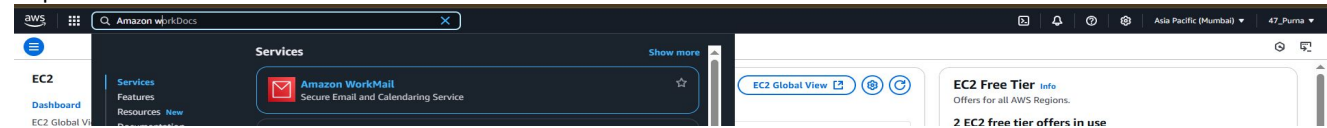
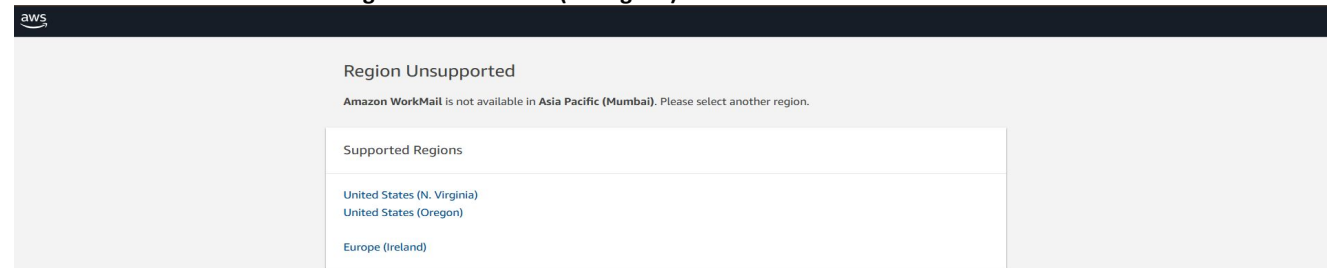


## ASSIGNMENT NO :- 13 : Create a workmail for your organization.

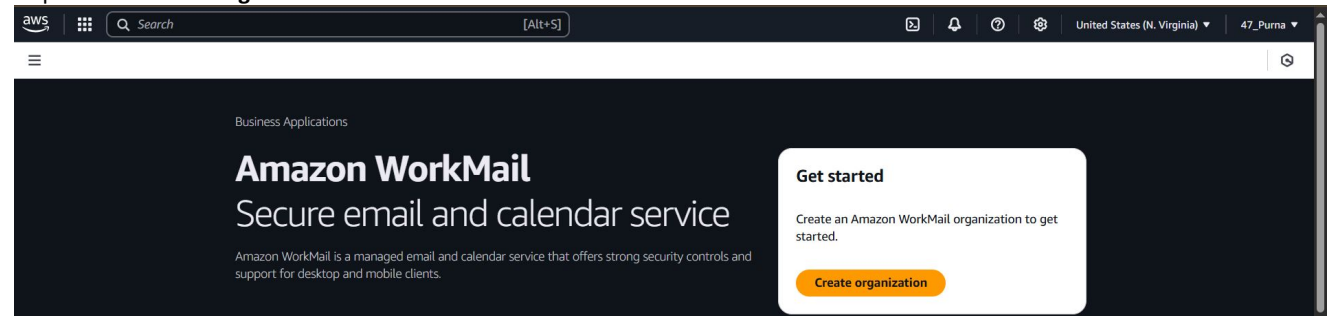
Step 1 :- Click on Amazon WorkMail.



