

Assignment 13: Create a WorkMail for your organisation.

1. Open **Amazon WorkMail**. Click on **Create organisation**.
2. Under **Organisation settings** select **Free test domain** and enter **Alias** and click **Create organisation**.

☒ **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.

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: sayan-mckv.awsapps.com/mail

sayan-mckv
Organization ID
m-50c4193b63994d4e98d2e1dac90b437d

Default domain
sayan-mckv.awsapps.com

State
☒ **Active**

User login

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

Amazon WorkMail web application
<https://sayan-mckv.awsapps.com/mail>

sayan-mckv [Delete organization](#)

Organization details [Info](#)

Organization ID

ARN

State
☒ **Active**

Date created
April 30, 2023 at 22:04 (UTC+5:30)

Default domain [Info](#)

3. Click on the organisation created. In the left pane go to **Users** and click **Create user**.
4. Enter the **User details** (Username, First name, last name). Under **Email setup**, set a **password** and create user.

User details

User name
The user name enables the user to login to the organization.

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

First name - optional

Last name - optional

Display name
The name by which the user is presented in the email client.

Email setup

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

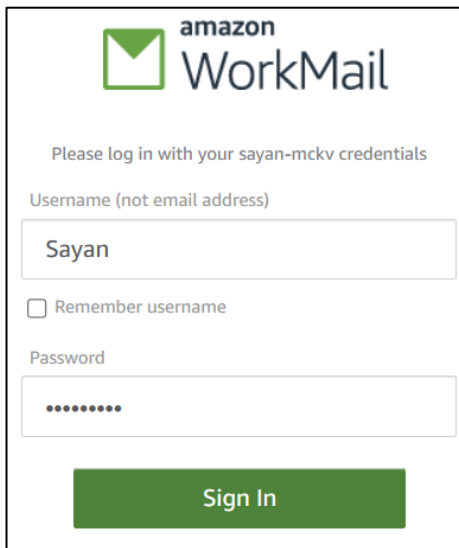
Password
Password for the user to log in with.

Passwords have an 8-character minimum with at least one character from the lowercase, uppercase, numeric, and special characters.

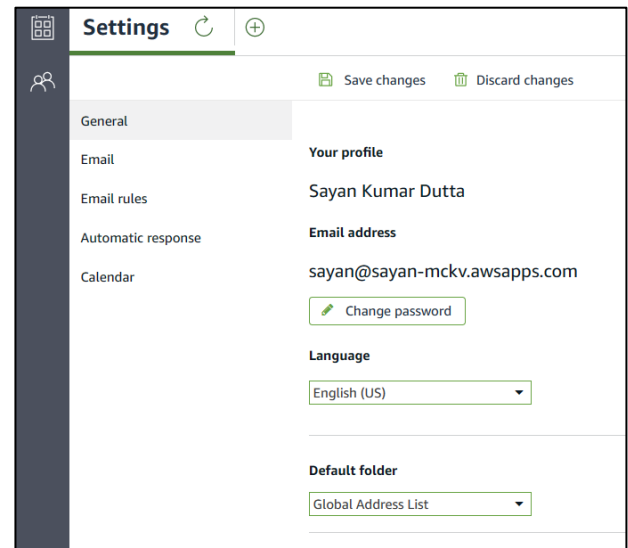
Repeat password

Users (1) Info				
<input type="text" value="Search users"/>				
<input type="checkbox"/>	Display name	User name	Primary email address	State
<input type="checkbox"/>	Sayan Kumar Dutta	Sayan	sayan@sayan-mckv.awsapps.com	<input checked="" type="checkbox"/> Enabled

