



# **Manual for Managing Email Accounts for ethio telecom Enterprise Users**



## I. Introduction

This manual uses [www.isp.com.et](http://www.isp.com.et) for demonstration purpose. While using this document for configuring your email, you should use the domain name provided to you from Ethio telecom.

## II. Prerequisite

Before starting to configure your enterprise email service, make sure that you have the following:

Enterprise account provided to you from Ethio telecom, which includes:

Enterprise account:

Login:

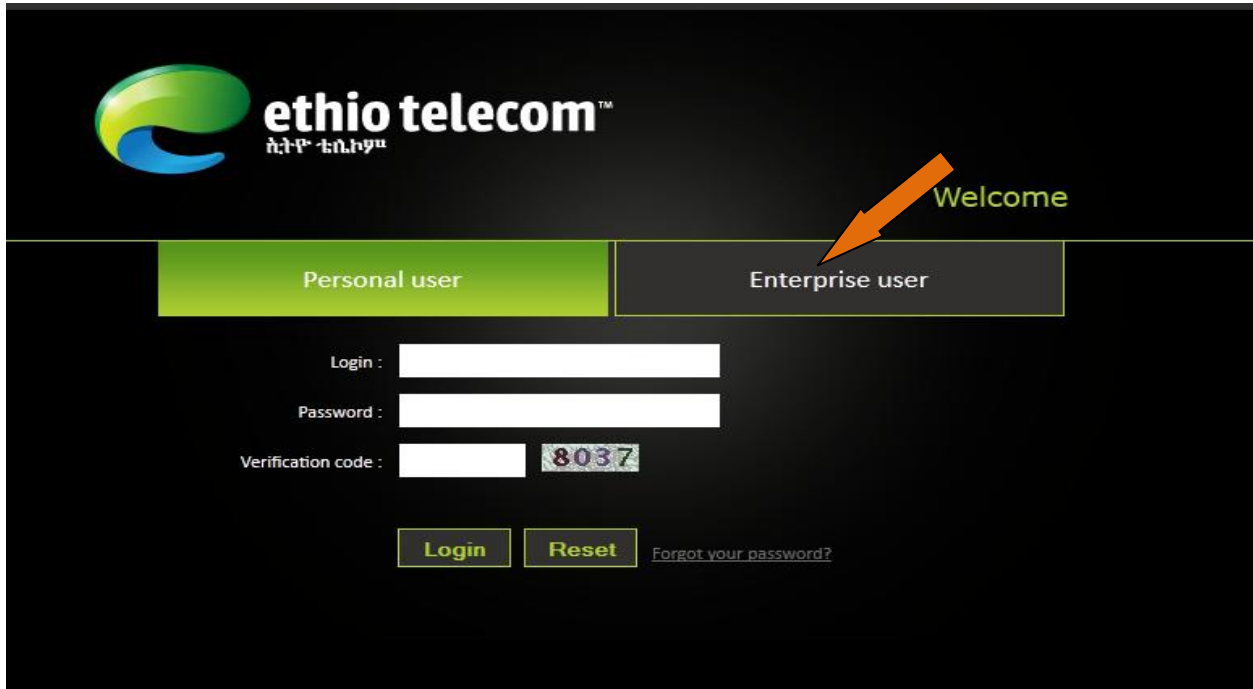
Password:

Domain name and Email configuration must be done

## III. Procedures to Manage Email Accounts

### Step1: Login to ethionet portal

Go to <http://portal.ethionet.et> on web browser and select **Enterprise Account** as shown in the below picture with arrow



Enter your enterprise account, login and password which is provided to you from Ethio telecom as shown in the below picture



ethio telecom™  
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Welcome

Personal user      Enterprise user

Enterprise account :

Login :

Password :

