Webmail - Account Consolidation for Enhanced Mailboxes

Enhanced mailboxes offer the flexibility to manage multiple email accounts through a single Webmail interface. By consolidating your accounts, you can read and send messages from various internal or external addresses without needing to log in to separate profiles.

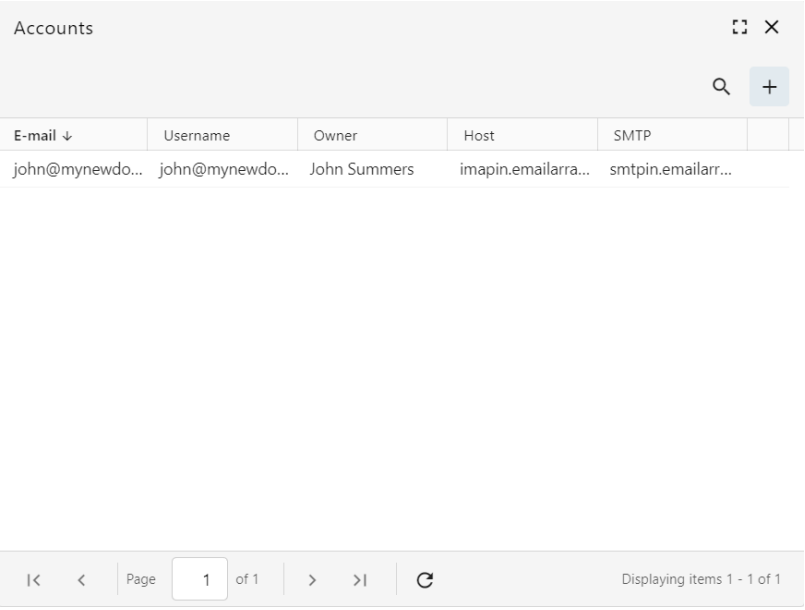
Before You Begin

This feature allows an **Enhanced mailbox** to add other accounts, whether they are **Basic** or **Enhanced**, into one view. Ensure you have the following details for the account you wish to add:

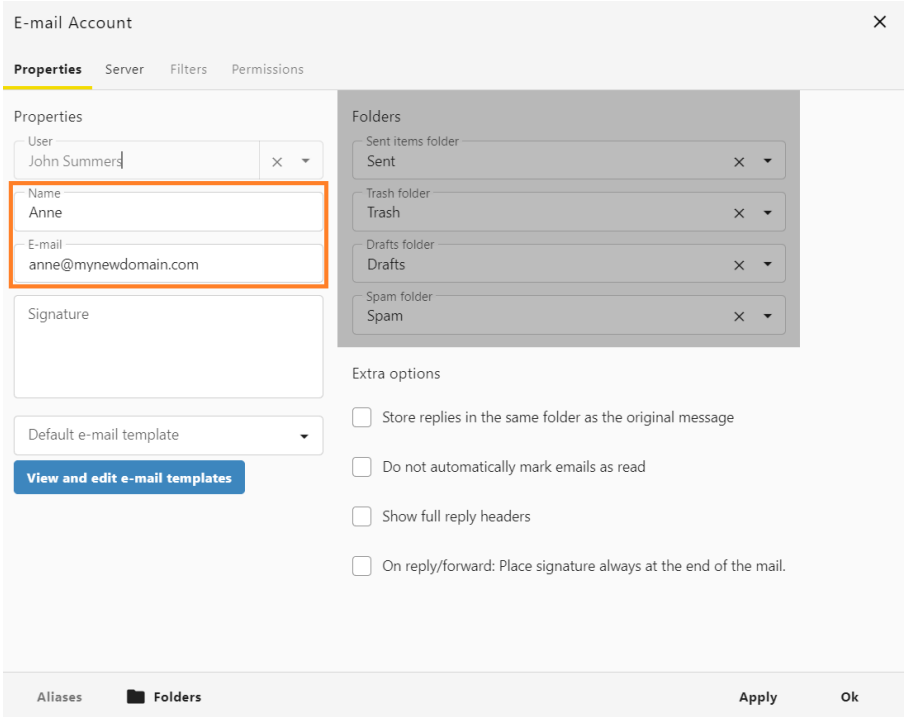
- The full email address and password.
- The IMAP (Incoming) and SMTP (Outgoing) server names.

