Manage Mailbox Passwords, Storage, Forwarding and Webmail

E-Mail · https://support.jansma.vip/docs/vip-hosting/email/manage-mailbox-passwords-storage-forwarding-and-webmail/

Manage day-to-day mailbox settings from Jansma VIP Hosting without exposing credentials or interrupting delivery. This guide covers passwords, storage, forwarding, automatic replies, webmail, signatures and mailbox moves.

Common mailbox tasks

- **Password:** set a unique password in the mailbox settings, then update every connected device.
- **Quota:** review storage usage, remove unnecessary large messages or increase capacity when available.
- **Forwarding:** add only verified destinations and test both delivery and reply behaviour.
- **Automatic reply:** specify a clear message and, when possible, start and end dates.
- **Signature:** configure a consistent professional signature in webmail and separately in each mail app.

Webmail and contacts

Open webmail from Jansma VIP Hosting or the approved webmail address and sign in with the full mailbox address. Use the contacts import function for supported CSV or vCard files, review the field mapping and verify a sample before relying on the imported address book.

Rename or migrate a mailbox

Before changing an address, create a backup and record every connected device. A rename or migration can affect usernames, aliases and cached client settings. Keep the original address as an alias or forwarder when appropriate, update external accounts and test incoming and outgoing mail. Never delete the source mailbox until the transferred folders and recent messages have been verified.