

WEBMAIL SETUP GUIDE

Premium Hosted Email by ezTask

INSTRUCTIONS

1. Login to your DNS hosting provider's management portal.

Example: GoDaddy.com, Network Solutions, Blue Gator

2. Locate your DNS record manager.

3. Add a new CNAME record to your domain.

4. Enter "webmail.[yourdomainhere]" as the host.

Example: "webmail.eztask.com", "webmail.houston.tx.gov", "webmail.mylocalisd.edu"

5. Enter "pl-01.admin.emailsrvr.com" as the point-to.

6. Once you've added the correct DNS record, it may take up to 30 minutes for your webmail site to be secured.

Refresh periodically to see the current status.

If you need help or have any questions, please contact us (that's what we're here for!):

[Submit a support ticket](https://support.eztask.com) at support.eztask.com

Email support@eztask.com

Give us a call at 800-921-6764