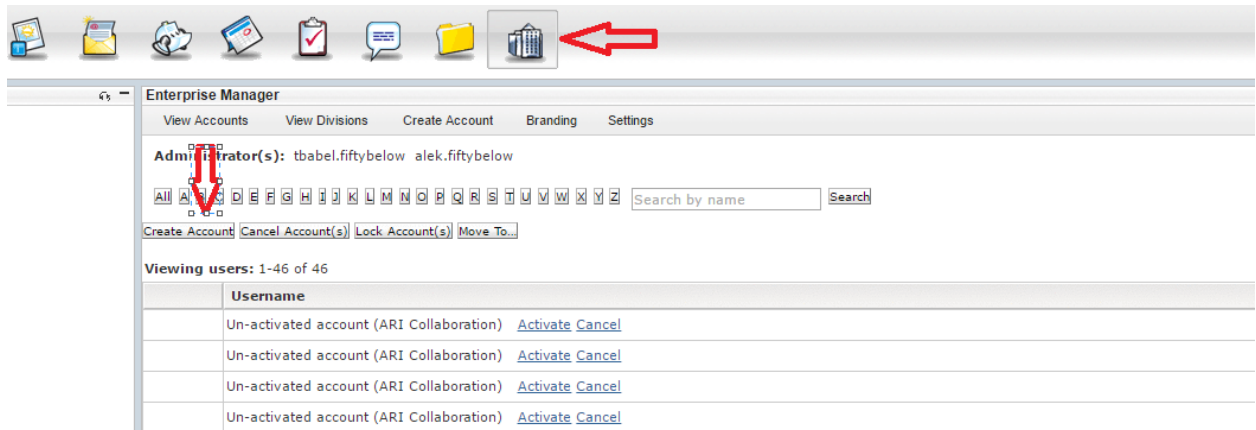


Creating an Email Account

1. From the enterprise menu in your webmail login (www.arinet.com/ariemail), select **Create Account**.

Note: The Enterprise Icon is the right-most icon listed at the top of your webmail page.



2. On the **Account Information** screen enter the new user information. Required fields are:
 - a. Username (ex. Jsmith, **this should be the text BEFORE the “@” symbol**)
 - b. Password (must meet password requirements listed on the right)
 - c. First Name
 - d. Last Name
 - e. Phone

Enterprise Manager

View Accounts View Divisions Create Account Branding Settings

Create Account

Complete the form below to register a new user account.

Account Information

*Username:

*Password: Password must be at least 5 characters long.

*Verify Password:

Contact Information

Title:

*First Name:

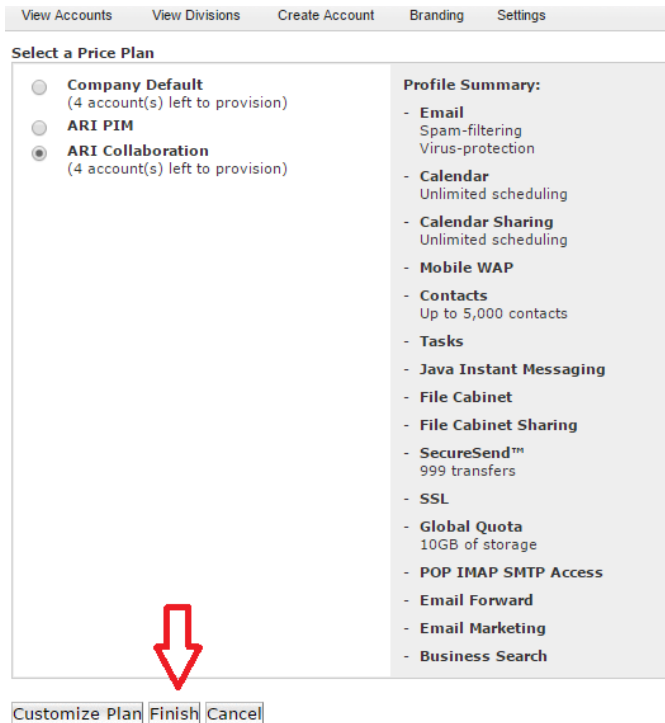
*Last Name:

Suffix:

