



2700 W College Avenue #9-349  
Appleton, Wisconsin 54914

P: (920) 832-3777

F: (920) 268-0556

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## EMAIL RULES: A Must Read

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To set up Email Accounts YOU MUST log into your Control Panel as below –

Control Panel: SETUP FTP, EMAIL, ETC

<https://cp2.anves.com:2443/siteworx/index?>

Email Address: emailaddress@domainname.com

Password: yourpassword

Domain: your domain name.com (no <http://www>.)

Once logged in, on the LEFT you see some links –

Hosting Features

E-mail

Mailboxes

*E-mail Address:	<input type="text"/>	@yourdomain.com
*Password:	<input type="password"/>	
*Confirm Password: [?]	<input type="password"/>	
*Disk Space Quota: Megabytes	<input type="text" value="99999999"/>	<input type="checkbox"/> Unlimited
Send copy to:		

For Aliases – Just point an email addresses so it will forward to your mail email pick up box. This is easier than having to check several mail boxes and it gives your customer the opinion that more than one person is on the job.

We suggest that you setup your email box and add 4 aliases'. This means you can use these email addresses to retrieve mail from, they ALL get picked up from the same mailbox.

Sales@a2zgiftmall.com

Orders@a2zgiftmall.com

Info@a2zgiftmall.com

PayPal@a2zgiftmall.com

### E-mail Management : Aliases

Add an Alias [0 / Unlimited] Used [?] ( All fields are required )

E-mail Address:  @yourdomainname.com

Forwards To: what mail box