

PROTECT Administrator guide

Step 1. Go into "Manage Protect" in the left column and then choose "Add domain", enter your domain name.

Step 2. When you have completed step 1 you will see your MX settings and A record posted on the screen. To get your email traffic to be sent through our servers, the Internet Service Provider (ISP) you use must change so that your emails are sent to you, passing our servers. This is called changing your MX records.

This is a normal routine for any ISP – and you call or email them and send them the information shown on the screen after you created a domain.

It will take 2-3 days for this to be updated all over the world, and when it is done (you will know when your emails stop coming) – then you should do the following:

Step 3. How to add a user to PROTECT.

Go into "Manage Protect" and click "Add user"

Choose which services you want the user to have access to.

Tick the "Create a Secureoffice.Protect account" and enter the e-mail address for the new user and enter a password.. Since you are setting the password you must give the user his/her new password. Enter the rest of the details and click next.

You have now set up a user for PROTECT.

The new user can now either set up his e-mail account in his e-mail client (see PROTECT user guide) or use webmail.secureoffice.net.