Email: (i.e. johndoe@email.com)

*Phone: (i.e. 555-555-5555)

3. Click “Finish”

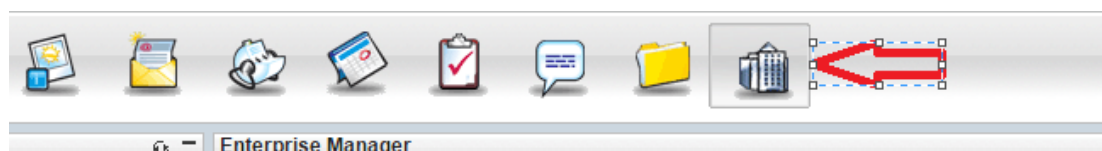


Note: ARI Collaboration will be chosen by default, do not change anything on this page.

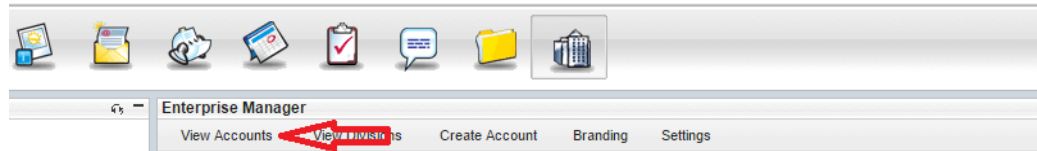
Adding Email Aliases

Email Aliases reflect any address that a user can send or receive mail from. An example of this functionality would be if your company has an email address sales@company.com and would like to have that account to be able to send and receive using the email address dealersales@company.com, you can create an alias to allow an email account to send and receive from more than one email address. Additional email aliases can be added or removed from accounts at any time. The steps for adding email aliases are listed below.

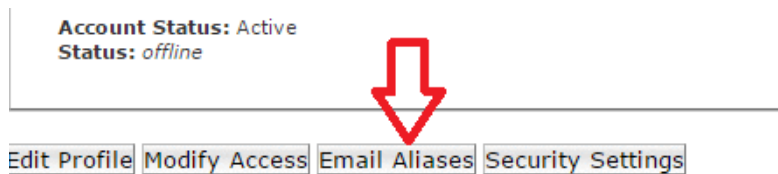
1. From the application menu, click on the **Enterprise** icon.



2. Click on the **View Accounts** button and select the user (double click on the email account you would like to edit) you want to alias.



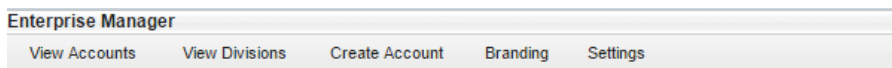
3. From the user profile screen, select the **Email Aliases** button.



4. Click on the **New Alias** button and enter the desired email alias.
 - a. If the enterprise has multiple domains, choose the domain you wish to alias from the drop-down menu.

What is an Email Alias?

It is an email address that can be used to send and receive email. An account can have m



Create an Alias

accounting.fiftybelow

Domain: ▼ ←

Alias:

- @ ← .com
- accounting@ .com
- Catch-all account for .com

Set alias as default

↓

Create Cancel

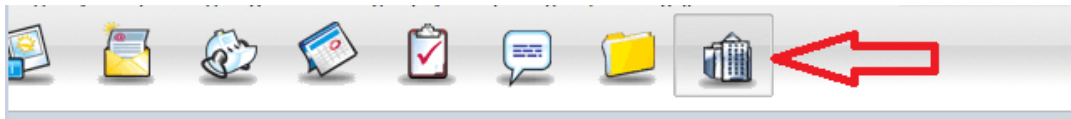
Check this box if you would like this alias to be the default address you would like the account to send from.

5. Click "Create" and then "Done"

Adding Email Aliases for All Users

Adding an Email alias is helpful if you would like a second domain added for all existing email addresses or would like to switch all email accounts to a newly added domain.


1. If email aliases follow the format, username@domain, you can alias all users in the enterprise at once.
2. From the Enterprise Manager, click **Settings**



3. From the settings menu, click on **Email Domains & Aliases**.

Enterprise Manager

[View Accounts](#) [View Divisions](#) [Create Account](#) [Branding](#) [Settings](#)

 **Settings**

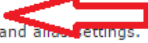
[Account Defaults](#)
Create a default account profile.

