



domain

IT DEPARTMENT

DOMAIN & EMAIL GUIDELINE

2023

PREPARED BY
IT MANAGER -
SYUHaida

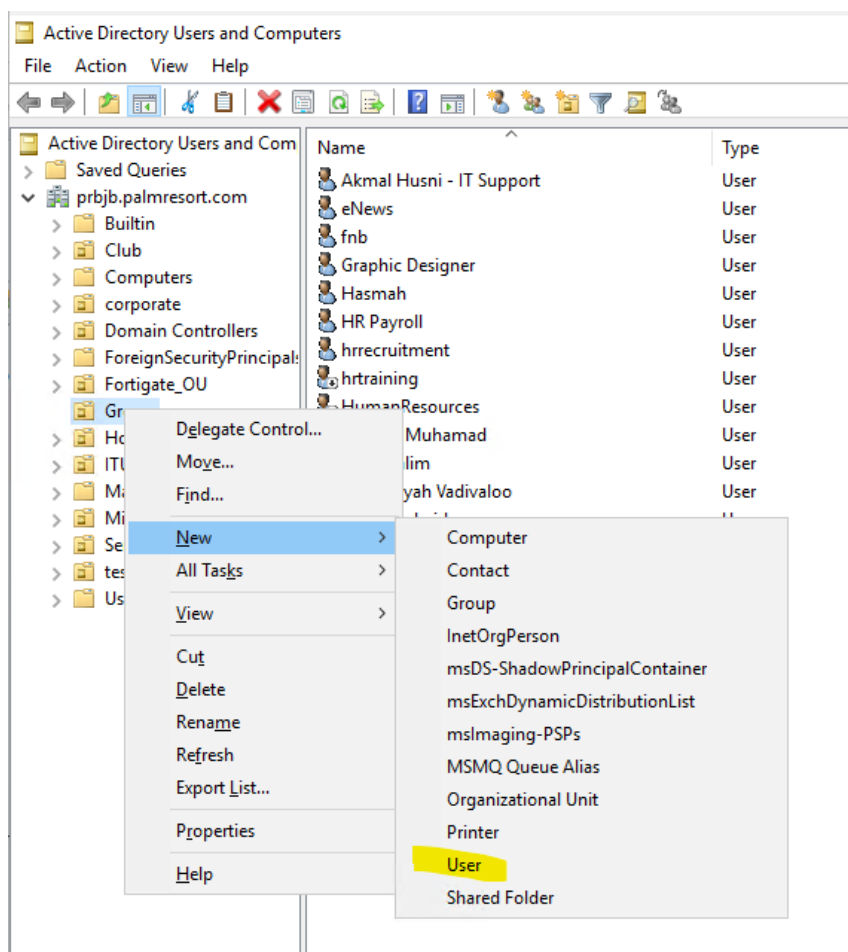
DOMAIN

DOMAIN SERVER: PR-DC02-VM

IP SERVER: 192.168.1.19

CREATE NEW USER

1. Click **Active Directory Users and Computers** on Desktop
2. Justify the category of the user
 - Hotel: for Hotel Staff
 - Club: for Club Staff
 - Group: for Management staff
 - Corporate: for corporate office staff
3. Right Click at the **Category > New > User**

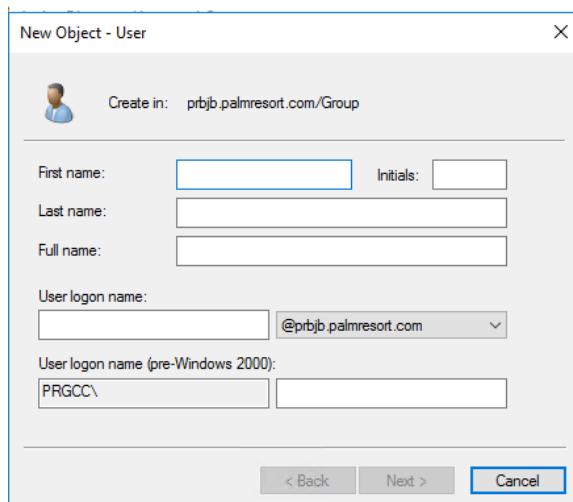


4. Fill up the information.

Login name format:

User logon name:

- <position> *eg: sales*
- <position.position> *eg: procurement.manager*
- <name> *eg: ahmad*
- <name.name> *eg: ahmad.zilhan*



New Object - User

Create in: prbjb.palmresort.com/Group

First name: Initials:

Last name:

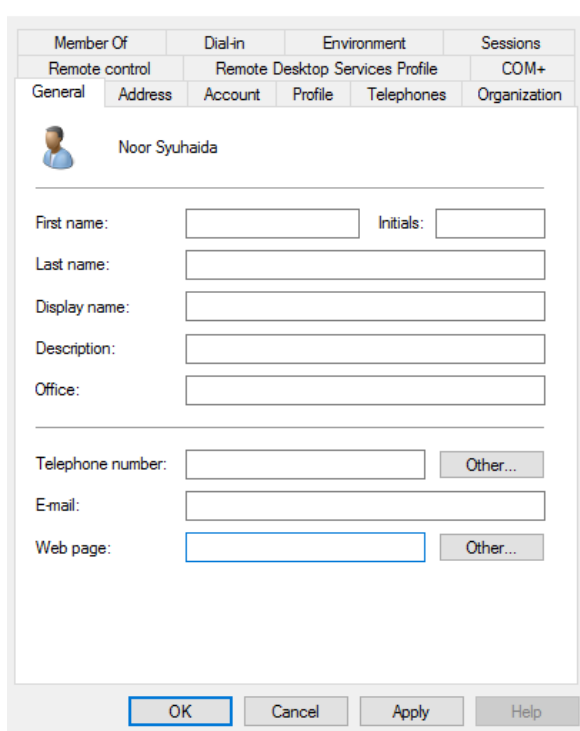
Full name:

User logon name: @prbjb.palmresort.com

User logon name (pre-Windows 2000): PRGCC\

< Back Next > Cancel

5. Fill up the information



Member Of: Remote control, Remote Desktop Services Profile, COM+

Dial-in: Address, Account, Profile, Telephones, Organization

Environment: Profile, Telephones, Organization

Sessions: COM+

General: Address, Account, Profile, Telephones, Organization

Noor Syuhaida

First name: Initials:

Last name:

Display name:

Description:

Office:

Telephone number: Other...

E-mail:

Web page: Other...

OK Cancel Apply Help

6. Click **Account** tab, Fill up this information

Member Of: Remote control, Remote Desktop Services Profile, COM+, General, Address, Account, Profile, Telephones, Organization

User logon name: [text box] @prbjb.palmresort.com

User logon name (pre-Windows 2000): PRGCC\ [text box]

Logon Hours... Log On To...

☒ Unlock account

Account options:

- ☐ User must change password at next logon
- ☐ User cannot change password
- ☒ Password never expires
- ☐ Store password using reversible encryption

Account expires:

☒ Never

☐ End of: Wednesday, 26 April, 2023

OK Cancel Apply Help

7. Click **Member Of** , choose the category

Remote control, Remote Desktop Services Profile, COM+, General, Address, Account, Profile, Telephones, Organization

Member Of: Dial-in, Environment, Sessions

Member of:

Name	Active Directory Domain Services Folder
Club HOD	prbjb.palmresort.com/Users
ClubOn	prbjb.palmresort.com/Users
Domain Users	prbjb.palmresort.com/Users
Exchange Public ...	prbjb.palmresort.com/Microsoft Exchange Secur...
Fortigate_Group6	prbjb.palmresort.com/Fortigate_OU
Hotel-On	prbjb.palmresort.com/Users
LGPR_Staff	prbjb.palmresort.com/Users
Palm Resort Team	prbjb.palmresort.com/Users
Pos-On	prbjb.palmresort.com/Users

Add... Remove

Primary group: Domain Users

Set Primary Group

There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.

OK Cancel Apply Help

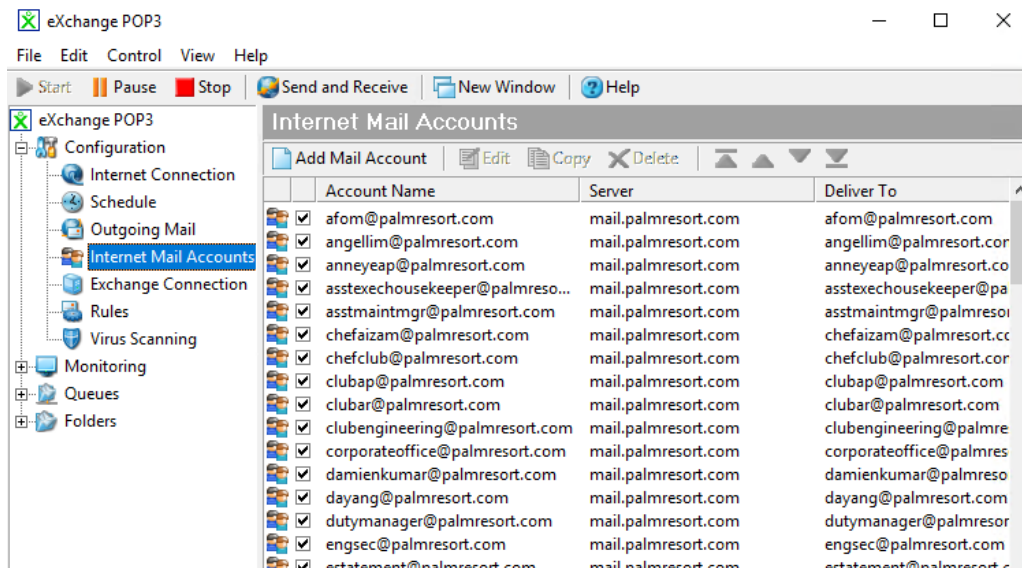
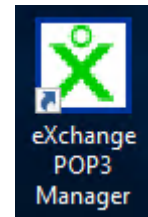
E-MAIL

