

## Getting Started with Control Panel

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

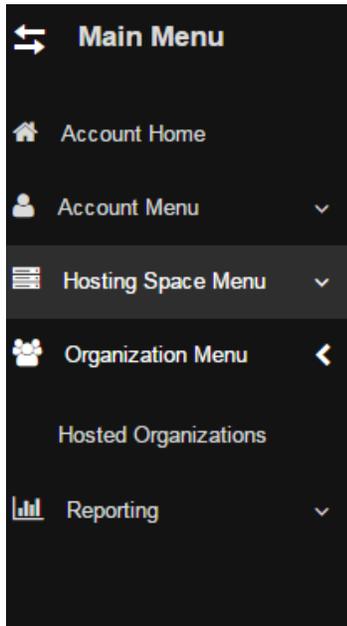
2. Once you logged in, the below screen will appear:

3. Click on Domains and click on “Add Domain”
4. Click on Domain

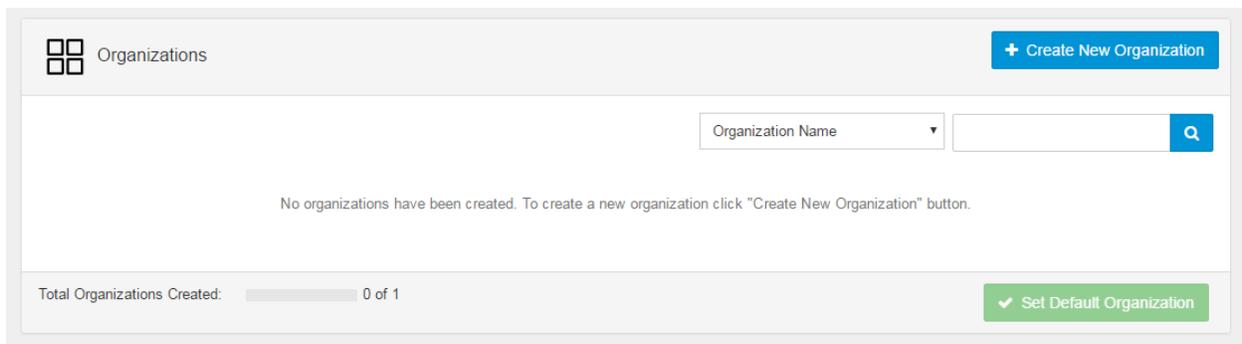
5. Type your domain name and Click on Add Domain

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

7. Now Expand Organization Menu and click on Hosted Organizations



8. Click on Create New 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: \*

Organization ID: \*

Domain Name:

[+ Create Organization](#)

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

Organization Name: **testingd**

Organization ID: testingd

Created: 11/9/2016

Organization	
Users:	<input type="text" value="0"/> 0 of 100 (100 Available)
Deleted Users:	<input type="text" value="0"/> 0 of 0 (0 Available)
Groups:	<input type="text" value="1"/> 1 of 50 (49 Available)
Exchange	
Mailboxes:	<input type="text" value="0"/> 0 of 1 (1 Available)
Shared mailboxes	<input type="text" value="0"/> 0 of 0 (0 Available)
Resource mailboxes	<input type="text" value="0"/> 0 of 0 (0 Available)
Contacts:	<input type="text" value="0"/> 0 of 1000 (1000 Available)
Distribution Lists:	<input type="text" value="0"/> 0 of 500 (500 Available)
Storage (Mb):	0 of Unlimited
Archiving Storage (Mb):	<input type="text" value="0"/> 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"

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

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: Unlimited Plan

Disclaimer: None

Mailbox size: 0 of 101376 MB

Advanced Information +

Save Changes and Exit Save Changes