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## User Manual – Email Management

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### Using The E-mail Services

To begin, you must first create your e-mail accounts by logging in as an administrator, for example if your domain name is “yourdomain.com”, then login at:

<http://mailadmin.yourdomain.com/>

Use the provided user name and password which 1StopWeb800.com has created for you, for example please see below:

Administrator username: admin

Administrator password: adminpassword

Upon login, you can start creating e-mail accounts for your users by clicking on the Users button. To create an e-mail account, please key in the user name and password and click CREATE.

- For example: -

Username: sales

Password: salespassword

Click CREATE. The account will be created immediately.

### User Management

To manage a user, click the particular username from the All Users in the Users section. The following features are available

#### 1) Change Password

You can reset the password if your user has forgotten the password.

## 2) Mail Forwarding / Auto Responder

You can set e-mail forwarding and auto-responders.

## 3) Set Quota

You can set a limit to the size of the e-mails the user can keep on the server. This will help prevent a single user from taking the allocated e-mail disk space for your domain.

## 4) Set Spam Rules

You can create your very own spam rules to manage your emails.

Other options not mentioned above are also available, feel free to use them.

Note: The Users section is only available to the Mail Administrator for the domain. The Mail Administrator account is the account created by 1StopWeb800.com

## **Users Managing Themselves**

Newly created users can now log in to <http://mailadmin.yourdomain.com/> with their new username and password to manage their accounts. The following features are available:

### 1) Change Password

Click on Password if you want to change your password.

### 2) Mail Forwarding / Auto Responder

You can set e-mail forwarding and auto-responders.

### 3) Set Spam Rules

You can create your very own spam rules to manage your emails.

## **Reading E-mails**

Our mail system allows users to read their e-mail either via a web browser (similar to Yahoo or Hotmail) or with an e-mail software client (e.g Outlook Express, Eudora, etc)

### Option 1: Using a Web Browser

\* Go to <http://webmail.yourdomain.com/>

\* Enter the username and password created for you by the Mail Administrator

There are many layouts and functions provided by webmail, play around and explore the interface. To read your e-mails, click on INBOX.

#### Option 2: Using an E-mail Software Client

Different e-mail client software require slightly different configurations. However, the following configuration must be maintained regardless of the software.

Account Name: <User Name>/yourdomain.com for example: sales/yourdomain.com if your email is sales@yourdomain.com

Password: Key in the password provided

POP Server: pop.yourdomain.com

SMTP Server: smtp.yourdomain.com

#### SMTP Authentication:

When sending mail through our SMTP servers, you must authenticate yourself before you are able to send any emails out:

On Microsoft Outlook / Outlook Express, go to:

1. Tools -> Accounts -> Mail -> Properties -> Servers
2. Check "My SMTP server requires authentication" and click on "settings"
3. Enter your username and password in "Login using". Use the same information you put for your incoming mail server.

For other email software, refer to the help file and look for SMTP-AUTH

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