



# WP VanityEmail

## QUICK START

### 1. Login to your WORDPRESS site and go to PLUGINS - ADD NEW

IMPORTANT: this version of WP Vanity Email will EXPIRE in 10 days from the date of activation, you will need a valid Registration Code in order to continue using this plugin

### 2. Click on UPLOAD then choose CHOOSE FILE and select the wp-vanity-email.zip file you recently downloaded and click INSTALL NOW

### 3. The plugin is automatically installed now click ACTIVATE PLUGIN

NOTE: on some server configurations you may need to use a FTP program because an unzipping application is not present on YOUR server, so follow these instructions:

- unpack the wp-vanity-email.zip
- upload the wp-vanity-email FOLDER to your WP-CONTENT/PLUGINS folder
- enter the WORDPRESS ADMIN go to PLUGINS and click ACTIVATE on WP Vanity Email

### 4. Go to SETTINGS - WP Vanity Email and enter your settings such as:

- enter your Company Name

this information will be used in the Terms of Service (TOS) that the USER has to AGREE to when registering a Vanity Email Address

- enter your PayPal email address

this will also be used as the address that any signup information is sent so you can use this information when setting up the email address on YOUR server

- enter the STANDARD price

for STANDARD username(s) such as don@domain.com - \_sam@domain.com - etc

- enter the PREMIUM price

for PREMIUM username (s) such as hotel@domain.com - lawyer@domain.com - etc and will apply to ALL usernames listed in the WHITELIST

- select the desired CURRENCY

USD - CAN - EUR

- select the SUBSCRIPTION type

by default the BuyNow Button is enabled, however you can check the Subscription button and insert your PayPal code

- enter your STANDARD subscription code from Paypal

NOTE: this is an advanced function and you should follow the instructions below for best results

- login to your PayPal account
- click on the MERCHANT SERVICES tab
- under CREATE BUTTON click the SUBSCRIBE
- enter the ITEM NAME = MyDomain Vanity Email Standard
- set the proper CURRENCY
- under CUSTOMIZE BUTTON choose ADD A DROP DOWN MENU WITH PRICES AND OPTIONS
- enter Payment Options in the first box
- type Monthly Plan where it says Option 1
- type in the monthly price and change the FREQUENCY to Monthly
- type Yearly Plan where it says Option 2
- type in the yearly price and change the FREQUENCY to Yearly
- click the REMOVE OPTION this will remove Option 3
- click DONE
- where it says "after how many cycles should billing stop" choose NEVER
- click on STEP #3 towards the bottom
- where it says "do you need your customers shipping address, choose NO
- check the "take customers to this url when they cancel their checkout"
- IMPORTANT that you go into your Wordpress Admin and choose SETTINGS - PERMALINKS and choose POST NAME - then click SAVE this way your url that you paste into your Paypal area looks similar to <http://MyDomain/error-page/> (<http://kitchenerluxuryhomes.com/error-page/>)
- check the "take customers to this url when they finish checkout"
- NOTE: enter looks similar to <http://MyDomain/welcome-page/> (<http://kitchenerluxuryhomes.com/welcome-page/>)
- click CREATE BUTTON
- choose SELECT CODE
- go EDIT COPY
- return to your WP Vanity Email Admin panel and EDIT PASTE this code into the box
- make sure you select CREATE SIMILAR BUTTON

- enter your PREMIUM subscription code from Paypal

- once CREATE SIMILAR BUTTON is clicked from above
- change the ITEM NAME = MyDomain Vanity Email Premium
- under CUSTOMIZE BUTTON choose CHANGE
- make the necessary pricing changes to the Monthly and Yearly
- click CREATE BUTTON - the settings in Step # are already entered from the first time you made this button
- COPY and PASTE into the WP Vanity Email Admin under the PREMIUM AREA

- add or edit the WHITELIST

these are username(s) that you consider PREMIUM quality, make sure you use a , between usernames when editing this area

- add or edit the BLACKLIST

these are username (s) that you DO NOT WANT USED, such as profane or trademarked names, make sure you use a , between usernames when editing this area

- EMAIL FROM, SUBJECT LINE, TEXT BODY this is an auto response message sent to your NEW USER that contains the following:

information needed to setup their new VANITY EMAIL either as an ALIAS in gMail, Yahoo, etc or for using OutlookExpress, etc. You can use the database items such as %firstname%, %lastname%, %email%, %developer\_email% and customize.