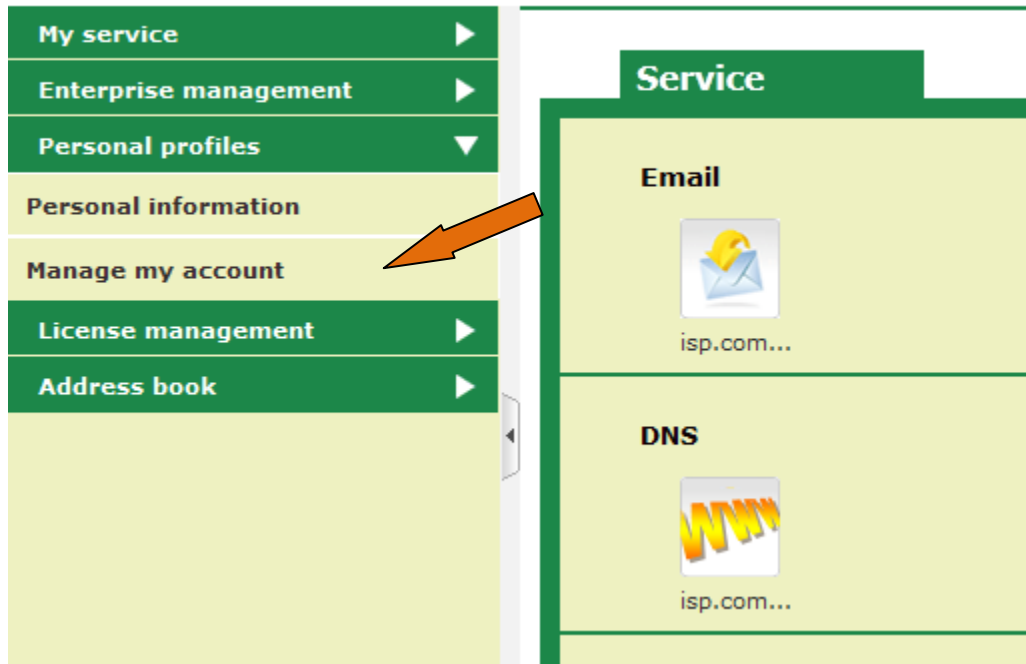
Verification code :

       [Forgot your password?](#)

## Step2: Change the admin password

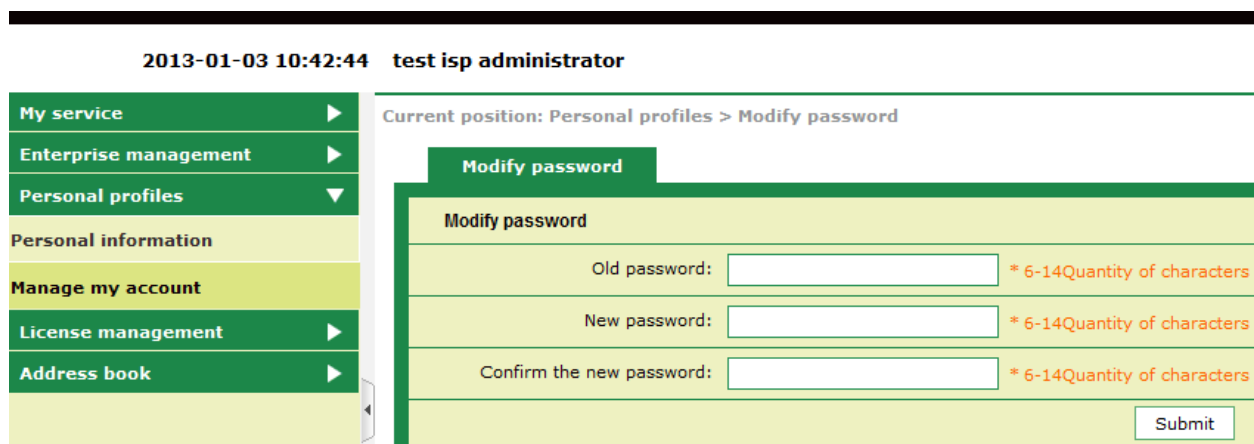
Go to Personal profiles --> click on Manage my account

2013-01-03 10:38:18 test isp administrator



The screenshot displays the user interface for a test ISP administrator. On the left, a vertical menu lists various options: 'My service', 'Enterprise management', 'Personal profiles', 'Personal information', 'Manage my account' (highlighted with an orange arrow), 'License management', and 'Address book'. The main content area is titled 'Service' and contains two sections: 'Email' with an envelope icon and 'DNS' with a DNS icon, both showing 'isp.com...'.

Then you can modify the admin password as shown below picture



The screenshot shows the 'Modify password' form in the user interface. The left sidebar is visible, and the main content area is titled 'Modify password'. The form includes three input fields: 'Old password:', 'New password:', and 'Confirm the new password:', each followed by a red asterisk and the text '\* 6-14Quantity of characters'. A 'Submit' button is located at the bottom right of the form.

