

United Auctions Australia – Google Mail Administration

2013-03-18

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Audience

IS Field Support staff are responsible for the execution of this procedure in most circumstances. In the event no field support agent is able to perform this job, the administration can be performed by Services staff and then Helpdesk staff if the job is delegated to them.

Preamble

This document defines the administration credentials for administering the Google UAA email accounts which is independent from our standard Microsoft 365 environment.

This document does not include specific details on the management of the console, but more specifically focuses on the access of the website

Steps to be performed

1. Login to the Web Portal
2. Using the Administrator account.
3. Setting up a new user.

Steps in Detail

1. Firstly, it is required to access the web portal which is below.

<https://www.google.com/a/cpanel/unitedauctions.net.au>

This webpage is the administrator portal for the admin account. See credentials below.

- a. Username: issadmin@unitedauctions.net
Password: (isa!)

2. Once inside the web portal you should have a list of organisations listed under the domain name to the left hand side of the screen and another list of options in the blue banner at the top of the screen (underneath the Google banner).

Most of the accounts that will be of concern in this documentation will be listed under the subdomain "UnitedAuctions.net.au"

Inside this subdomain are the accounts in question and it will be the area in which new accounts are to be created.

3. To setup a user, log into the portal address listed above.

Click on Organisations and Users then select "UnitedAuctions.net.au" from the left hand side domain list.

There should be a list of all current United Auctions users on the screen.

Select the "Create New User" button.

Type in a username and select the domain as "UnitedAuctions.net.au". Also set a password and complete the setup.