

Steps to login to administrative account without changing MX record or creating subdomain

1. Close all browser windows
2. Open the folder "C:/Windows/System32/Drivers/etc"
3. Locate file 'hosts' and open it in notepad with administrative privileges ('Run as administrator')
4. Type, "202.137.237.27 mail.yourdomain.com" on a newline. Please note, replace 'mail.yourdomain.com' with your actual login url. E.g. If your domain name is 'acmechemicals.com' and login url is 'webmail. acmechemicals.com' then hosts file entry should read '202.137.237.27 webmail.acmechemicals.com'
5. Save file and close the application.
6. Open browser and navigate to your login url
7. Login with administrative username and password.