

## Custom Recipients in Webstar Office 365 (NewStar)

When you attempt to manage most Custom Recipient features in NewStar, you will need to access through the **Manage User** feature under the **User Menu**. You will see the following interface. There has been some changes that have been made. Most noteworthy, please see the “Mail Options” section:

The screenshot shows the 'WEBSTAR HSEN Manage Account wr4392' interface. At the top, it identifies the user as 'Froggie Hops' and notes that the account has a NYSeMail Mailbox. A warning states that changing the user's name will affect their UPN and mail attributes. The form is divided into three sections: 'Basic Information', 'Mail Options', and 'Phone Numbers'. The 'Mail Options' section is highlighted with a blue arrow, showing the option to 'Convert Existing Mailbox to a Custom Recipient' with a selected radio button and an input field for a valid email address. The 'Phone Numbers' section contains fields for Office, Home, Fax, Pager, and Cell phones, each with sub-fields for Area Code, Number, and Extension. A button at the bottom reads 'Manage A WEBSTAR HSEN Account for Froggie Hops'.

**WEBSTAR HSEN Manage Account wr4392**

User is found in HSEN @ Los Angeles 77 Sunset Strip Users  
NOTE: This Account has a NYSeMail Mailbox

**Please be aware that if you change the first and/or last name of this user, it will also reflect in the UPN and the mail attribute.**

**Basic Information**

Agency Name: Test Agency

Full Name: First  Initial:  Last:

Address: Street

City  State  Zip

Job Title:

Department:

Office:

**Mail Options**

This is an account that is an HSEN user/Mailbox. You may apply the following action to this user:

**Convert Existing Mailbox to a Custom Recipient:**

Enter in a valid email address:

**Phone Numbers**

	Area Code	Number	Extension		Area Code	Number	Extension
Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	Home	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pager	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell	<input type="text"/>	<input type="text"/>	<input type="text"/>	Asst's Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>

Manage A WEBSTAR HSEN Account for Froggie Hops

There are 3 different scenarios in which you can manage Custom Recipients:

1. Convert a Mailbox User to a Custom Recipient
2. Update a current Custom Recipient's mail address to a new mail address
3. Give an HSEN account only a Custom Recipient

## 1 - Converting a Mailbox User to a Custom Recipient

If NewStar detects that a Mailbox already exist, then it will give you the option to convert the mailbox to a Custom Recipient. Be sure to click on the radio button, so that NewStar knows to handle this request.

**Mail Options**

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This is an account that is an HSEN user/Mailbox. You may apply the following action to this user:

**Convert Existing Mailbox to a Custom Recipient:**

Enter in a valid email address:

Froggie.Hops@gmail.com

## 2 - Update a current Custom Recipient's mail address to a new mail address

In this situation, NewStar will detect that a Custom Recipient is already present. You can update the email address of the Custom Recipient to a new value.

**Mail Options**

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This is an account that is an HSEN user/Custom Recipient. You may apply the following action to this user:

**Update an existing Custom Recipient:**

Enter in a valid email address:

Froggie.Hops@lilypad.com

## 3 - Give an HSEN account only a Custom Recipient

Perhaps you have an HSEN user, and you would like to assign them a custom recipient. This is the screen that you would see:

**Mail Options**

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This is an account that is an HSEN user/Mailbox. You may apply the following action to this user:

**Convert Existing Mailbox to a Custom Recipient:**

Enter in a valid email address:

Froggie.Hops@gmail.com