Step 10: Log In to Amazon WorkMail Web Application**Assignment 13**
• Go back to the **organization details page**.
• Look for the **Amazon WorkMail web application** link and click it.
o This will open the WorkMail login page.

Step 11: Sign In to Webmail
• Use the **Username** (e.g. s-n-e-h-a) and the **Password** you set earlier.
• Click **Sign In**.
🎊 You'll be logged into your Amazon WorkMail inbox.

Step 12: Send and Receive Emails
• To send an email:
o Click **New item > New Email**
o In the **To:** field, enter a recipient's email address.
o Write a **subject and message**, then click **Send**.
• You can also check your **Inbox** to view any incoming messages.

Step 13: Delete the WorkMail Setup (Optional Cleanup)
If you want to delete everything:
1. Go to **Users**, and delete all users first.
2. Go back to the organization and choose **Delete organization**.
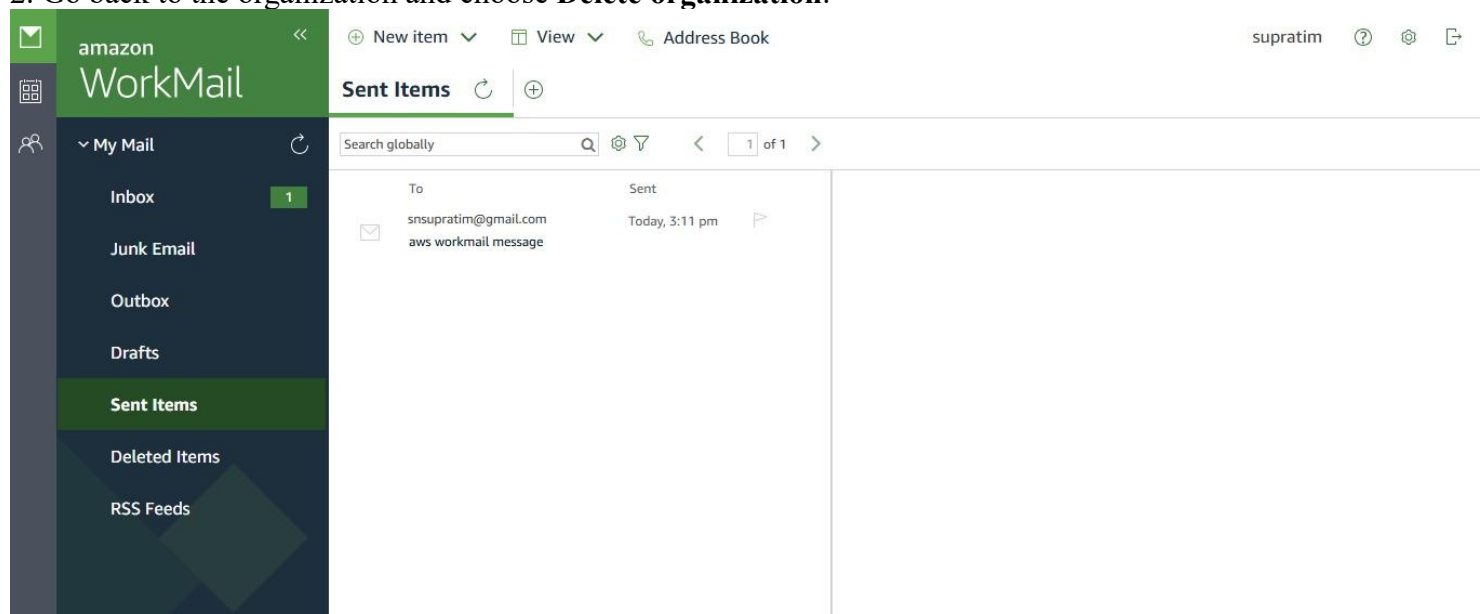
Step 4: Configure Organization Settings
• Under **Email Domain**, select **"Free Test Domain"** (this allows you to use a test domain provided by AWS).
• Under **Alias**, enter a short and relevant name for your organization.
o For example: `l-and-p`
🔎 *Alias is used as part of the email domain, like* `@l-and-p.awsapps.com`.
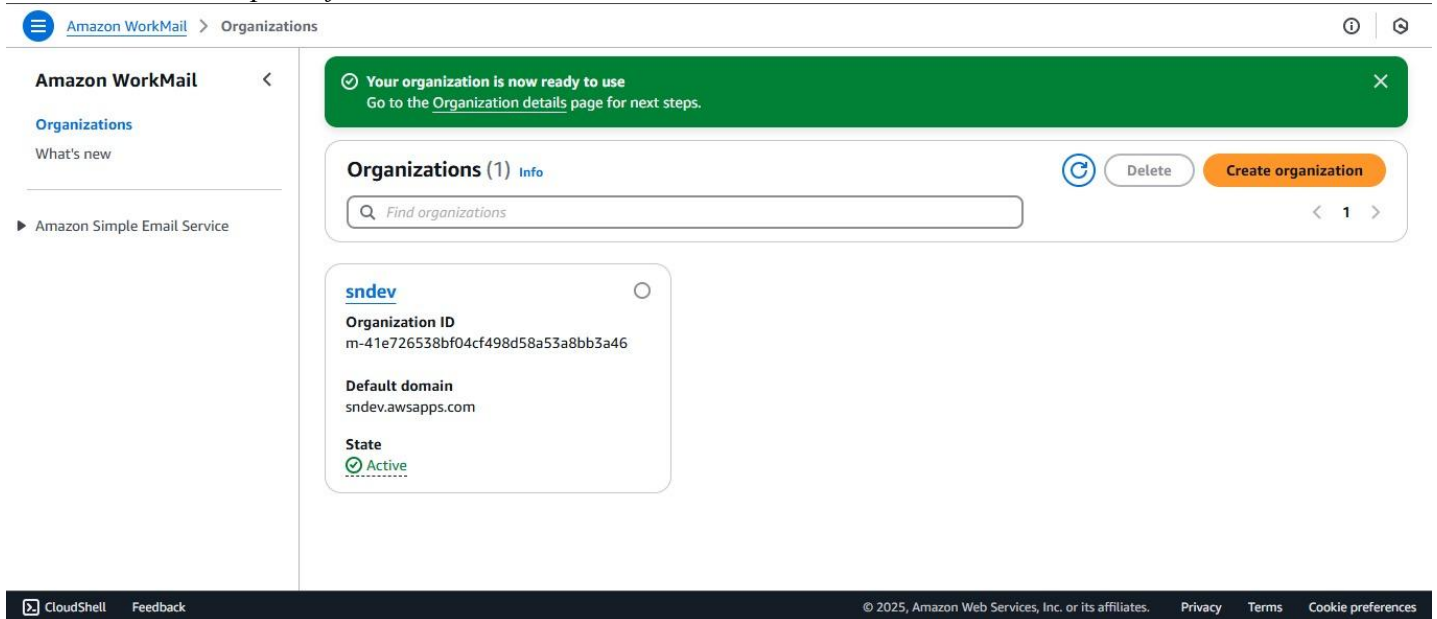
Step 5: Create the Organization
• Click the **"Create Organization"** button.
• Wait a few minutes while AWS sets up your organization.
• Once it's done, you'll see the new organization listed.

