

Manage Domains

Domains are managed from the [Admin Panel](#). Here you can add or remove domains, set up a catchall, or define a domain-level timezone.

Add a Domain

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Make sure you have a sufficient domain quota, which can be checked in the top menu bar.
- Click on **Domains** in the menu.
- Click on the **New** button.
- In the **Domain name field**, specify the new domain.
- Make sure to **modify your DNS settings** and add the MX records for the domain. They should be:
 - Primary with a preference of 5: mx.emailarray.com
 - Secondary with a preference of 10: mx2.emailarray.com
- Setup other DNS records using [the DNS Configuration page](#):
 - **SPF record** - a TXT record that specifies a list of authorized hosts that can send e-mails on behalf of a domain
 - **Webmail record** - a CNAME record that lets you access your Webmail from a personalized URL of your choosing, such as webmail.yourdomain.com

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Remove a Domain

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Click on **Domains** in the menu.
- Click on the delete icon next to the domain you wish to remove
- An alert pop up will appear, showing the alias domain that will be deleted. Click on **Delete** to confirm.



Removing a domain will PERMANENTLY erase all domain data from our servers, including all the users' messages, the aliases, lists, and all preferences.

Edit a Domain

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Click on **Domains** in the menu.
- Click on the **edit icon** next to the domain you wish to edit
- You can edit the following information: domain-level **Timezone**, **Catchall**, activate **hybrid setup** with Exchange accounts.



You cannot change the name of a domain. The only way to accomplish this is to create the domain with the new name (correct a misspelling, add a hyphen, etc.) and then request a migration from the old domain to the new one by opening a support ticket.

Set a Catchall

A **Catchall** address allows you to capture messages destined for non-existing mailboxes. It can help you salvage important messages that were sent to mistyped addresses. Still, on the other hand, it will surely cause you to receive many Spam emails sent via a dictionary attack, where the sender puts commonly used aliases.

To enable a **Catchall**:

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Click on **Domains** in the menu.
- Click on the **edit icon** next to the domain you wish to edit
- In the **Domain Catchall** field, you can choose from the following:
 - **No catchall**: this disables the catchall feature
 - **Accept & Delete**: the catchall will automatically delete all the messages received
 - **Username**: the catchall will forward all received messages to the selected Username (mailbox)

Set a Footer

A **domain-level Footer** will show up in all the emails that all the users of the domain send.

To add a domain **Footer**:

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Click on **Domains** in the menu.
- Click on the **footer icon** next to the domain you wish to update
- Fill in the Footer message using the available HTML editor.
- Click on **Update** to finish.