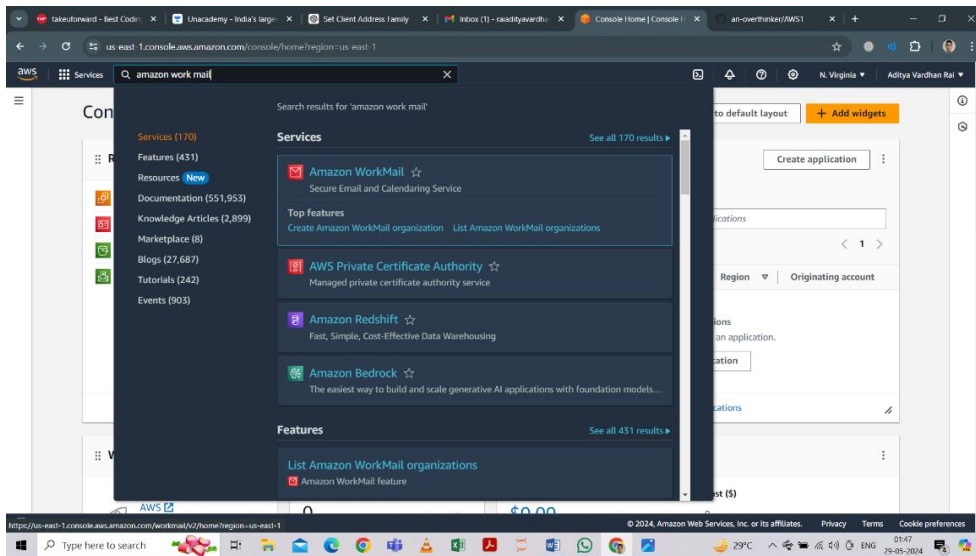


ASSIGNMENT 13

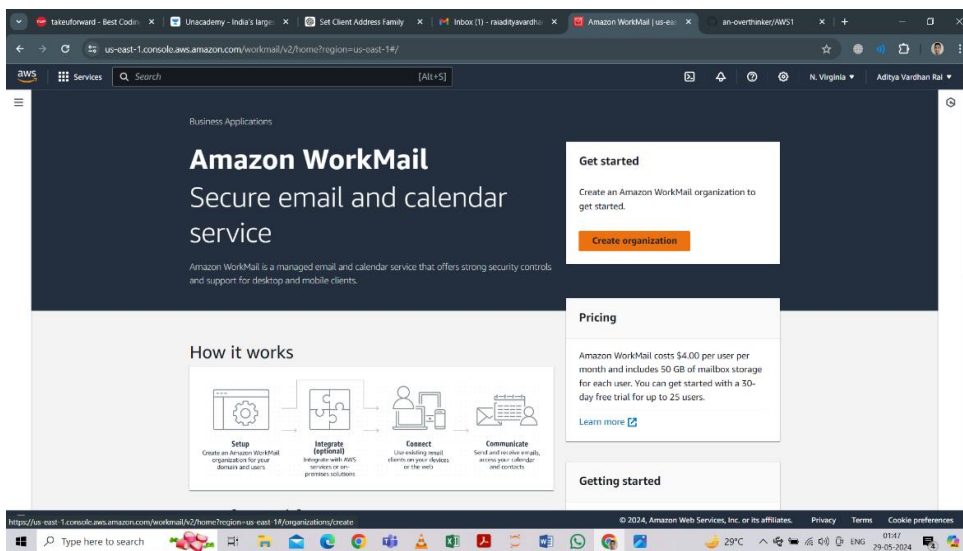
PROBLEM STATEMENT:

Create a workmail for your organization.

