

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.
 - 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.

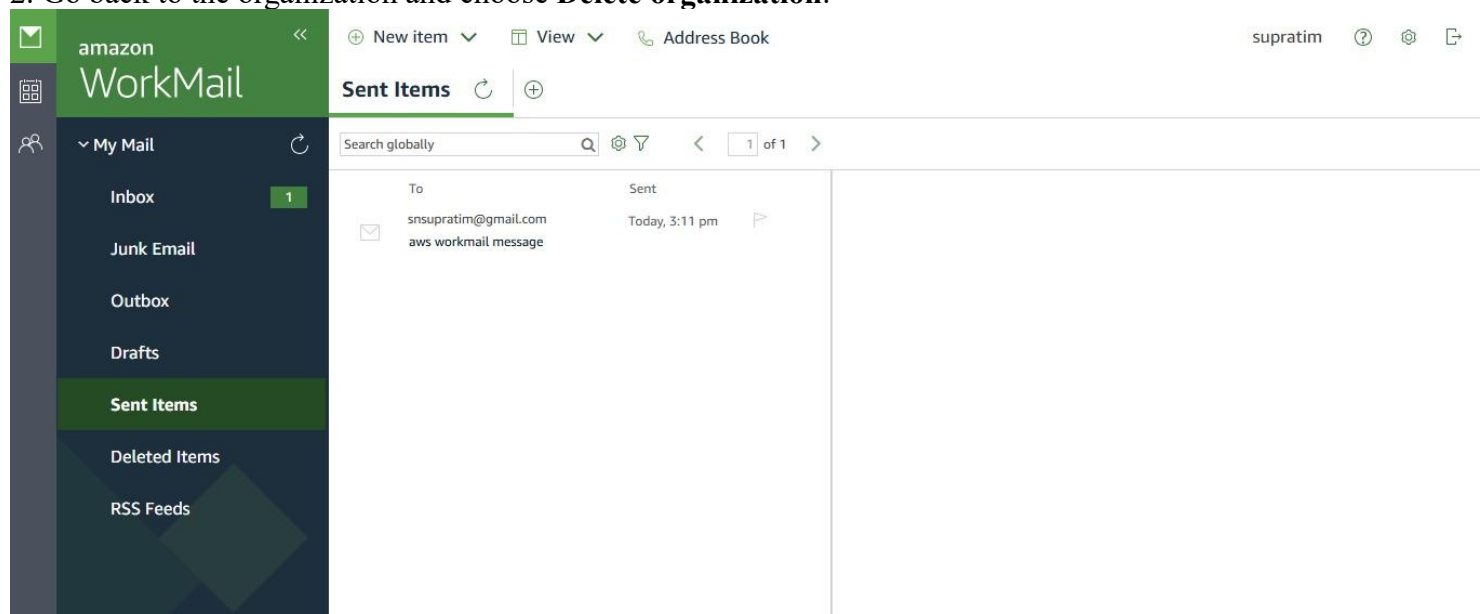
Step 12: Send and Receive Emails

- To send an email:
 - Click **New item > New Email**
 - In the **To:** field, enter a recipient's email address.
 - 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:

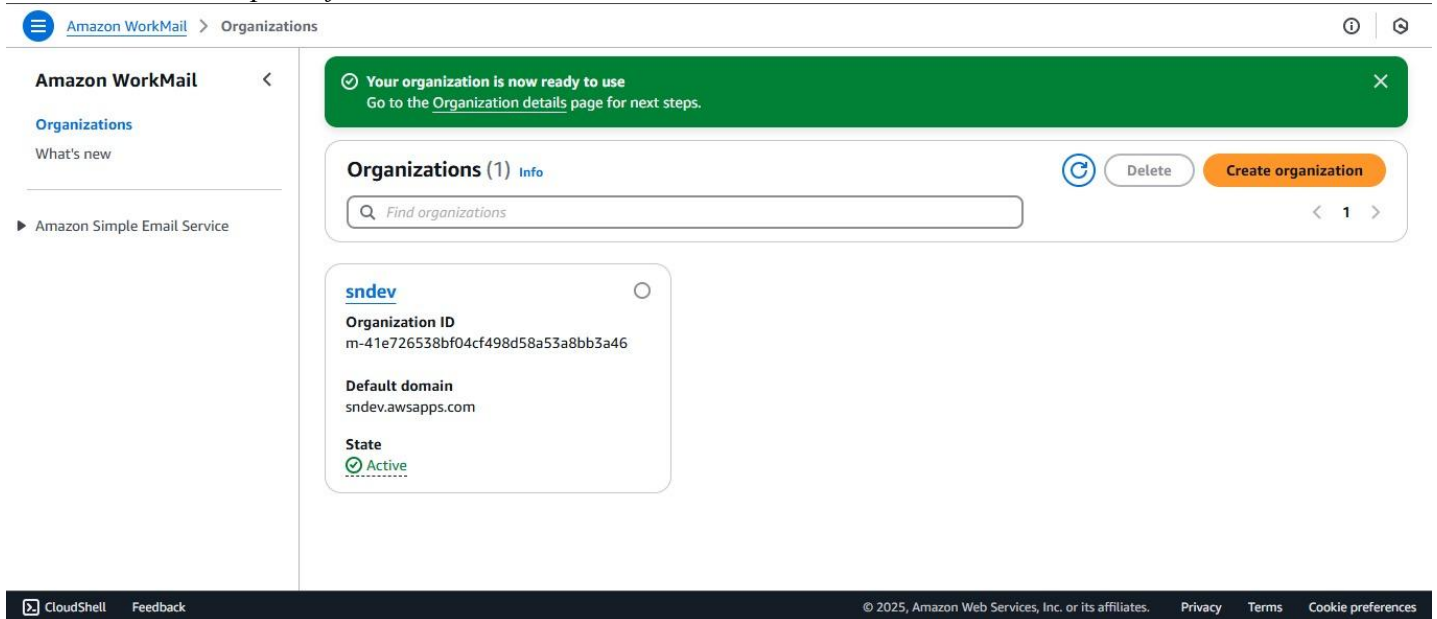
1. Go to **Users**, and delete all users first.
2. Go back to the organization and choose **Delete organization**.



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.
 - 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:
 - **Username**: e.g. s-n-e-h-a
 - **Display name**: e.g. Sneha
 - 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.

Q 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.

The image shows two screenshots of the Amazon WorkMail console. The top screenshot is the 'Add user' page, and the bottom screenshot is the 'sndev' organization details page.

Top Screenshot: Add user page

Navigation: Amazon WorkMail > Organizations > sndev > Users > Add user

Email address
Primary email address to be used for this user.
snsupratim @ sndev.awsapps.com

► **Advanced - optional**

Password setup
Password
Password for the user to log in with.
[Password field]
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
[Repeat password field]

Cancel Add user

Bottom Screenshot: sndev organization details

Navigation: Amazon WorkMail > Organizations > sndev

Find email address Delete organization

sndev

ⓘ 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 ⓘ

Organization ID m-41e726538bf04cf498d58a53a8bb3a46	State Active	Directory type WorkMail directory
ARN arn:aws:workmail:us-east-1:521673981333:organization/m-41e726538bf04cf498d58a53a8bb3a46	Date created April 09, 2025 at 15:03 (UTC+5:30)	Directory ID d-9067cfe57a
Default domain ⓘ sndev.awsapps.com		

User login

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