DOMAIN SERVER: PR-MAIL01-VM

IP SERVER: 192.168.1.24

CREATE NEW USER

1. Click **Active Directory Users and Computers** on Desktop
2. Click **Internet Mail Accounts** > Add Mail Account



3. Fill up the information
 - **Account name:** email address eg: itmanager@palmresort.com
 - **Password:** more than 8 characters
 - **Server:** mail.palmresort.com

A screenshot of the 'Add Internet Mail Account' dialog box. It has three tabs: 'General', 'Account Type', and 'Advanced'. The 'General' tab is selected. It contains two groups of fields. The first group, 'Account Login', has 'Account name:' and 'Password:' labels followed by text input boxes. The second group, 'Incoming Mail Server', has a 'Server:' label followed by a text input box.

Add Internet Mail Account

General | Account Type | Advanced

Account Login

Account name:

Password:

Incoming Mail Server

Server:

4. **Account Type** > Delivery all message to: <email address>

The screenshot shows the 'Edit Internet Mail Account' dialog box with the 'Account Type' tab selected. The 'Single User Account' option is chosen, and the 'Deliver all messages to:' field is empty. The 'Multiple User Account' option is also visible, with sub-options for looking up addresses in Active Directory or in a list below. The 'Look up email address in list below' option is selected, and the 'Email addresses assigned to this account:' list is empty, with 'Add' and 'Remove' buttons next to it. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

Edit Internet Mail Account

General | **Account Type** | Advanced

☒ **Single User Account**

Deliver all messages to:

☐ **Multiple User Account**

Deliver messages based on copypist (To, Cc, etc.).

☐ Lookup addresses in Active Directory

Administrator Account (Enter as Domain\Account):

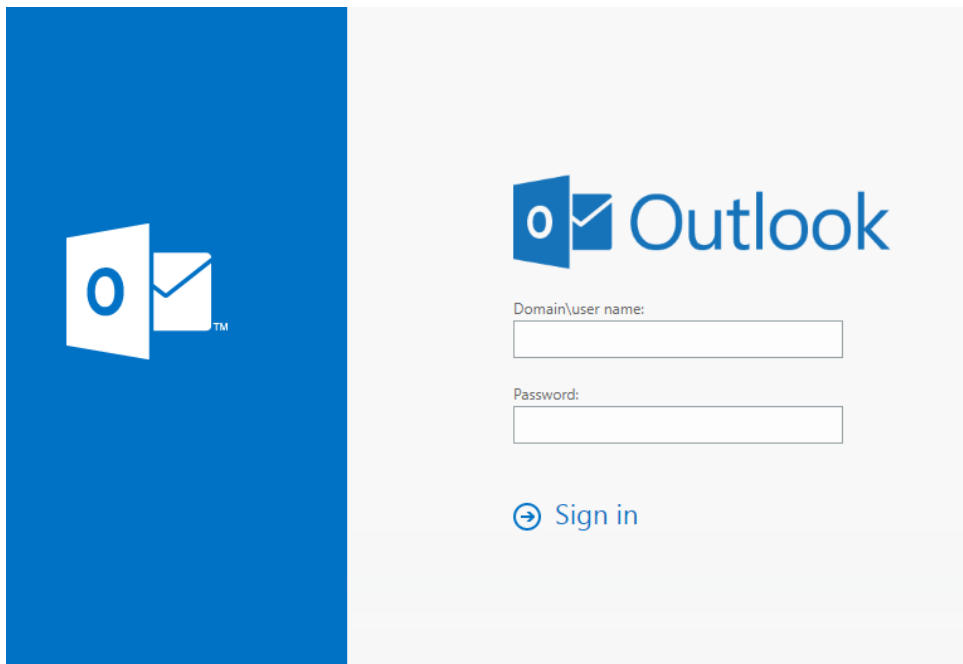
Password:

IP Address or Host Name of server running Active Directory:

☒ Lookup email address in list below:

Email addresses assigned to this account:

5. Click Browser <http://localhost/owa>
- **Domain\username:** PRGCC\administrator
 - **Password:** <admin password>



6. Click + **User mailbox**

Enterprise Office 365

Exchange admin center

recipients permissions compliance management organization protection mail flow mobile

mailboxes groups resources contacts shared migration

+ - ✎ 🗑️ 🔍 ↺ ...