## Step 3: Create a new account

Go to Enterprise management → click on Member management

2013-01-03 10:47:45 test isp administrator Home page Log out

Current position: Enterprise management > Member management > Member list

Member list Import member

Enterprise information

**Member management** New

Personal profiles

License management

Address book

Query condition

User account:

Search

<input type="checkbox"/>	User account	Member name	E-mail	Operation
Delete				

Click New link at right corner and fill the form shown below

**Add the member**

**Add the member**

User type:

Login name:  \* The account can be used

Member name:  \* The member name can be used

Manager:

Member sex:

Birthday:

Office phone :  For example:xxx-xxxxxxx

Mobile phone:

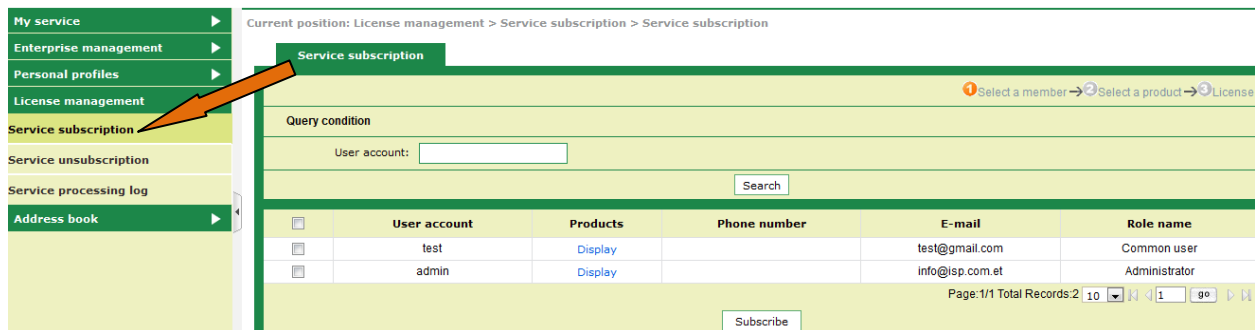
E-mail:  \* This mailbox is used to retrieve password

Contact address:

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After entering the necessary information,  to save your input.

Go to License management --> click on Service subscription you will get the following picture



Current position: License management > Service subscription > Service subscription

**Service subscription**

Select a member → Select a product → License

Query condition

User account:

<input type="checkbox"/>	User account	Products	Phone number	E-mail	Role name
<input type="checkbox"/>	test	Display		test@gmail.com	Common user
<input type="checkbox"/>	admin	Display		info@isp.com.et	Administrator

Page:1/1 Total Records:2

Select (check) the new user you created and click on subscribe

Query condition

User account:

<input type="checkbox"/>	User account	Products	Phone number	E-mail	Role name
<input checked="" type="checkbox"/>	test	<a href="#">Display</a>		test@gmail.com	Common user
<input type="checkbox"/>	admin	<a href="#">Display</a>		info@isp.com.et	Administrator

Page:1/1 Total Records:2

Then select or check the email service as shown like below picture

① Select a member → ② Select a product

Please select the services to which you will subscribe:

<input type="checkbox"/>	Product Name	Subscribe product info
<input type="checkbox"/>	DNS	Domain name: isp.com.et
<input checked="" type="checkbox"/>	Email	Domain name: isp.com.et Mailbox space: 1024 Service period: 12 The number of users: 25
<input type="checkbox"/>	MySQLDB	User name: ispdb
<input type="checkbox"/>	LinuxVhost	User name: ftpisp

Then click on  finally click on  and click on view log you will come up with the following picture

User account	Application name	Request time	Request type	Processing time	Status	Operation
test	Email	2013-01-03 10:52:33	Subscribe	2013-01-03 11:13:00	Successful	<a href="#">Details</a>

Page:1/1 Total Records:1

You can see that a new user called 'test' is successfully created. Follow similar procedure to create more users.

## Step 4: Check if you can login using the email account you created

Go to <http://portal.ethionet.et> on web browser and select **Enterprise Account**





**Enterprise account:** the account provided to you from ethiotelecom

**login:** the new user that you created using the steps above

**Password:** the user's password

## Step 5: If you want to modify your users email password

Login using your admin account

Go to **Enterprise management** --> click on **Member management**

Select the member or user account you want to modify the password and click on **reset password** link on the right side.