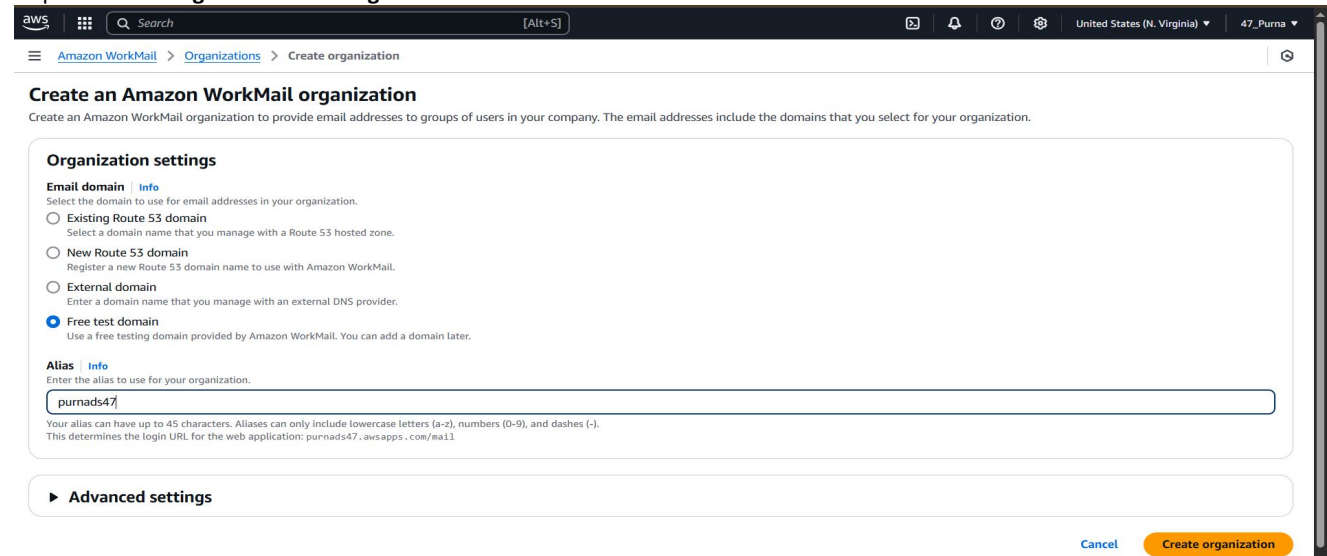
>> For the Free Tier Choose the Region **United States (N.Virginia)**.



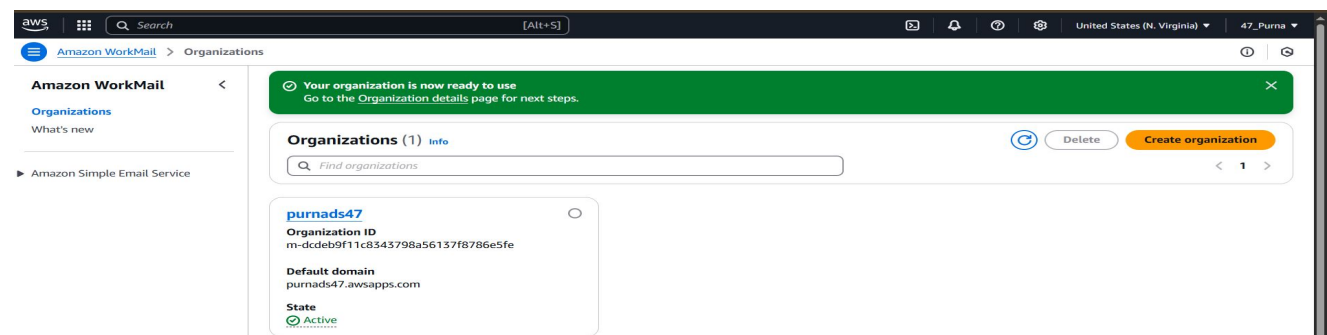
Step 2 :- Create the **Organization**.



Step 3 :- Select **Organization Settings** as **Free test domain**.



>> And your **Organization** is Successfully Created after the creation Click on it.



Step 4:- Then Go to **Users** in present in Left hand side.

aws Search [Alt+S] United States (N. Virginia) 47\_Purna

Amazon WorkMail Organizations purnads47 Find email address Delete organization

Organization details info

Organization ID m-dcdeb9f11c8343798a56137f8786e5fe State Active Directory type WorkMail directory

>> Click on Add User.

aws Search [Alt+S] United States (N. Virginia) 47\_Purna

Amazon WorkMail Organizations purnads47 Users

Users (0) info Delete Disable Enable Reset password Add user

Select search column Username

Username	Display name	Primary email address	State
No users to display.			