	MAILBOX T...	EMAIL ADDRESS	DATABASE
User mailbox			
Linked mailbox			
	administrator@prbjb.palmr...		Mailbox Mana...
Nuradilah Abdul Ja...	User	afom@palmresort.com	Mailbox Users
Aiza Rahim	User	aizarahim@palmresort.com	Mailbox Users
Angel Lim	User	angellim@palmresort.com	Mailbox Users
Anne Yeap	User	anneyeap@palmresort.com	Mailbox Users
Assistant Maintena...	User	asstmaintmgr@palmresort...	Mailbox Users

7. Click **Existing User >Browse...> select the existing user domain**

new user mailbox

Alias:

☒ Existing user

☐ New user

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit:

8. Click **Mailbox database > Browse > select Mailbox Users > Save**

Mailbox database:

Archive
Use the archive to store old email.

Select Mailbox Database - Work - Microsoft Edge

Not secure | <https://localhost/ecp/Pickers/MailboxDatabasePicker.aspx?pwmcid=3&Launcher=Re>

NAME ▲	SERVER NAME	VERSION
Mailbox Database 1385386027	PR-MAIL01-VM	Version 15.1 (Build 2375.7)
Mailbox Managers	PR-MAIL01-VM	Version 15.1 (Build 2375.7)
Mailbox Users	PR-MAIL01-VM	Version 15.1 (Build 2375.7)

9. Double click at the user name > **general** > fill up the information > save

► **general**

- mailbox usage
- contact information
- organization
- email address
- mailbox features
- member of
- MailTip
- mailbox delegation

First name:

Initials:

Last name:

*Name:

*Display name:

*Alias:

*User logon name:
 @

☐ Require password change on next logon

☐ Hide from address lists

[More options...](#)

This is the name used to sign in to the mailbox and to log on to the domain. You can change the alias or the domain suffix, or both.

10. Click **Email Address** > + > **Email address** > Tick **Make this the reply address** > Save

new email address

Email address type:

☒ SMTP

☐ EUM

☐

The address can be EX, X.500, X.400, MSMail, CcMail, Lotus Notes, NovellGroupWise, EUM Proxy address, and free text. [Learn more](#)

*Email address:

☐ Make this the reply address

general
mailbox usage
contact information
organization
▶ **email address**
mailbox features
member of
MailTip
mailbox delegation

address that you want to set as the default, and then double-click to edit it.

Email address:

+ ✎ -

TYPE	EMAIL ADDRESS
SMTP	itmanager@palmresort.com
smtp	vicky@prbjb.palmresort.com
X400	C=us;A= ;P=Palm Resort Berh;O...

☐ Automatically update email addresses based on the email address policy applied to this recipient

Save

Cancel

END

11. Go to Plesk Website. Open browser > <https://116.12.51.213:8443/>

Login: prbadmin

Password : <administrator password>

The screenshot shows the Plesk control panel interface. On the left is a dark sidebar with the 'plesk' logo and a menu containing: Websites & Domains (selected), Mail, Applications, Files, Databases, Statistics, Tools & Settings, Extensions, Monitoring, Users, My Profile, and WordPress. The main content area is titled 'Websites & Domains' and includes a search bar. Below the title are three buttons: '+ Add Domain', '+ Add Subdomain', and '+ Add Domain Alias'. A section for 'palmresort.com' (status: Active) displays website details: 'Website at httpdocs/' and 'IP address: 116.12.51.213'. It also lists 'System user: palmresortcom' and provides links for 'Hosting Settings', 'Open in web', 'Preview', 'Description', and 'Move domain'. Below this, a prompt says 'Start creating your website in one of the following ways:' with two options: 'WordPress' (with an 'Install WordPress' button) and 'Install an Application' (with an 'Install Apps' button). At the bottom, there are links for 'Web Hosting Access', 'FTP Access', 'Hosting Settings', 'PHP Composer', 'Git', and 'PHP Settings'. A 'Show Less' link is also visible.

12. Choose **Mail > Create Email**

13. Fill up the information

- Email address
- Untick ***Can be used to log in to Plesk***
- Password: Same Password with Exchange POP3

Create Email Address

General Forwarding Email Aliases Auto-Reply Spam Filter

If this email account is associated with an additional user (Access to the Customer Panel is enabled), the additional user's login and password will be changed to the new address and password, the additional user's login and password will be changed to the new

Email address * @ palmresort.com

☒ Can be used to log in to Plesk

External email address

Will be used to reset your password if you lose access to the primary

Password *

Will be used for accessing the mailbox and for logging in to Plesk (if the option is enabled).

Generate

Show

Confirm password *

☒ Mailbox

☒ Default size (Unlimited)

☐ Another size KB

The mailbox size cannot exceed the default size.

Description in Plesk

The description is visible to everyone who has access to this email account

END