

Getting Started with Control Panel

1. Please login to https://cp.hostingcloudapp.com/ with the username and password

ł	https://cp.hostingcloudapp.com/Default.aspx?pid=Login&ReturnUrl=%2f					
	AppstRent					
	Sign In to Control Panel					
	<u>۵</u>					
	* □ Remember me. Login →					
	Forget your Password? no worries, click here to reset your password.					

2. Once you logged in, the below screen will appear:



- 3. Click on Domains and click on "Add Domain"
- 4. Click on Domain











*	Account Home	testingd - Exchange 2016 - 1 Malibox						
4	Account Menu 🗸 🗸	Add New Domain						
	Hosting Space Menu 🔇							
	Domains	Please choose what type of domain you would like to add: Create a Too-Level Domain (TLD). You can create a new web site for domain or assign it to an existing web s						
	System Hard Quota	+ Domain						
뿉	Organization Menu 🗸 🗸 🗸 🗸 🗸 🗸	+ Sub-domain Create a sub-domain for already added top-level domain. You can create a new web site for sub-domain or as						
Lat	Reporting ~							

5. Type your domain name and Click on Add Domain

Add New Domain	
Domain Name testing formains can	
Provisioning Options	-
Enable DNS Tick this checkbox if DNS zone for this domain will be located on name servers of your hosting provider. Make sure you changed in panel.	name servers in the domain registrar control
•	* Cancel + Add Domain

6. Once you add the domain, it will appear in the below manner

	mains			+ Add Domain
- Actions -	- Apply			Q
	NAME	Expiration Date	Туре	
	testingdomain com	6/3/2017	Top-Level Domain	

7. Now Expand Organization Menu and click on Hosted Organizations











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8. Click on Create New Organization

Organizations	+ Create New Organization
Organization Name 🔻	Q
No organizations have been created. To create a new organization click "Create New Organization" buttor	1.
Total Organizations Created: 0 of 1	✓ Set Default Organization











9. Please provide "Organization Name" and "Organization ID" (You can keep both as the same) and click on Create Organization

Create New Organization						
Organization Name: *	testingd					
Organization ID: *	textingel					
Domain Name:	ست ارتبار ارتباعها	•				
				+ Create Organization		

10. After adding the organization, page will appear like below:

Organization Name:						
Organization ID: te	estingd					
Created: 1	1/9/2016					
Organization						
Users:			0 of 100 (100 Available)			
Deleted Users:			0 of 0 (0 Available)			
Groups:			1 of 50 (49 Available)			
Exchange						
Mailboxes:			0 of 1 (1 Available)			
Shared mailboxes			0 of 0 (0 Available)			
Resource mailboxes	S		0 of 0 (0 Available)			
Contacts:			0 of 1000 (1000 Available)			
Distribution Lists:			0 of 500 (500 Available)			
Storage (Mb):		0 of Unlimited				
Archiving Storage (N	Mb):		0 of 0 (0 Available)			











To create Mailboxes, please follow the below steps:

- 1. Click on Mailboxes link
- 2. To add a new mailbox, please click on the tab "New Mailbox"

o Mailboxes		Service New Mailbox
	- Act 🗸 🖍 Apply	Mailboxes Resource Mailboxes Shared Mailboxes
	No mailboxes have been	n created. To create a new mailbox click "Create New Mailbox" button.

3. Provide the below asked Information and click on Create Order

First Name:	First Name	*
Initials:	Initials	
Last Name:	Last Name	*
Display Name: *		*
E-mail Address: *	E testingdomain.com	
reads up: rou can send email automatically i	y enabling trecoar and enabling Urganization Password heset wodule in system settings.	
Password:	Enter your Password	
Confirm Password:	Confirm your Password	
Choose mailbox type:	Generale Passavot User Malbox Room Malbox Equipment Malbox	
Mailboxplan Name: *	Unlimited Plan 👻	
Send Setup Instructions		
	🖀 Create Ma	ilbox











4. And click on Save Changes

General	Settings	E-mail Addresses	Mail Flow Settings	Permissions	Setup Instructions	Mobile Devices	Member Of	
General								
		Hide from Address Book						
		Disable Mailbox						
Mailbox plan:	l	Jnlimited Plan	•					
Disclaimer:	N	None 🔻						
Mailbox size:		0 of 10137	5 MB					
Advanced Infe	ormation							+
						🗸 S	Save Changes and Exit	Save Changes







