LexiConn Knowledgebase

How to check your account resource usage

The Account Manager Interface allows you to check how much of the resources allocated to your account have been used. You can check how much disk space you have used, how much data you have transferred since the beginning of your last billing cycle, change your main account password, and change the passwords of any existing POP boxes you may have. Below are instructions on how to access this section of the Account Manager

1. Log in to your Account Manager.

2. Click the "Account Management" button on the left hand side of the page.

3. Click the "Utilities" tab at the top.

4. You should now be at a page which lists three Utilities. They are as follows:

The first two options simply display information, but the third requires you to give some information. Here are step-by-step instructions for changing the password of your main account and any POP Boxes you may have set up (starting at step 4 above).

Click the link that says "Change your main account or a POP box password" to begin. You will be brought to a page with a small form asking you to define three options. Below are those options and what you should enter for each one.

Username/POP Box Name:
The pulldown menu next to this option will list all of the E-Mail accounts you have set up for your domain name. The first item in the list (which should be selected by default) is your main account username. Select this to change the password of your main account. Note that this will also be the new password for FTP and FrontPage as well as your ShopSite Back Office if you have a ShopSite account. Otherwise, select the POP Box for which you wish to change the password.

New Password:
Type in the password you wish to set for the POP Box you selected in the previous option.

New Password (confirm):
Re-type the new password to confirm that you have entered it correctly.Click the orange "Change Password" button and you're done. Clicking the orange "Reset" button will clear out anything you have entered.