



## Guide for using the Scotnet.co.uk POP email manager

### Introduction

The purpose of this guide is to explain the process and usage of the Scotnet.co.uk POP email manager for the activation of mailboxes, creation of email addresses and password resets for your mail accounts.

This guide is by no means expansive; however, it will cover the general functionality of mailbox administration.

### Activation of your first mailbox

If you have **never created a mailbox with Scotnet before**, **it is essential that you first activate a mailbox**. Scotnet provide you with a total of 26 POP accounts, or letter boxes to store your email, with unlimited mailbox aliases (or names) associated with said letter boxes.

**Open your internet browser** and type the following address into the address bar and press enter

<http://www.scotnet.co.uk>

**Click on the "My Account" link** located at the top left of the Scotnet website



Type in your **sop number (excluding the word sop)**, your **account reference** and the **shared secret** for your account. **(If you do not know this information, please call the service desk on 0845 270 0010 (option 2) and advise the technician of your issue).**



**Please Log In**

Please enter your SOP Number, Account Reference and Shared Secret.

SOP Number

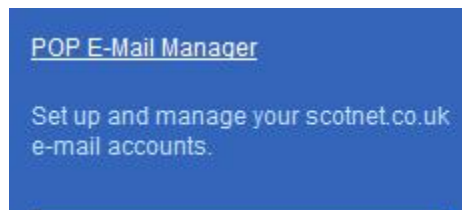
Account Reference

Shared Secret

*The SOP Number and Account Reference will have been emailed to you when you gave us your Shared Secret when you placed your order.*

*If you have problems logging in, please contact us during office hours on 0845*

Once you have authenticated, **click** on the **“POP E-Mail Manager”** located at the **top right of the page**



Firstly **select** the **mailbox** (letter box) you wish to activate **from the pull down menu** (Each box is identified by the ending letter I.E. a, b, c), highlight **“Activate a pop account”** and click the **“Enter”** button

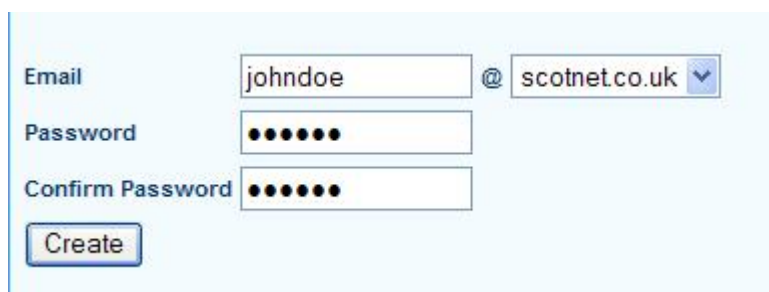


POP  ▾

ACTION

- Add an email address to POP account
- Set/Change password for POP account
- Activate a pop account**
- Remove an email address from POP account
- Remove Fallthrough
- Set this pop account as Fallthrough
- List all email address for POP accounts (a to z)
- List email addresses for this POP account
- Move email address to another pop account

Type in the email alias you would like to associate to this account (**What email address will be delivered to this box**), type in a **password**, **confirm again** and click **“Create”**



Email  @  ▾

Password

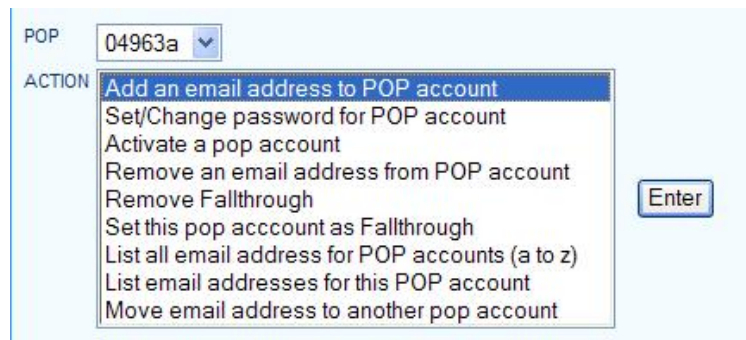
Confirm Password

Assuming the mailbox creation was successful, you will be presented with the following information. Please note that the creation of mailboxes may present an error if someone else has already created the email address you requested, or if you did not type in the same password in the confirm password field on the previous page.

User created and email created.

### Adding additional email aliases to your activated POP box

If you wish an additional email address to be associated to the recently activated pop box (have different names go to the same letter box), **select the appropriate POP box** from the pull down menu, highlight **“Add an email address to POP account”** and click **Enter**



The screenshot shows a web interface with a 'POP' dropdown menu set to '04963a'. Below it, an 'ACTION' dropdown menu is open, listing several options. The first option, 'Add an email address to POP account', is highlighted in blue. To the right of the dropdown menu is an 'Enter' button.

**Type** in the additional **email address** that you require and click **Create**



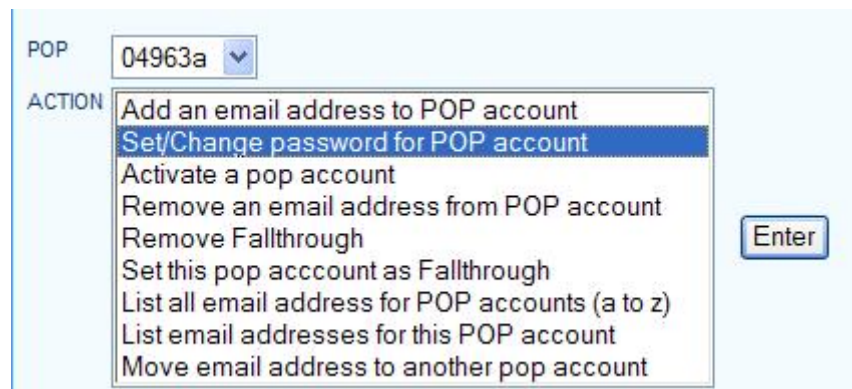
The screenshot shows a form for creating an email address. It has an 'Email' input field containing 'extraemail', an '@' symbol, a dropdown menu for the domain set to 'scotnet.co.uk', and a 'Create' button.

Assuming no one else has registered the requested email address, you will be presented with the following information

E-Mail address extraemail@scotnet.co.uk has been added.

### Resetting a password for your POP box

Select the POP box that you wish to reset the password on, highlight “Set/Change password for POP account” and click Enter



The screenshot shows a web interface with a 'POP' dropdown menu set to '04963a'. Below it, an 'ACTION' dropdown menu is open, listing several options. The second option, 'Set/Change password for POP account', is highlighted in blue. To the right of the dropdown menu is an 'Enter' button.

Enter the **new password** that you wish. Once done, click "**Change Password**"

Password	<input type="password" value="••••••••"/>	
Confirm Password	<input type="password" value="••••••••"/>	<input type="button" value="Change Password"/>

You will be presented with the following dialog advising you that your password for the mailbox has been reset.

Password Changed.