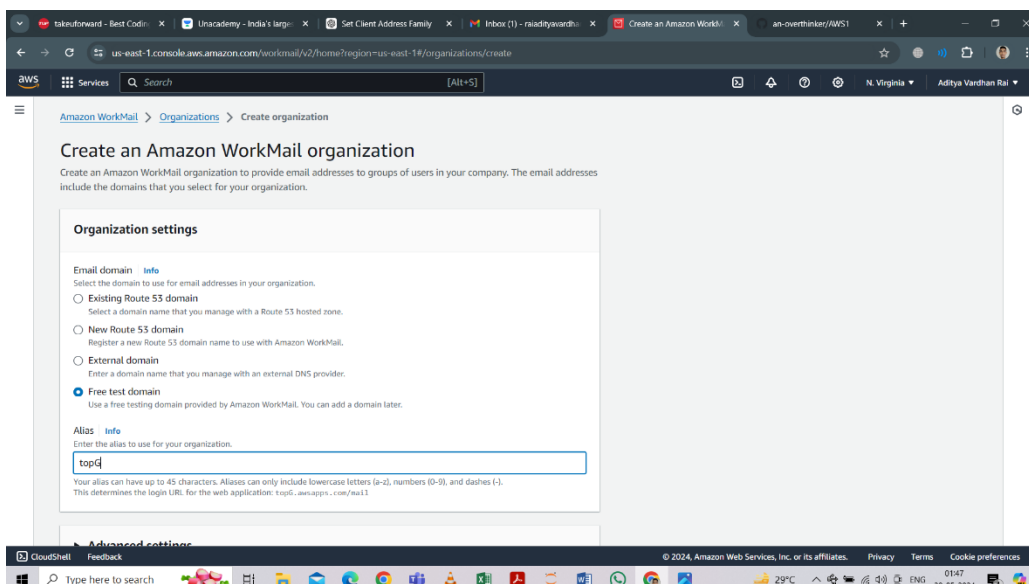
STEP 1-> Search for “Amazon Work Mail” in the search bar & open it.



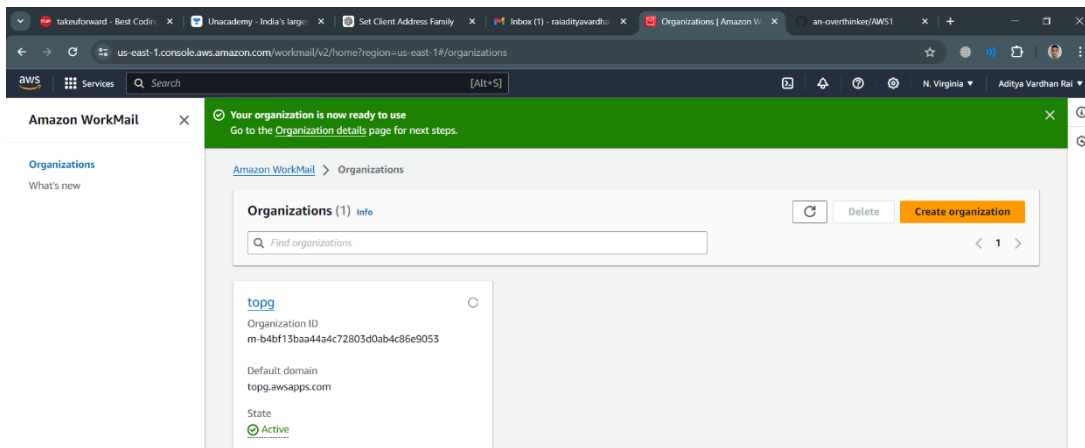
STEP 2-> Click on “Create Organization”.