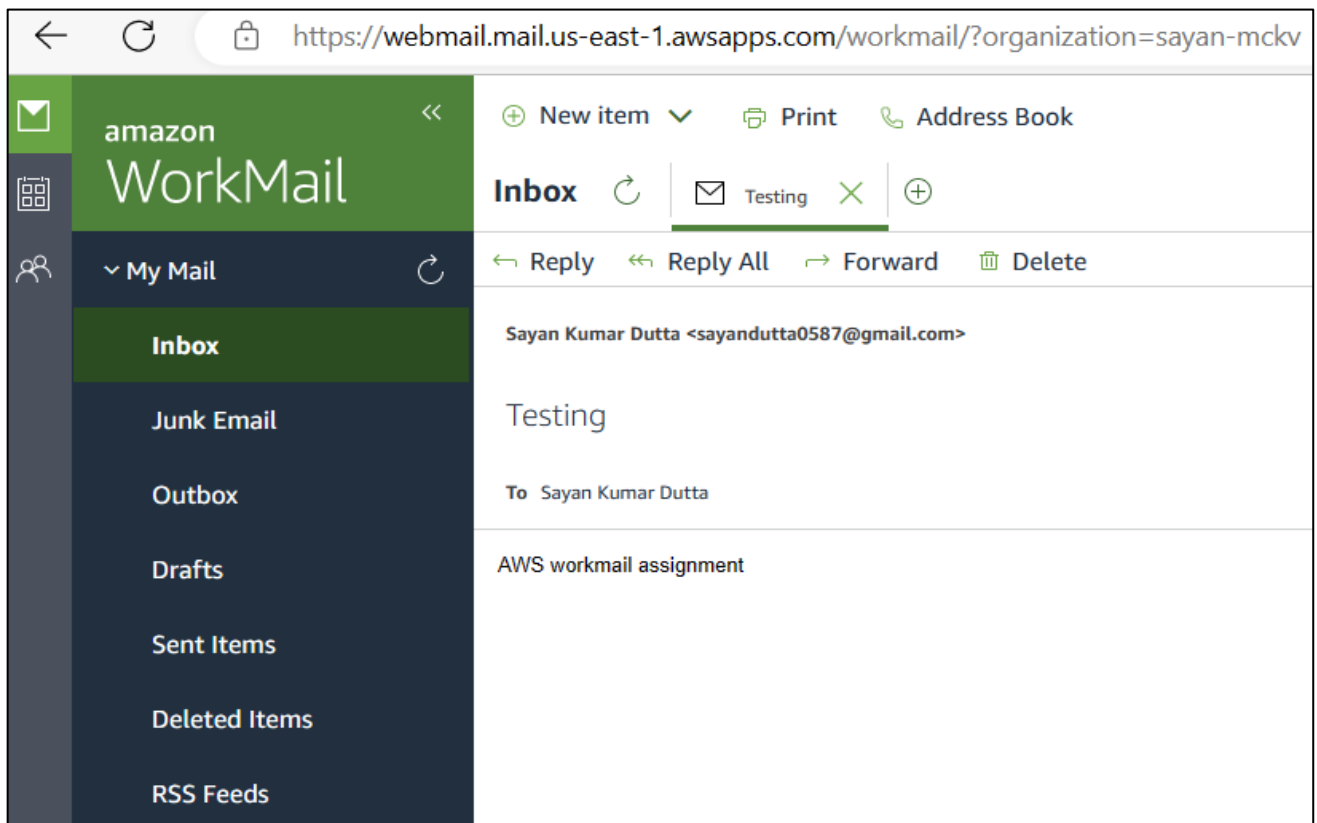
- Now go to **Organisations**, select the organisation created and open it with the **Amazon WorkMail web application** link.
- Sign In** using username and password.
- WorkMail** is ready to send and receive messages.



The login page for Amazon WorkMail. It features the Amazon WorkMail logo at the top. Below the logo, it says "Please log in with your sayan-mckv credentials". There are two input fields: "Username (not email address)" with the value "Sayan" and "Password" with masked characters. A "Remember username" checkbox is present. A green "Sign In" button is at the bottom.



The Settings page for Amazon WorkMail. It has a sidebar with icons for settings, profile, and calendar. The main content area is titled "Settings" and has a "Save changes" button. The "General" section is active, showing "Your profile" with the name "Sayan Kumar Dutta" and email address "sayan@sayan-mckv.awsapps.com". There is a "Change password" button. The "Language" is set to "English (US)". The "Default folder" is set to "Global Address List".



The inbox page of Amazon WorkMail. The browser address bar shows "https://webmail.mail.us-east-1.awsapps.com/workmail/?organization=sayan-mckv". The page has a green header with the Amazon WorkMail logo. The left sidebar shows a list of folders: "My Mail", "Inbox", "Junk Email", "Outbox", "Drafts", "Sent Items", "Deleted Items", and "RSS Feeds". The main content area shows the "Inbox" with a "Testing" email from "Sayan Kumar Dutta <sayandutta0587@gmail.com>". The email body contains the text "AWS workmail assignment". Action buttons like "Reply", "Reply All", "Forward", and "Delete" are visible.