

# **Mail Manager User's Guide**

# Chapter 1: Mail Manager

## About Mail Manager

Mail Manager will allow you to manage all your mail services to and from your domain and websites. Mail Manager will allow you to add, delete, and edit email accounts; as well as set up email aliases and track quota usage.

## Features of Mail Manager

Mail Manager has the following features, which allow you to better manage your mail:

- Storage for up to **100** email addresses.
- Help link for User's Guide and other documentation.
- Keep track of the quota used and available for each mailbox through graphs in the Control Panel.
- Storage for up to 20 mailing lists.
- A summary of the mailing addresses that are being managed.
- Change password.
- Set mailbox size.
- Delete email address.
- Email forwarding.
- Auto responders.
- Allow the use of Mail Manager with web-based email programs such as Web Mail, whose quota can also be tracked through graphs in the Control Panel.

To access Mail Manager, click on the **Mail Manager** icons in your Control Panel.



## Managing email addresses

To manage the functions of an email address other than the default.

Click on the **address** you wish to modify. This is found in the left hand corner of the page, where the email addresses are listed.



Once you have clicked the address, a page will be displayed that states the type of account (POP or IMAP), and gives you several options for configuring the email address.



These options include:

**Changing your address:** You may *change the password* for the email address, by clicking on **change password for (the email address)**. This will open a page allowing you to change the password. Type in the new password, re-enter it, and click on **Change**. A confirmation page will display.

You may also *delete your email address* by clicking on **delete (the email address)**. You will be asked to confirm whether or not you want to delete the address. Once

you have clicked on **Delete**, you will receive a confirmation that the email address was deleted.

You may also *forward emails* to users in your domain automatically by typing their email addresses in the **forward emails to box**. It is also possible to forward emails to users outside your domain by placing their email address in the appropriate box.

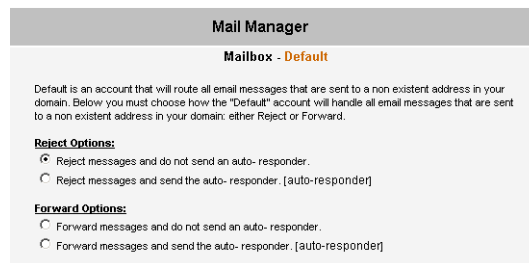
You can set an *Autoresponse* for the address by selecting the **check-box** and placing the response in the **text-box**. This response will be sent out every time an email is received by the address you are modifying.

## To manage the default email address

The default address is where all mail not forwarded to your specified email account/ accounts will be delivered. To do so, click on **Default**.



This page will allow you to manage the following settings for your default email setting:



- **Bounce (reject)**- all emails not addressed to a specified address.
- **Forward**- default emails to other addresses to users in and out of your domain.
- Set up **auto-responses** for mail caught by the default.

To perform any of the three functions, simply click the radio button next to the function.

## To add a new address



Click on the **Add** button pictured above. The following form will be displayed:

**New Mailbox**

|                          |  |
|--------------------------|--|
| Input username           | <input type="text"/>   |
|                          | <small>Should contain only letters(a-z),numbers (0-9),underscore(_),dot(.) and hyphen(-)</small> |
| Input password           | <input type="password"/>   |
|                          | <small>To ensure security of password, length should be atleast 6 characters.</small>            |
| Re-enter Password        | <input type="password"/>   |
| Select account type      | POP <input type="button" value="v"/>   |
| Set Mailbox Size (in MB) | <input type="text"/>   |
|                          | <input type="button" value="Add"/>   |

Enter a **username** in the username field. Enter a **password**, and then **re-enter** the password for security, then select an **account type** and click **ADD**. Once the new mailbox is added, a confirmation page should display.

## Mailing Lists

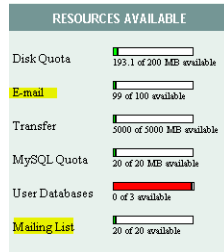
Once enabled, *Mailing Lists* are created and managed from the Mail Manager. More information about Mailing Lists is available in the *Mailing Lists User Guide*.

## Security Control

Two mail security features are available in your Control Panel, and can be managed from within the Mail Manager. They are *Quaranteen* and *SpamGuard*. Both features must be enabled before they can be managed, and both features have separate User Guides that fully explain their options.

## Quota Usage

You may track quota usage by viewing the graph located on your Control Panel.



### To enable Quaranteen

Click the **Quaranteen icon** in your Control Panel

Click the **Enable Quaranteen button**. A confirmation will appear, informing you that your request will be processed within ten (10) minutes.

### To enable SpamGuard

Click the **SpamGuard icon** in your Control Panel

Click the **Enable SpamGuard button**. A confirmation will appear, informing you that your request will be processed within ten (10) minutes.