

Fusionxs Web Design

How to manage your email addresses

By logging in to your online control panel, you can add and remove email addresses for your domain, change passwords, set up auto-forwards and auto-responders which can double up as an out of office message system if you turn them on and off at the right time. Each account with fusionxs has a minimum of 20 email accounts included. If you require more, please contact us.

There is lots of other stuff in the control panel but we will concentrate on email in these notes. If you would like to know more about the other options, please contact Fusionxs before clicking on them to ensure they don't affect your website.

Accessing your control panel

- Log in to your control panel at www.extendcp.co.uk
- Type in your domain name (i.e. www.yoursite.co.uk) and your password that has been provided.
- You are now logged in and will see an email section.

Using the services available

- Click on mailboxes to add, remove or change email addresses and passwords.
- Click on forwarding to set a certain email address to redirect to another automatically.
- Click on catchall forwarding to ensure you don't miss out on misspelt email addresses. The downside to this is spam will increase as spammers guess your email address easier.
- Click on auto-responders if you want a message to be sent back to an email automatically. i.e. "Thanks for your email, we will respond as soon as possible." This can also be used as an out of office message such as "I am away on holiday until xxx, if your email is urgent, please speak to xxx." Just remember to turn it on before you go and turn it off when you return.