



INSTRUCTIONS FOR MANAGING YOUR DOMAIN

In this section, you will learn how to manage your domain and do.....

Email Administration

Here you can EDIT and DELETE your existing email accounts, UPDATE your password for the existing email account, ADD new email accounts ones by buying them and setting up a REDIRECTION to your email accounts. Redirection means to download the email from your regular (registermydomain) account and have it sent to another email account. You can also manage your webspace at the same time
VERY IMPORTANTOnce you have set-up the REDIRECTED for your email to another email account you WILL NOT be able to view the email in your registermydomain account, as it will be sent to your redirected email account

To do this you will need to Login on the login button on the left-hand side of the page.

Enter your username and password and then
ENTER YOUR USERNAME & PASSWORD

Login
 Please enter your Username and Password.
 Username:
 Password:
 Not Registered? Why Should I Register?

CLICK ON DOMAIN MANAGEMENT

RMD > Control Panel
Control Panel
 Welcome johndoe
 Manage Your Domain(s): Buy Extra Email/Webmail/Webspace, Renew Domain, Email/DNS Admin
Domain Management
 Register Domain(s)
 Search/Register Domain(s)
 Edit/Update your User Profile e.g. Name, Email, Address etc.
 Edit Profile
 Change Your Password
 Change Password

You will then see the screen below and under the heading of 'your domain' and click on your domain name.

For e.g. 'johndoe.com'

RMD > Control Panel > Dom Mgmt
You have 1 Domains
 Please Click on Domain Name to Continue

Serial No.	Your Domains	Webspace(MB) for each domain	# Email accounts per domain	Webmail	Status
1	johndoe.com	5	1	Y	Live

You have 1 Domains

This will take you to the screen shown below. Here you should click on 'EMAIL ADMINISTRATION'

RMD > Control Panel > Dom Mgmt > fashionregister.com

Domain Management

fashionregister.com

Amount of Webspace (MB) 5 MB
Email 5
Webmail Option No
Your Domain Registration Date 2000-02-07 00:00:00
Your Domain Expiry Date 2003-02-07 00:00:00

Buy Extra Email/Webspace for this Domain

Renew Your Domain

Email Administration

Webspace Administration

DNS Administration
(use this DNS Admin section with great care as you can cause your domain & email not to work for up to 72 hours. If in doubt call our technical support line on 0906 345 1630/3 1/32 (calls charges at £1.50/min)

After clicking on EMAIL ADMINISTRATION you will see the screen below where you will be able to BUY EXTRA EMAIL accounts and do REDIRECTIONS SETUP

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin

Email Administration

You have Purchased 1 email Accounts.

You Need to Buy Extra Emails in order to Create new Emails.

shamiahmad.com

Accounts Set Up (1 / 1) **Buy Extra Email** Add Email

Name	Email	Password	Space	Action
shami	shami@shamiahmad.com	password	5M	Edit Delete

Redirections Set Up (0) **Add Redirection**

Name	Email	Redirection	Action
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CatchAll Redirect :

If you need to add more email or webspace under your existing domain, then you need to BUY EXTRA EMAIL accounts. By clicking on BUY EXTRA EMAIL you will be taken to the screen shown below. Here click on the drop-down menu's for EXTRA WEBSPACE and EXTRA EMAIL.

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Buy Email/Webspace

Upgrade Email/Webspace

shamiahmad.com

Amount of Webspace (MB) 5 MB
Email 1
Webmail Option Yes
Your Registration Date 2002-06-17 10:34:11
Your Domain Expiry Date 2007-06-17 10:34:11

Domain	Extra Webspace	Extra Email	Webmail	Upgrade Till
shamiahmad.com	0 MB	0	<input checked="" type="checkbox"/>	2007-06-17 10:34:11

Once clicked on the 'UPGRADE' button you will be taken to the payment screen below. Please be sure the read and click on 'AGREE' button to the terms and conditions before clicking on 'CONFIRM' button.