[Global Junk Mail Settings](#)
Configure the email safe list and block list for your entire enterprise.

[Add Fields to User Profiles](#)
Edit user-defined fields for account profiles.

[Edit Security Settings](#)
Edit enterprise password and SSL security settings.

[Edit General & Regional Settings](#)
Edit enterprise general & regional settings.

[Email Domains and Aliases](#) 
Manage email domain names and alias settings.

[Mailing Lists](#)
Manage mailing lists.

[Email Footer](#)
Append a custom footer to all outbound emails.

[Company Profile](#)
Edit your company profile.

[Billing Contact](#)
Edit your company's billing contact information.

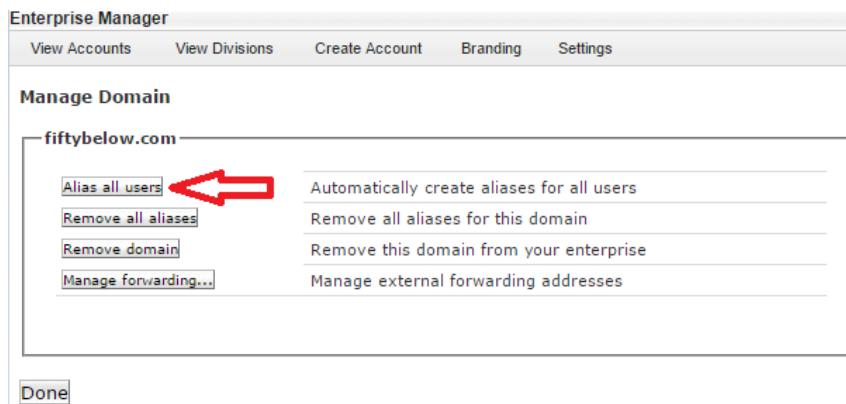
[Technical Contact](#)
Edit your company's technical contact information.

[View or Change Billing Information](#)
View or Change Credit Card(s) and other billing information.

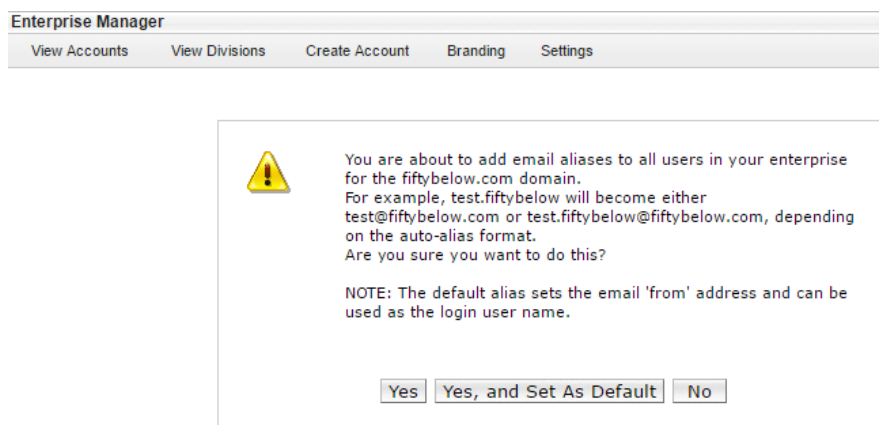
- Next to the approved domain you wish to alias, select **Manage this Domain**.



- Select the **Alias All Users** button and choose whether to simply alias all users or to alias and set as default.

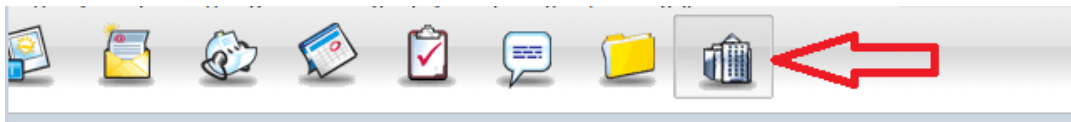


- Once it is completed, click **OK** to return to the **Email Domains and Aliases** menu.

