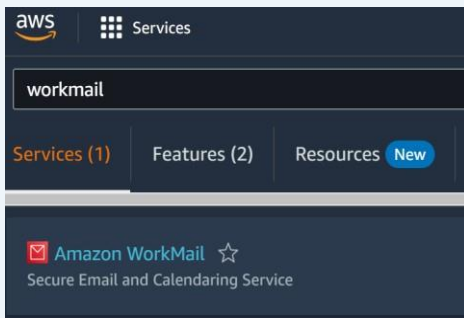


CREATE A WORKMAIL FOR YOUR ORGANIZATION

1. Visit aws.amazon.com and Sign in. Click on the search field and type "workmail" in the search field and select Amazon WorkMail. Click on "Create organization"



Get started

Create an Amazon WorkMail organization to get started.

[Create organization](#)

2. Select "Free test domain" in the organization settings and click on "Create organization"

Create an Amazon WorkMail organization

Create an Amazon WorkMail organization to provide email addresses to groups of users in your company. The email addresses include the domains that you select for your organization.

Organization settings

Email domain [Info](#)

Select the domain to use for email addresses in your organization.

☐ Existing Route 53 domain

Select a domain name that you manage with a Route 53 hosted zone.

☐ New Route 53 domain

Register a new Route 53 domain name to use with Amazon WorkMail.

☐ External domain

Enter a domain name that you manage with an external DNS provider.

☒ Free test domain

Use a free testing domain provided by Amazon WorkMail. You can add a domain later.

Alias [Info](#)

Enter the alias to use for your organization.

mckvie

Your alias can have up to 45 characters. Aliases can only include lowercase letters (a-z), numbers (0-9), and dashes (-). This determines the login URL for the web application: mckvie.awsapps.com/na11

► Advanced settings

Cancel

[Create organization](#)

3. Click on the organization which was just created. On the left panel select users and then click on "Create user"

mckvie

Organization ID
m-5975e3aa8a9e4b429e5ac0f78fe578fd

Default domain
mckvie.awsapps.com

State
✔ Active

▼ Organization

[Users](#)

[Groups](#)

[Resources](#)

Set password

[Create user](#)

< 1 >

4. Setup the user email and click on "Create user"

User details

User name

The user name enables the user to login to the Amazon WorkMail webmail.

User1

User name can only contain the following characters: a-z, A-Z, 0-9, _ (underscore), - (hyphen) and @.

First name - optional

User

Last name - optional

1

Display name

The name by which the user is presented in the system.

User1

Email setup

Email address

Primary email address to be used for this user.

user1

@

mckvie.awsapps.com

Password

Password for the user to log in with.

Passwords have an 8-character minimum with at least one character from three of these four categories: lowercase, uppercase, numeric, and special characters.

Repeat password

Cancel

[Create user](#)

6. Create two such users. Go back to organization dashboard and click on the organization created by you. Now click on the Amazon WorkMail web application link.

Amazon WorkMail > Organizations > mckvie > Users

Users (2) Info	
Q Search users	
<input type="checkbox"/>	Display name
<input type="checkbox"/>	User1
<input type="checkbox"/>	User2

Amazon WorkMail web application
<https://mckvie.awsapps.com/mail>

7. Login to the amazon workmail by any of the user of your organization's workmail



Please log in with your mckvie credentials

Username (not email address)

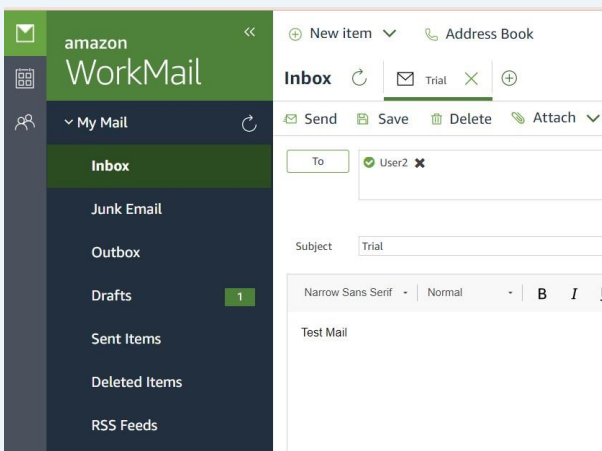
user1

☐ Remember username

Password

Sign In

7. Send an email from one user account of the organization to the another.



8. Check if the email is received by the other user of the same organization.

Hence organization's workmail is setup successfully.

