Exchange Plugin)

Under the "Login Name" (4) click the drop down and select the relevant user to create the Exchange account user for and fill in the email details.

The "Mail Server" (5) is the server information used to access emails remotely.

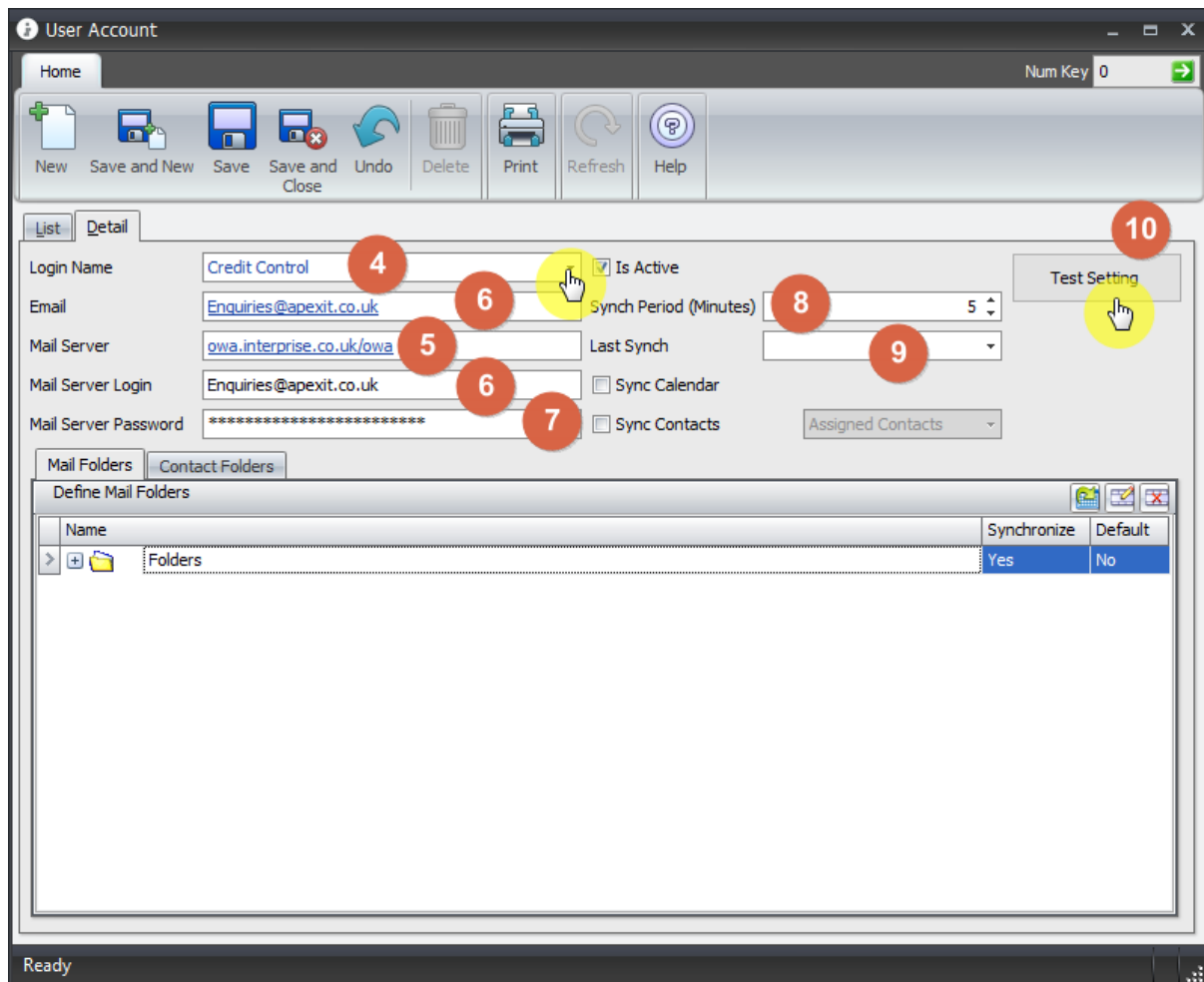
The "Email" (6) and "Mail Server Login" (6) are usually the same, however may be different.

The "Mail Server Password" (7) is the email password (usually the same as the windows login, but again may be different).

The "Sync Period (Minutes)" (8) is how many minutes until the email account will synchronise.

The "Last Sync" *(9) is the date and time the email last synchronised. (The date/time will populate once the details are saved and are testing successfully.)