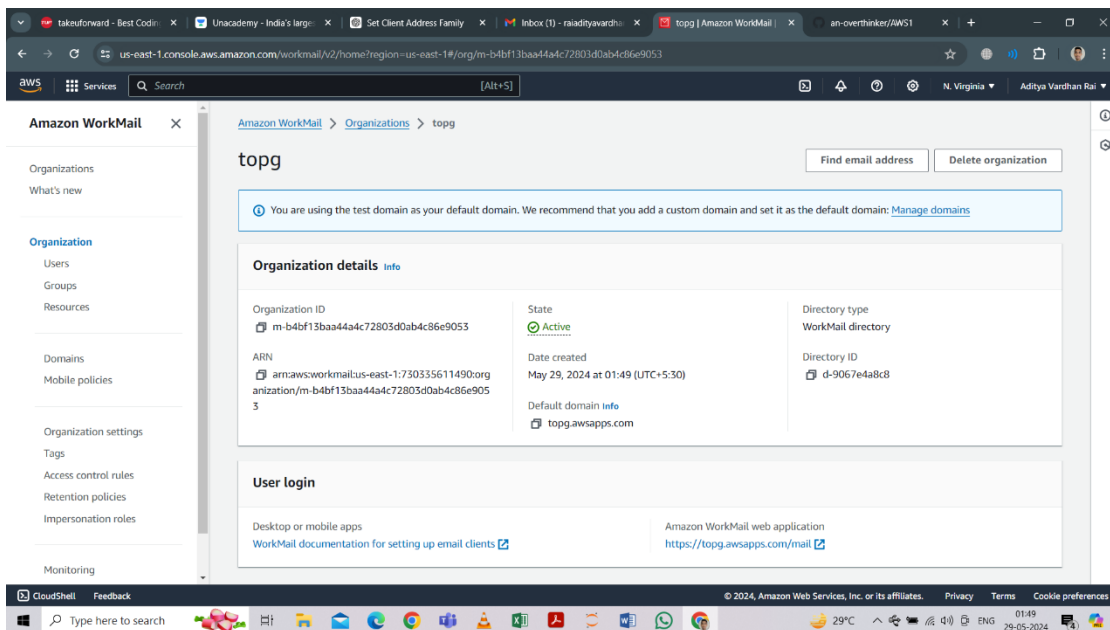
STEP 3-> Under Organization settings select “Free Test Domain”. Give the organization name under alias. Then click on “Create Organization”.



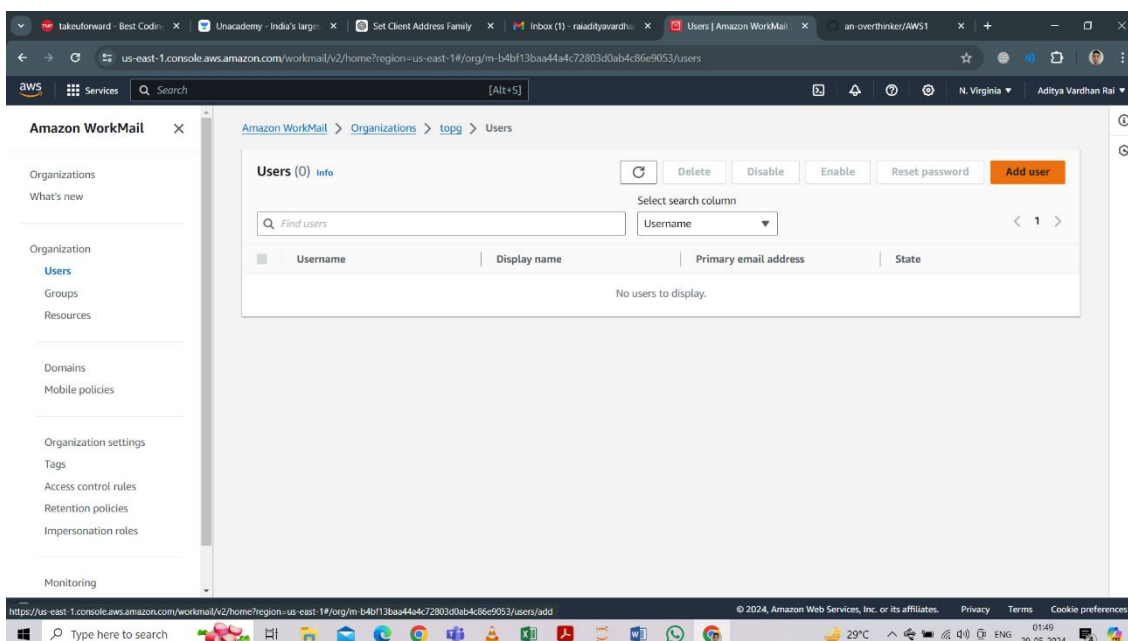
STEP 4-> The organization is created successfully. Click on the organization name to enter into it.



STEP 5-> From the left side menu, go to the “Users” option under Organization.



STEP 6-> Click on “Add User” button.



STEP 7-> Fill basic user details.