- LIST MY DOMAIN

if CHECKED you will be listed in our Directory of ALL PLUGIN USERS, more details on this later

- DOMAIN TYPE

this applies if the above LIST MY DOMAIN is checked, this will determine your category placement in the DIRECTORY

- enter your REGISTRATION CODE

this was provided to you in a welcome email from WP Vanity Email

- click SAVE

once the contents have been SAVED the REG CODE box will disappear, the REG CODE is now PINNED to that domain

**NOTE: some servers do not allow OUTGOING CONNECTIONS and this will produce an error in the WP-Vanity-Email plugin, contact [sales@gardenmedia.ca](mailto:sales@gardenmedia.ca) and we can provide more information on this**

## **5. We created 4 pages in your Wordpress Admin**

- Help Page, the help files to assist the USER in setting up their new email
- Terms Of Service, the user has to check the box before registering the Vanity Email
- Welcome Page, the page redirect once they purchase
- Error Page, the page redirect if they CANCEL or DO NOT PAY

- SETUP

depending on your Wordpress theme and setup these pages that have been generated may show up on your navigation menu, so you may simply remove them from the menu, they will still be accessible to Vanity Email Users

# FRONT END

1. In your **WORDPRESS ADMIN PANEL** go to **APPEARANCE - WIDGETS**
2. Drag the **WP Vanity Email** widget to the desired position on the **SIDEBAR**
3. Visit your **WEBSITE** and we will now test the **PLUGIN**
4. **PLUGIN testing**

- enter the **FIRSTNAME - LASTNAME**  
the **VISITOR** enters this information

- enter the **DESIRED USERNAME**  
if its **AVAILABLE** the **STANDARD** price appears with the **BUY NOW**  
if its **WHITELIST** it will display the **PREMIUM** price and appropriate **BUY NOW**  
if its **BLACKLIST** it will show **NOT AVAILABLE - TRY AGAIN**

- enter the **PASSWORD - RETYPE PASSWORD**  
passwords much match

- enter the **YOUR OTHER EMAIL ADDRESS**  
**NOTE: for TESTING PURPOSES DO NOT USE YOUR PAYPAL EMAIL or the ADMIN EMAIL ADDRESS,** and once a **USER** has been **REGISTERED** the **SAME EMAIL** cannot be used twice, so when **TESTING** use a unique email address, I use something like **sssfds@ssfdg.com**

- check to **AGREE** to the **Terms of Service**  
the visitor has to check the **Terms of Service (TOS)** before they can click **GET MY NEW EMAIL ADDRESS**, they can click on the **Terms of Service** and it will take them to a page on your **TOS** page that was created for you.  
**NOTE: enter your Wordpress ADMIN and go to PAGES - ALL PAGES and locate the Terms of Service Page**

- agree to the **Terms Of Service (TOS)**  
must agree to the **Terms of Service (TOS)** to continue towards **Registration**, You **"Company"** name will be populated throughout the **TOS**

- click the **GET MY NEW EMAL ADDRESS**  
the visitor is **NOT ADDED** to the **Wordpress USERS** area until the **BUY NOW** is clicked, at that point the username is now **TAKEN** and there **USER** information appears in the **Wordpress Admin**

# SETUP EMAIL ACCOUNT

## 1. How to setup the **NEW EMAIL ADDRESS**

- you must setup the **NEW EMAIL ADDRESS** on your hosting account (**MANUAL**)

because we distribute this plugin to many developers that all use different Hosting Control Panels such as cPanel - DirectAdmin - Plesk - etc we did not have the security access to author an API to AUTOMATE this process on YOUR behalf,

- as the DEVELOPER you will receive the NEW USER details:

the NEW USER details will be sent to your PAYPAL EMAIL ADDRESS that you entered in the WP Vanity Email ADMIN Details such as: FIRSTNAME - LASTNAME - DESIRED USERNAME - PASSWORD - and THIER OTHER EMAIL ADDRESS - DATE STAMP

- setting up your NEW USER

you must enter your hosting control panel and ADD the NEW EMAIL ADDRESS using the information on the email you recieved earlier, No need to contact the NEW USER because all of the information they require was outlined on their WELCOME email

- setting up for cPanel

- login to your hosting cPanel account

- click on the EMAIL ACCOUNTS icon

- enter their USERNAME in the EMAIL:

- enter their PASSWORD in the PASSWORD:

- enter their PASSWORD in the PASSWORD AGAIN:

- select the desired MAILBOX QUOTA - I suggest UNLIMITED

- click CREATE ACCOUNT

- thats it there NEW VANITY EMAIL is now setup and available for the NEW USER to add this email address as an ALIAS to there gMail, Yahoo, etc accounts

- changing the MX RECORDS (OPTION)

you can change the MX records to point to Google and add them thru your Google Master Account, this is an ADVANCED process and if you email [sales@gardenmedia.ca](mailto:sales@gardenmedia.ca) we can provide some clear and concise information for doing this.

Any Questions don't hesitate and contact me

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