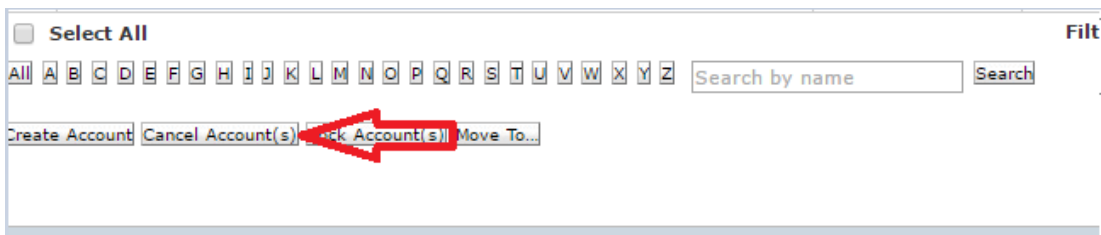


Cancelling Accounts

1. From the application menu, select the **Enterprise** icon.



2. Check the box next to each user you wish to cancel.
3. Select the **Cancel Account** button located at the bottom of the user account listing.



4. A notification will appear asking you to confirm the cancellation by clicking YES.
5. To view cancelled accounts, select **Cancelled Accounts** from the filter drop down located above the **User Division** category.

Enterprise Manager

View Accounts View Divisions Create Account Branding Settings

Administrator(s): tbabel.fiftybelow alek.fiftybelow

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Search by name Search

Create Account Cancel Account(s) Lock Account(s) Move To...

Viewing users: 1-46 of 46 **Filter:** Active accounts

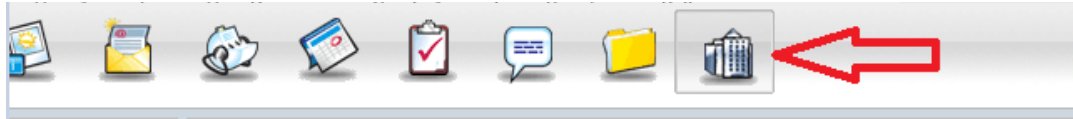
| Username | Full Name | Description | Division |
|--|-----------|-------------|----------|
| Un-activated account (ARI Collaboration) Activate Cancel | | | |
| Un-activated account (ARI Collaboration) Activate Cancel | | | |

Note: Canceled accounts can be reactivated within 30 days of deactivation if needed

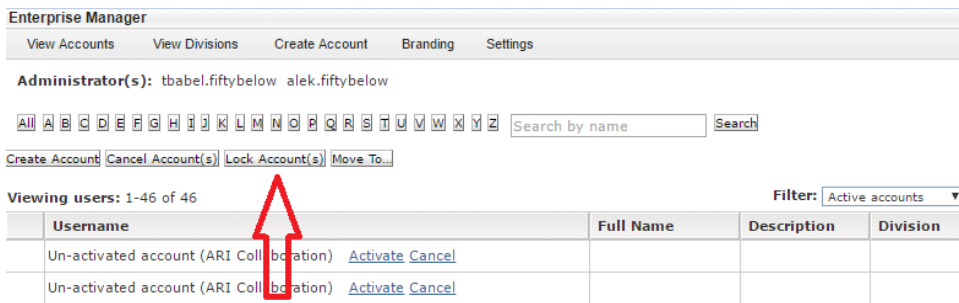
Locking Accounts

Enterprise Managers can lock a user account at any time. Locking an account prevents the user from having any access to their account.

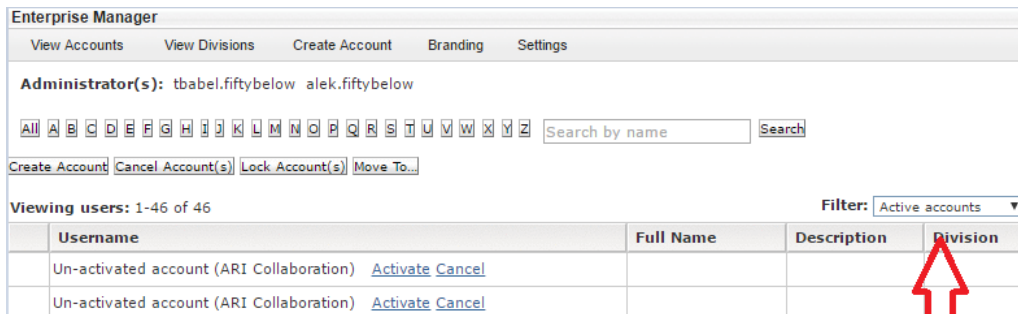
1. Log into the Enterprise menu.