From there you will be taken to the Worldpay Secure Server to complete the transaction

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Renew Domain > Confirm

Please Confirm Your Selection

Domain Name(s)	Number of Years	Cost in UK £
shamiahmad.com	1	25.50

Subtotal: £ 25.50
VAT @ 17.5 %: £ 4.46
Total Amount: £ 29.96

Payment method: Credit Card

Before clicking next please confirm that you have read and agree to our terms and conditions by ticking this box

I Agree:

To **EDIT** and **DELETE** your email account see the screen below. Here you can edit your password for the existing email accounts or simply delete them.

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin

Email Administration

You have Purchased 1 email Accounts.

You Need to Buy Extra Emails in order to Create new Emails.

shamiahmad.com

Buy Extra-Email Add Email

Name	Email	Password	Space	Action
shami	shami@shamiahmad.com	password	5M	Edit Delete

Redirections Set Up (0) Add Redirection

Name	Email	Redirection	Action
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CatchAll Redirect:

Once clicked on **EDIT**, you will be taken to the screen below where you will be able to **UPDATE** the password for all your existing email accounts

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin > Edit Alias

Modify Account

shamiahmad.com

Email: @shamiahmad.com

Password:

In the following screen shown below you will learn how to REDIRECT your emails to another email account.

VERY IMPORTANT Once you have set-up the REDIRECTED for your email to another email account you WILL NOT be able to view the email in your registermydomain account, as it will be sent to your redirected email account

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin

Email Administration

You have Purchased 1 email Accounts.

shamiahmad.com

Accounts Set Up (0 / 1) Buy Extra Email Add Email

Name	Email	Password	Space	Action
shami	shami@shamiahmad.com			Edit Delete

Redirections Set Up (1) Add Redirection

Name	Email	Redirection	Action
shami	shami@shamiahmad.com	shami@hotmail.com	Edit Delete

CatchAll Redirect :

Your Domain Email '**CATCHALL**' collects all email that is sent to an invalid or non-existing email address at your domain name. Your **CATCH-ALL** will also catch any misspelled emails that get sent to your domain. A "**CATCHALL**" account is an account that will catch any e-mail that's sent to a non-existing account under your domain. Instead of bouncing the e-mail back to the sender, it'll store the e-mail into the account that's assigned as the "catchall" account

In the field marked **CATCHALL REDIRECT** type in your full email address and click the '**SUBMIT**' button

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin

Email Administration

You have Purchased 1 email Accounts.

shamiahmad.com

Accounts Set Up (0 / 1) Buy Extra Email Add Email

Name	Email	Password	Space	Action
shami	shami@shamiahmad.com			Edit Delete

Redirections Set Up (1) Add Redirection

Name	Email	Redirection	Action
shami	shami@shamiahmad.com	shami@hotmail.com	Edit Delete

CatchAll Redirect :

If you would like emails which are sent to a particular address to be sent on to another address, you can set up '**ADD REDIRECTION**' which will take you to the following screen.

Below enter the email account you would like to direct under the field marked '**EMAIL**' and then enter the full email address that in the field marked '**REDIRECT TO**' and click on the '**REDIRECT**' button

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin > Add Redirect

shamiahmad.com

Add Email Redirection

Email: @shamiahmad.com

Redirect to:

Please remember that once you have set-up the **REDIRECTION** for your email to another email account you WILL NOT be able to view the email in your registermydomain account, as it will be sent to your redirected email account

Once you have setup REDIRECTION you can always go back and **EDIT** or **DELETE** that action

RMD > Control Panel > Dom Mgmt > shamiahmad.com > Email Admin

Email Administration

You have Purchased 1 email Accounts.

shamiahmad.com

Accounts Set Up (0 / 1) [Buy Extra Email](#) [Add Email](#)

Name	Email	Password	Space	Action
Redirections Set Up (1) Add Redirection				
shami	shami@shamiahmad.com			Edit Delete

CatchAll Redirect :

Finally, If you have any questions or need assistance, please do not hesitate to call our technical support service hosted by PC Computer Problems Ltd.

You may reach them on **0906 345 1630/31/32** (calls charged at £1.50 per minute).

Alternatively, please send an email to **support@registermydomain.com**