

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.
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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.
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Step 3: Create a New Organization

- Click on “**Create organization**”.

You will now see the **Create an Amazon WorkMail Organization** page.

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`

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🔗 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.
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Step 6: Access the Organization

- Click on the **alias name** of the organization you just created (e.g., `l-and-p`).
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Step 7: Create a New User

- On the left menu, click on “**Users**”.
 - Click on “**Create User**”.
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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**.
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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.*


Step 10: Log In to Amazon WorkMail Web Application

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- 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.
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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.
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✕ 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**.