Step-by-Step Consolidation Guide

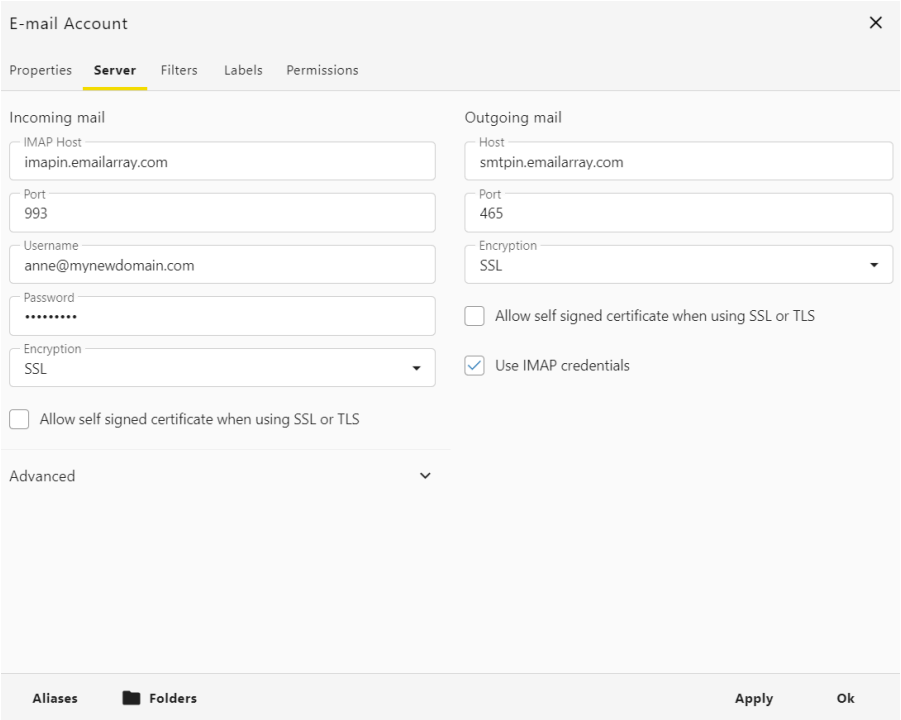
1. Log in to your **Webmail** account
2. Click the **User Icon (Settings)** in the top right navigation bar.
3. Select **My account** from the menu.
4. Navigate to the **E-mail Accounts & Aliases** tab in the left-hand sidebar.
5. Click the **Manage E-mail Accounts and Aliases** button.
6. **Add New Account**: In the Accounts window, click the **plus (+)** button in the top right corner.



7. **Configure the email account**:
   - On the **Properties** tab, fill in the "**Name**" (how you want to appear to recipients) and the full "**E-mail**" address.



   - Click the **Server** tab to enter the connection information:



- **Encryption**: choose **SSL** for *Incoming mail* and *Outgoing mail*
- **Internal Accounts (Hosted with us)**:
  - `imapin.emailarray.com` for the IMAP Host
  - `smtpin.emailarray.com` for the SMTP Host
  - You may also use the standard `imap.emailarray.com` and `smtp.emailarray.com`.
- **External Accounts**: Enter the specific IMAP and SMTP server names provided by your external email provider.
- **Credentials**: Enter the **username** and **password** for the secondary account.
- For *Outgoing mail* settings, please check **Use IMAP credentials**.

8. **Save Changes**: Click **Apply** and then **Ok** to finalize the setup.

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