

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.

Accounts ⌵ ✕					
+					
E-mail ↓	Username	Owner	Host	SMTP	
john@mynewdo...	john@mynewdo...	John Summers	imapin.emailarra...	smtpin.emailarr...	

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.

E-mail Account

PropertiesServerFiltersPermissions

Properties

User

John Summers

×

▼

Name

Anne

E-mail

anne@mynewdomain.com

Signature

Default e-mail template

▼

View and edit e-mail templates

Folders

Sent items folder

Sent

×

▼

Trash folder

Trash

×

▼

Drafts folder

Drafts

×

▼

Spam folder

Spam

×

▼

Extra options

☐ Store replies in the same folder as the original message

☐ Do not automatically mark emails as read

☐ Show full reply headers

☐ On reply/forward: Place signature always at the end of the mail.

Aliases

Folders

Apply

Ok

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

E-mail Account

Properties
Server
Filters
Labels
Permissions

Incoming mail

IMAP Host

imapin.emailarray.com

Port

993

Username

anne@mynewdomain.com

Password

.....

Encryption

SSL

☐ Allow self signed certificate when using SSL or TLS

Outgoing mail

Host

smtpin.emailarray.com

Port

465

Encryption

SSL

☐ Allow self signed certificate when using SSL or TLS

☒ Use IMAP credentials

Advanced

Aliases
Folders
Apply
Ok

- **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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