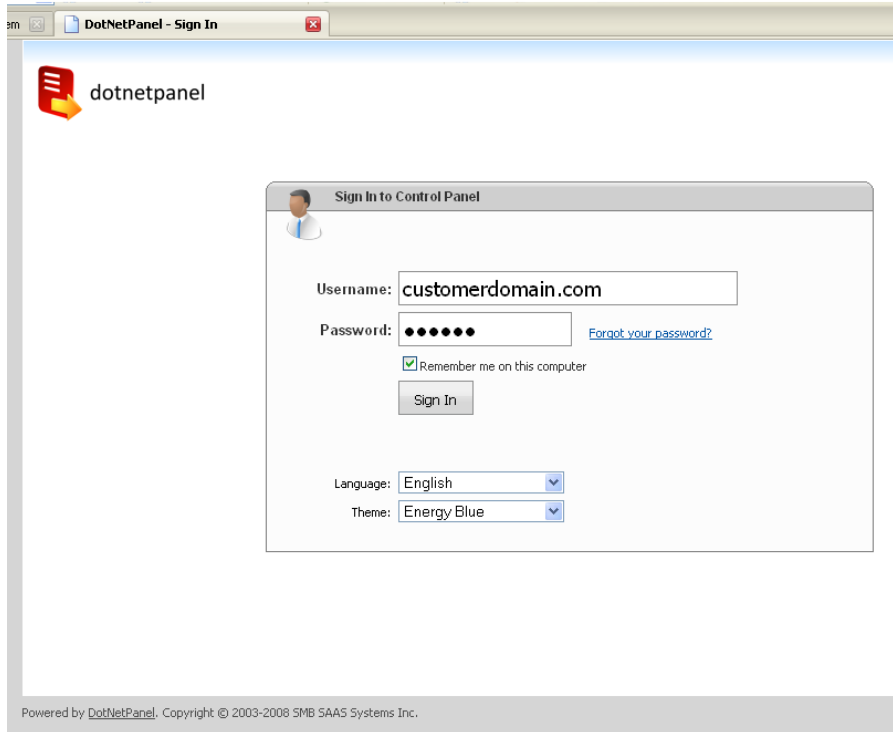


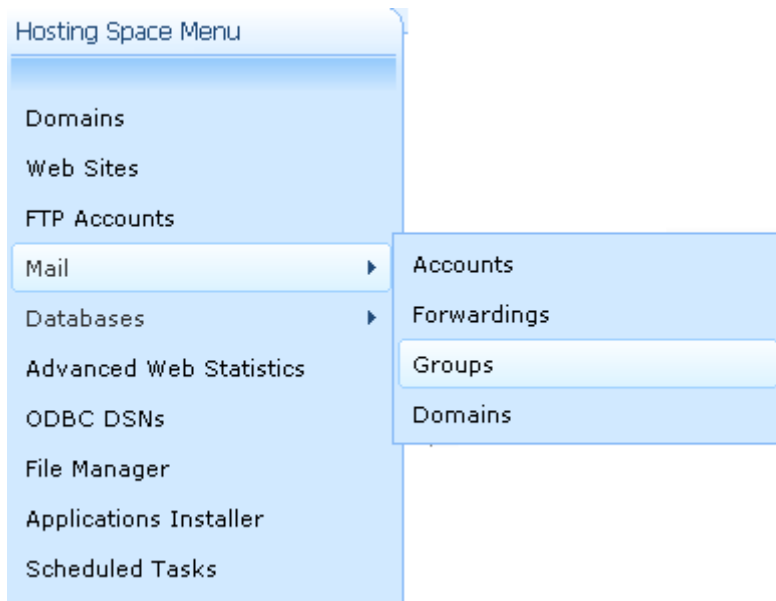
Creating Mailing Groups- DotNetPanel

This guide will take you through the steps to set up an email forwarder (aliases) or a mailing group. This mailing group will allow you forward emails sent from one email address automatically, without the sender realising it.

1. The first step is to log into the DotNetPanel. Visit <https://cp.eurofasthost.com/> using your web browser- whether that is Internet Explorer or Firefox.
2. Type in your login information you were provided by your welcome email. Your username will generally be your domain. If you forgot your password you can use our *“Forgot your password”* link on the front page.



3. Once logged in click on your User Space situated in the middle of the page. Your User Space will be your domain name. In this example, ours is customerdomain.com.
4. This will load a new page with a navigation menu on the left. Highlight the **Mail** option and then select **Groups**.



5. Click on Create Mail Group. Type in the email address you would like to set up as the mailing group (be sure it is not already taken!) After doing this, type the email addresses you want in this group, using one line for each. Once complete click **Save**.

A screenshot of a 'Mail Group Properties' dialog box. The title bar reads 'Mail Group Properties'. Below the title bar is a small icon of two people. The main area contains an 'E-mail Address:' label followed by a text input field containing 'listing', an '@' symbol, a dropdown menu showing 'customerdomain.com', and an 'Add Domain' button. Below this is a 'Group E-Mails:' label followed by a text area containing two lines of email addresses: 'bob@customerdomain.com' and 'sally@customerdomain.com'. A small asterisk and text '* Enter one e-mail address per line' are located below the text area. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

6. To delete a Mail Group, choose the mail group required and click the group name. The properties of this group will then open. Finally, click the **Delete** button.
7. Please note that due to spam issues, we are no longer able to forward to external email accounts- such as AOL, Hotmail and Yahoo.

If you have any questions or comments, please don't hesitate to contact us- support@eurofasthost.com or call us on 02380 249 823