



SUBJECT: Registering a new Mailbox or Alias
PLATFORM: All platforms

What you need to get started

- An account with paradise.net
- Your username
- Your password

Registering another mailbox or alias

Open **Internet Explorer** and then at the top, in the **Address** field, type **www.paradise.net.nz** and then press the **Enter** key (on your keyboard) or if you have one, click the **Go** button (right).



At the top of the paradise.net home page, click on the **members** button

You will be presented with a basic secure login screen.

- **User Name** is your paradise username.
- **Password** is your paradise dial-up password.

For security, it isn't recommended to tick save password on this screen. The members' section should only be accessible to the account holder or a responsible party.

Click **OK**



Once the members section has loaded, at the top, click on the **settings** button

paradise.net Technical Assistance

Customers phone toll free: 0800 46 72 72
Fax toll free: 0800 36 72 00
E-mail: help@paradise.net.nz
Internet: www.paradise.net.nz

Freepost: TelstraClear Limited
Freepost 4768
Private Bag 92143
Auckland

Disclaimer: This information is provided on an "as-is" basis. This is all the information on this product that paradise.net Technical Assistance can provide. We take no responsibility for any difficulties or problems that may arise from the installation and/or use of this product.



On the new screen, click on **Add an email address to your account**

The new screen will ask you to choose between an **alias** and a **mailbox**.

- Your first (primary) email address is a **mailbox**. A mailbox has its own storage space, account name and password for retrieving your mail. Additional email addresses can be added as extra mailboxes, using a separate storage space, account name and password for each. This option is often used in family or work situations where only one connection is used but email privacy is required.
- An **alias** is simply another name for a mailbox. Email sent to an alias will be retrievable from the mailbox the alias points to. This option is often used to add personal nicknames as email addresses.

Make your selection and then click the **next** button (bottom left)

The following image is an example of an **alias request**. Should you have more than one email address, you can click on the drop down menu next to **Destination address** to choose which one you would like the emails to be directed to. A **mailbox request** looks much the same - just missing the **Email address** option.

A screenshot of a web form titled "Please enter the details for your new email address:". The form has a dark grey background with white text. It contains three main sections: "Email address" with a text input field containing "username" and a dropdown menu showing "@paradise.net.nz"; "Destination address" with a dropdown menu showing "mufasa" and a dropdown menu showing "@paradise.net.nz"; and "Additional comments" with a large text area containing the text "You can make any specific or unusual requests to the postmaster in this field." At the bottom left of the form is a button labeled "submit details".

Click the **submit details** button.

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You will be prompted with a confirmation screen. Carefully check your selection and if all is correct then click **confirm your request**. If you spot a little error or you have a slight change of mind, you can click on **return to previous page** to start over.

Add an email address

Email address	username@paradise.net.nz
Destination address	mufasa@paradise.net.nz
Additional comments	You can make any specific or unusual requests to the postmaster in this field.

If you wish to change your request

If the email address or alias you chose was taken or there is some other technical problem then you will receive an error report, in red, with a basic description of the trouble (Eg: The email address is already in use).



Otherwise, you will receive a confirmation screen with a request reference number. The confirmation screen indicates your request has been successfully lodged with the postmaster. You can expect to receive a reply to your **main mailbox**, including applied email address and any new passwords inside of 24 hours.

Please Note: Receiving confirmation from the postmaster does not mean your e-mail client is configured - the new address and associated server settings need to be configured manually. If you aren't sure how to do that then please review the set-up documents for Outlook Express from the paradise.net CD or call the Helpdesk, 24 hours on 0800 46 72 72.

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