Amazon WorkMail > Organizations > topg > Users > Add user

Add a user

Add a user to your Amazon WorkMail organization.

User details

Username
The username enables the user to login to the Amazon WorkMail webmail.
adi2003
Username can only contain the following characters: a-z, A-Z, 0-9, _ (underscore), - (hyphen) and @.

First name - optional
[Empty field]

Last name - optional
[Empty field]

Display name
The name by which the user is presented in the system.
Aditya Vardhan Rai

Email address
Primary email address to be used for this user.
adi2003 @ topg.awsapps.com

STEP 8-> Set up a password. Then click on "Add User".

Amazon WorkMail > Organizations > topg > Users > Add user

Email address
Primary email address to be used for this user.
adi2003 @ topg.awsapps.com

☒ **Show in global address list**
By default, all enabled users appear in the global address list. You can hide a user from the global address list.

☐ **Remote user**
You can select this option if the user is in a remote system. This will create an address book entry for the user, but not a mailbox.

Password setup

Password
Password for the user to log in with.
[Masked password]

Repeat password
[Masked password]

Cancel Add user

STEP 9-> The user is successfully created. Now, go back enter into Organization.

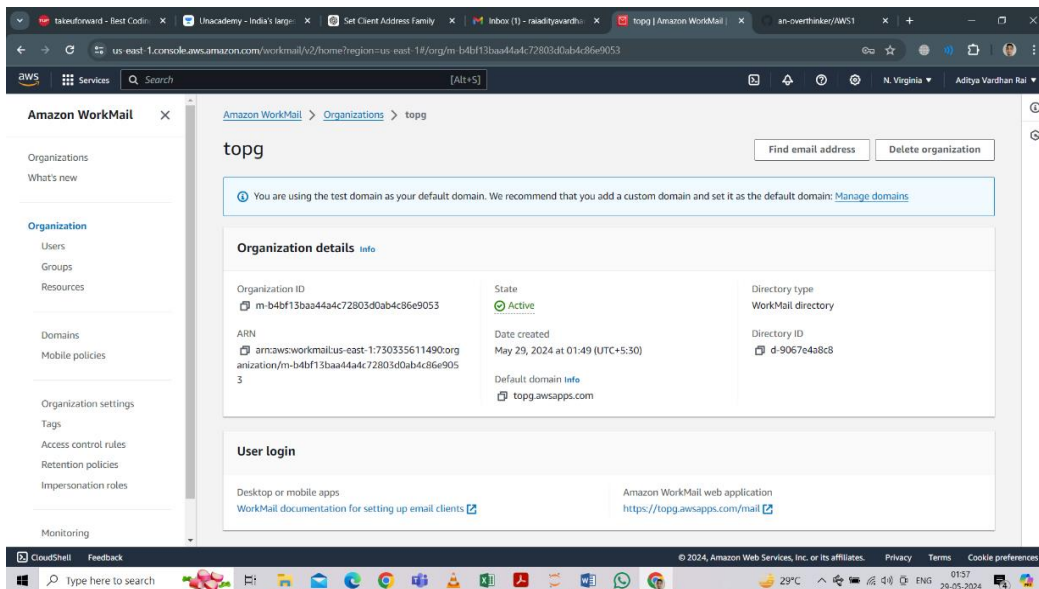
Amazon WorkMail > Organizations > topg > Users

Users (1) info [Refresh] [Delete] [Disable] [Enable] [Reset password] [Add user]

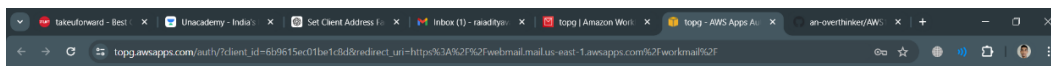
Select search column: Username

| | Username | Display name | Primary email address | State |
|--------------------------|----------|--------------------|--------------------------|---------|
| <input type="checkbox"/> | adi2003 | Aditya Vardhan Rai | adi2003@topg.awsapps.com | Enabled |

STEP 10-> From the bottom of the screen, click on the “Amazon WorkMail Web Application” link.



STEP 11-> Login into the amazon workmail.



STEP 12-> The inbox opens which implies that the workmail is successfully created.

