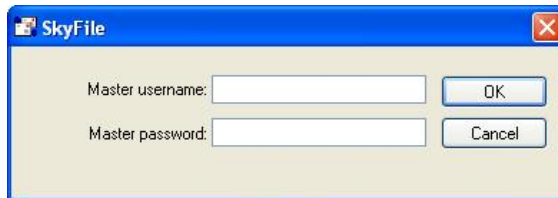
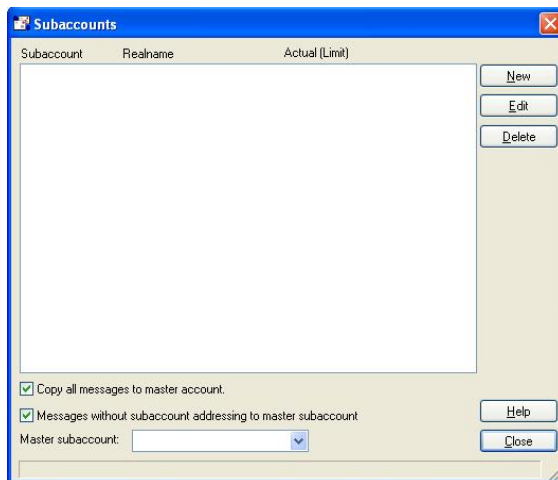


SkyFile Mail – Creating Sub Accounts

- To create a Subaccount, go to **Configuration > Subaccount...** in the menu options. You will be prompted for your **Master username & Master password** - Enter as required and click OK



- The Subaccounts menu will appear, click on **New** to create



- Complete details as follows:
 - Description:** Name of the subaccount holder
 - Subaccount name:** This will determine your internet address. For example, if Subaccount name = Captain and Skyfile address is

- “vessel@skyfile.com”,** the internet address for this subaccount will be “Captain.vessel@skyfile.com”
- Password (optional):** If you define a password here, the user must enter this subaccount password to access their mailbox
- Private subaccount:** Select if you require a Private Mailbox. Private mailboxes will not be viewable via the Master Subaccount or via the Webmail interface
- Allowed to start mail exchange:** Select this option if you desire this user (subaccount) to initiate a dial-in
- Only local mails, no Internet:** Select this option if you desire this user (subaccount) to ONLY send or receive internal messages (to and from other subaccounts)
- Access to shared archives:** Select this option if you desire this user (subaccount) to have access to the shared archives
- Mail Size:** Select the desired mail size for this user (subaccount)
- The remaining options: **Billing based on message size, Currency, Price per minute/1024 byte, Minimum price, Limit, Money based limit, Monthly limit** are all options for desired message billing preferences (for internal use & guide only)