Step 6: Access the Organization
• Click on the **alias name** of the organization you just created (e.g., `l-and-p`)

Step 7: Create a New User
• On the left menu, click on **"Users"**.
• Click on **"Create User"**.

Step 8: Fill in User Details
• In the **Create a User** page:
o **Username**: e.g. `s-n-e-h-a`
o **Display name**: e.g. `Sneha`
o Optionally, enter **First Name** and **Last Name**.

Step 9: Set Up Email
• AWS automatically generates the email in this format:
•
`<username>@<organization-name>.awsapps.com`
Example: `s-n-e-h-a@l-and-p.awsapps.com`
• Set a **password** and confirm it.
• Click on **Create User**.
☑️ *The user is now created and will appear in the list*

Assignment 13
Create a WorkMail for Your Organization

Objective:
Set up a business email using **Amazon WorkMail** for your organization.

🔍 What is Amazon WorkMail?

Amazon WorkMail is a **secure, managed business email and calendar service** that works with existing desktop and mobile email clients like **Microsoft Outlook**, **iOS Mail**, and **Android Mail**. It lets users access email, contacts, and calendars from anywhere.

⚒ Step-by-Step Instructions

Step 1: Log in to AWS Console
• Open AWS Management Console.
• Sign in using your credentials.

Step 2: Open Amazon WorkMail Service
• In the AWS Console search bar (at the top), type **"Amazon WorkMail"**.
• Click on **Amazon WorkMail** from the search results.

Step 3: Create a New Organization
• Click on **"Create organization"**.
You will now see the **Create an Amazon WorkMail Organization** page.