

Managing your email accounts

- Go to <http://www.dreamersi.net>

The screenshot shows the Dreamersi website's login interface. At the top left is the Dreamersi logo. To the right are social media icons for Facebook, Twitter, Blogger, and Google+. A navigation menu includes Home, Packages, Features, Support, About, and Login. A banner below the navigation reads "Premium Business Tools, Web & Email Hosting" and "Click here to learn more about our services". The main heading is "Login". Below it, there is a language selection section with "English" and "日本語" buttons. The login form includes fields for "Email Address" and "Password", a "Forgot Password?" link, and a green "Login" button.

- Enter the administrator email address and password
- Click "LOGIN"

The screenshot shows the Dreamersi account dashboard. At the top left is the Dreamersi logo. A dark blue banner at the top right says "Welcome: administrator@test333.dreamersi.net". Below the logo is a navigation menu with "Account Home" (highlighted), "Technical Support", and "Logout". The main content area is divided into three columns. The left column, "Account Information", shows "Web Space Usage 14MB of 10GB", "Mail Accounts 1 of 10", and "Domain Mailbox Usage 1MB of Unlimited". The middle column, "Admin Mail Settings", contains links for "Account Management", "Mailbox Storage Limits", "Domain Spam Filter", "Intranet Mailing List", and "Alias". A large red arrow points from the "Admin Mail Settings" header to the "Account Management" link. The right column, "Web Marketing Tools", includes "WebdeStats", "Online Business Tools", "NewsMAIL (New)", and "MegaMail (New)". A "Check Mail" button with "0 Unread Messages" is visible in the top right of the dashboard area, along with a warning message about creating a stronger password.

- Click on “Account Management”
- **Creating a new email account**

Account Management

Accounts can be searched by e-mail address.
 Intranet mailing list accounts are listed in gray.
 * Intranet mailing list accounts are to be changed in "Intranet mailing list" menu.

Create

	Name	Email	Account
<input type="radio"/>	Site Manager	administrator@demo101.dreamersi.net	administrator@demo101.dreamersi.net
<input type="radio"/>	NoReply	noreply@demo101.dreamersi.net	noreply@demo101.dreamersi.net

	Name	Email Address ▲	Account
<input type="radio"/>	demo	demo01@demo101.dreamersi.net	demo01@demo101.dreamersi.net

Viewing: 1 - 1 Accounts: 1 / 9

1

- Click on “Create”

Full Name:

Account: @demo101.dreamersi.net
 * Enter only what is to the left of the @ mark.

Password:

Password Strength:

Confirm Password:

- Enter “Full Name”, “Account”, and “Password”
- Click “Submit”

Create Mail Account

Account Details

To set up your E-mail account, please go to "[Help Center](#)", click on "Setting Up Mail Account" menu, and please follow the instructions to set up the below information.

Email: test@demo101.dreamersi.net
 Account: test@demo101.dreamersi.net
 New Password: *****
 IMAP Server: imap.demo101.dreamersi.net
 POP Server: pop.demo101.dreamersi.net
 SMTP Server: smtp.demo101.dreamersi.net

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- You will see the page above with the details of your new email account
- **Changing the Name of the account**

- Click on “Account Management” from the Account Home

Mail Account List

Accounts can be searched by e-mail address.
 Intranet mailing list accounts are listed in gray.
 * Intranet mailing list accounts are to be changed in "Intranet mailing list" menu.

	Name	Email	Account
<input type="radio"/>	Site Manager	administrator@demo101.dreamersi.net	administrator@demo101.dreamersi.net
<input type="radio"/>	NoReply	noreply@demo101.dreamersi.net	noreply@demo101.dreamersi.net

	Name	Email Address ▲	Account
<input type="radio"/>	demo	demo01@demo101.dreamersi.net	demo01@demo101.dreamersi.net
<input checked="" type="radio"/>	Test	test@demo101.dreamersi.net	test@demo101.dreamersi.net

Viewing: 1 - 2 Accounts: 2 / 9

1

- Select the account you would like to modify and click “Change”

Change User Info

Change a user's mail account information.

If you would like to actually change an account's email address, please delete and recreate the account with the updated email address.

Account: test@demo101.dreamersi.net

Full Name:

- Enter new Full Name
- Click “Submit”

Changing the Password of the account

- Click on “Account Management” from the Account Home

Mail Account List

Accounts can be searched by e-mail address.
Intranet mailing list accounts are listed in gray.
* Intranet mailing list accounts are to be changed in "Intranet mailing list" menu.

10 ▾

	Name	Email	Account
<input type="radio"/>	Site Manager	administrator@demo101.dreamersi.net	administrator@demo101.dreamersi.net
<input type="radio"/>	NoReply	noreply@demo101.dreamersi.net	noreply@demo101.dreamersi.net

	Name	Email Address ▲	Account
<input type="radio"/>	demo	demo01@demo101.dreamersi.net	demo01@demo101.dreamersi.net
<input checked="" type="radio"/>	Test Account	test@demo101.dreamersi.net	test@demo101.dreamersi.net

Viewing: 1 - 2 Accounts: 2 / 9

1

[Account Home](#)

- Select the account you would like to modify and click “Change Password”

Change Password

Change administrator's or user's mail password.

- Characters that can be used in mail passwords:
 - Your password must contain at least 6 characters, but no more than 16 characters.
 - There must be minimum of one character from each of the following categories included in your password:
 - One lower case character (e.g., a through z)
 - One upper case character (e.g., A through Z)
 - One number, or special character
 - To create a password that meets our new requirements, think about an easy phrase. And put the above character like the below.
 - I take Delta 12345 to Los Angeles -> ItD12345tLA
 - This is a much stronger password that only using a single word, a birthdate or a phone number.

Account: test@demo101.dreamersi.net

New Password:

Password Strength:

Confirm Password:

- Enter new Password
- Click “Submit”

If you have any questions, please contact PSP Support at support@pspinc.com or 425-957-0808.