Step 5 :- Give the Username and other details along with password and then click on Add User.

aws Search [Alt+S] United States (N. Virginia) 47\_Purna

Amazon WorkMail Organizations purnads47 Users Add user

Add a user info

Add a user to your Amazon WorkMail organization.

User details

Username The username enables the user to login to the Amazon WorkMail webmail.

purnakundu

Username can only contain the following characters: a-z, A-Z, 0-9, \_ (underscore) - (hyphen) and . (dot); or it has to be a valid email address.

First name - optional

purna

Last name - optional

kunduj

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

purna kundu

Email address Primary email address to be used for this user.

purnakundu @ purnads47.awsapps.com

Password setup

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 Add user

>> And your User is Successfully Created.

aws Search [Alt+S] United States (N. Virginia) 47\_Purna

Amazon WorkMail Organizations purnads47 Users

Successfully added purna kundu.

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

Select search column Username

Username	Display name	Primary email address	State
<input type="checkbox"/> purnakundu	purna kundu	purnakundu@purnads47.awsapps.com	<input checked="" type="checkbox"/> Enabled

Step 6 :- Go to your Organization and click on Amazon Work Mail web application.

aws Search [Alt+S] United States (N. Virginia) 47\_Purna

Amazon WorkMail > Organizations > purnads47

**Amazon WorkMail**

Organizations  
What's new

**Organization**

Users  
Groups  
Resources  
Identity Center [New](#)

Domains  
Mobile policies

Organization settings  
Tags  
Access control rules  
Retention policies  
Impersonation roles

**purnads47** [Find email address](#) [Delete organization](#)

You are using the test domain as your default domain. We recommend that you add a custom domain and set it as the default domain: [Manage domains](#)

**User setup guide**

**Organization details** [Info](#)

<b>Organization ID</b> m-dcdeb9f11c8343798a56137f8786e5fe	<b>State</b> Active	<b>Directory type</b> WorkMail directory
<b>ARN</b> arn:aws:workmail:us-east-1:650251711112:organization/m-dcdeb9f11c8343798a56137f8786e5fe	<b>Date created</b> April 22, 2025 at 09:01 (UTC+5:30)	<b>Directory ID</b> d-9067ce2a3e
<b>Default domain</b> <a href="#">Info</a> purnads47.awsapps.com		

**User login**

Desktop or mobile apps  
[WorkMail documentation for setting up email clients](#)

Amazon WorkMail web application  
<https://purnads47.awsapps.com/mail>

Step 7 :- Give Your **Username** and **Password** and Sign In in WorkMail.

**amazon WorkMail**

Please log in with your purnads47 credentials

Username (not email address)

☐ Remember username

Password

[Sign In](#)

By continuing, you agree to the [AWS Customer Agreement](#) or other agreement for AWS services, and the [Privacy Notice](#). This site uses essential cookies. See our [Cookie Notice](#) for more information.

Step 8 :- Now To compose a Mail click on **New item (' + ')** on top.

amazon WorkMail

New item View Address Book purna kundu ? ? ?

**Inbox**

Search globally

From Received

There are no items to show in this view

My Mail

Inbox

Junk Email

Outbox

Drafts

Sent Items

Deleted Items

RSS Feeds

Open other inbox

Step 9 :- Give Receiver Mail Address and the message and click on Send On top Left Side

>> You can check you Sent Mail on Sent Items

amazon WorkMail

New item Print View Address Book purna kundu ? ? ?

**Inbox**

Search globally

From Received

Purna Kundu Today, 9:19 am

Re: Hi purna

To purna kundu

Hello from PURNA

On Tue, Apr 22, 2025, 9:17 AM purna kundu <purnakundu@purnads47.awsapps.com> wrote:

Reply Reply All Forward Copy/Move Delete

Sent on: Today, 9:19 am