2. Select the account(s) to be locked by checking the box next to the username.
3. When finished, select the **Lock Account(s)** button at the bottom or top of the page.



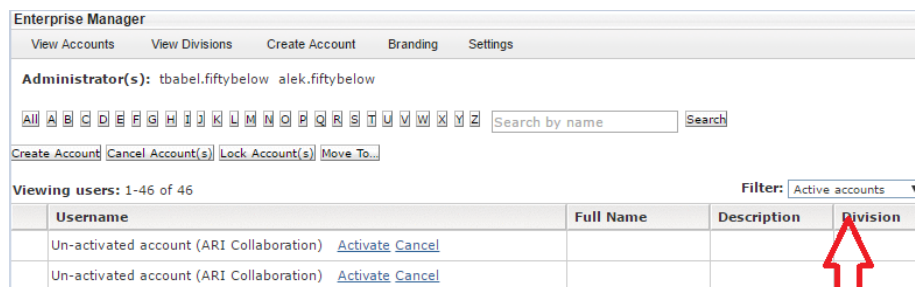
4. A notification will appear stating that the users were locked successfully.
5. Select **OK** and you will be redirected to the active accounts screen.
6. To view the locked accounts, select **Locked Accounts** from the **Filter** drop down menu located above the divisions column of the accounts section.



To Unlock Accounts:

An account may have been automatically locked by ARI due to too many incorrect password attempts or suspected SPAM use. Below are the steps to unlock accounts.

1. Change the filter view from “Active Accounts” to “Locked Accounts”



2. A notification will appear stating that the user(s) had been successfully unlocked.
3. The account will then appear in the active accounts list.

Login as User

The Enterprise Manager can login to a user account without needing to obtain or reset the user’s password. By using the login feature, the Enterprise Manager is logged directly into the users account and can modify settings as needed.

1. Log into the Enterprise Manager



2. Click on the username to go to the **User Profile** screen
3. Click on the Login as User button.

[Edit Profile](#) [Modify Access](#) [Email Aliases](#) [Login as User](#) [Lite Login User](#) [Security Settings](#)

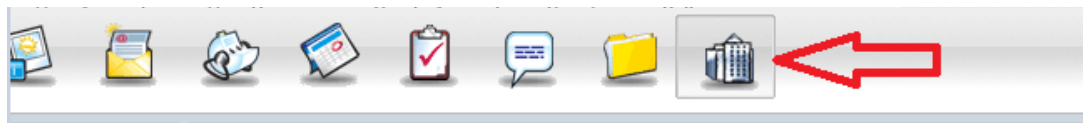
4. You will now be automatically logged into the users account.

*****NOTE: Only one person can be logged into an account at a time, therefore logging in will potentially log the user out of their session. To verify that the user is currently offline, check the status listed under the username on the User Profile screen.**

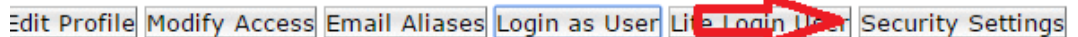
User Security Settings

The Enterprise Manager can modify security settings on an individual user basis including the ability to reset passwords.

1. Log into the Enterprise Manager



2. Click on the user you wish to modify.
3. Click on the **Security Settings** button.



4. Password Settings:
 - a. *Reset the user's password*
 - b. *Require a new password upon login*
 - c. *Change password requirements*
 - d. *Modify Session Timeouts*

Password Settings

Enter a new password:

Re-enter password for verification:

Require a new password upon next login

Require a new password from this user every days

Do not require password updates from this user.

Lock Account After invalid login attempts.

Session Timeout

Automatically log this user out if the account is inactive for:
 minutes

Do not allow users to edit this setting.

5. Modify the necessary settings & click SAVE.