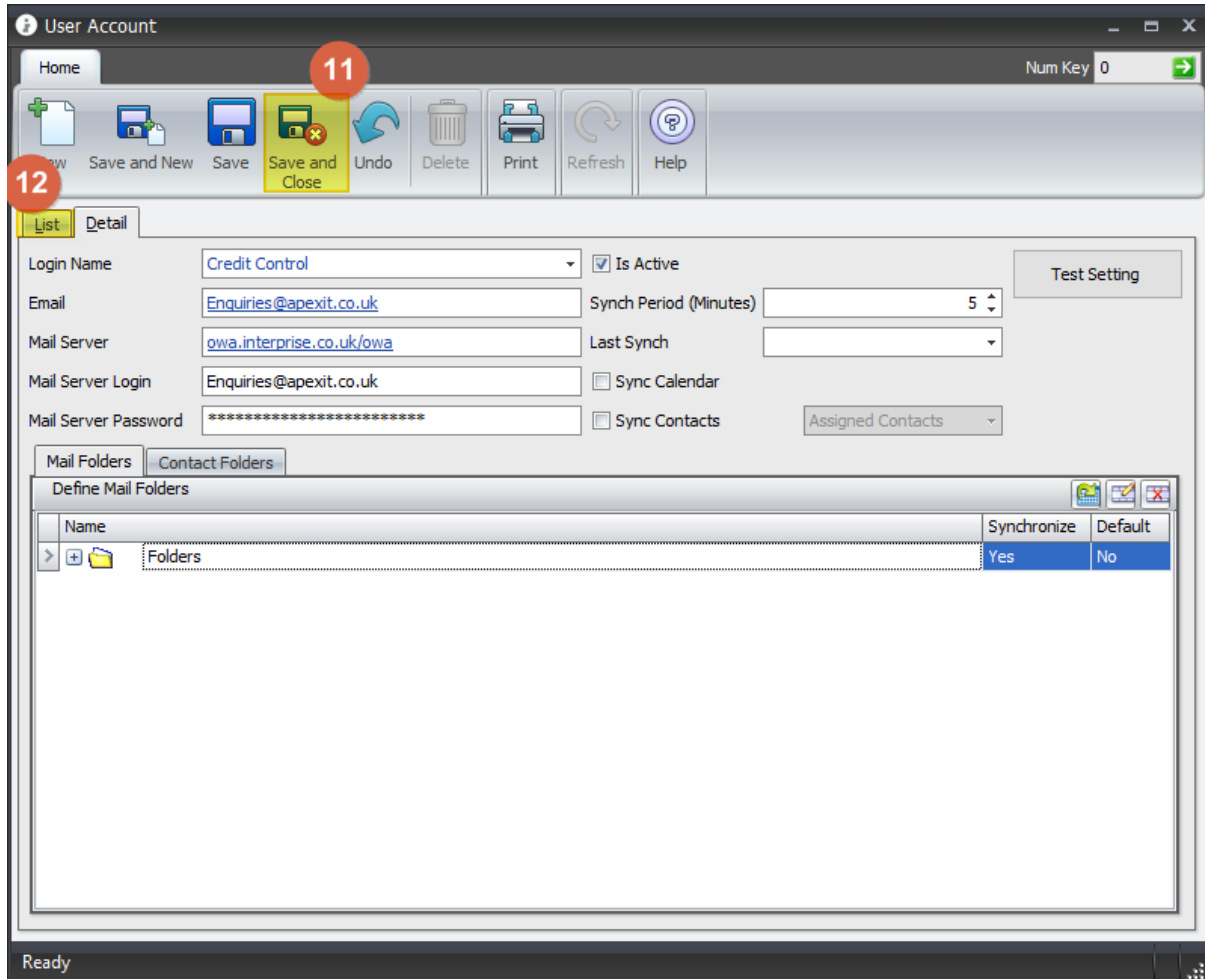
Click the "Test Setting (10)" button to confirm the email account details are correct.





Creating an Email Account for another User (Exchange Plugin)

Once the details are confirmed and have tested successfully, click the "Save and Close" button (11) or to go back to the list of users click the "List" button (12) and save when prompted.



In the list of users (after five minutes by default) a synchronise date should appear. This indicates the details are correct and emails should now be synchronising.

To confirm the correct email details if there are any issues, please browse to the OWA link (Copy and Paste the Mail Server details into a browser) to confirm the user can log in here before entering these details into Interprise.