

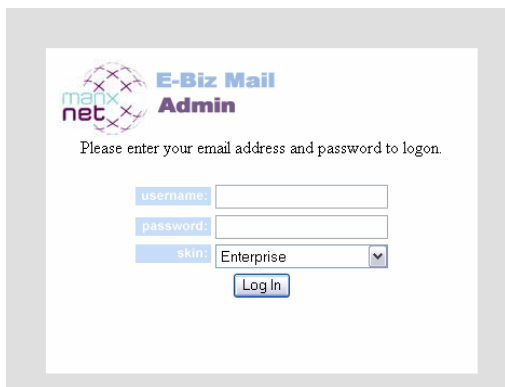


Manxnet E-Biz Support

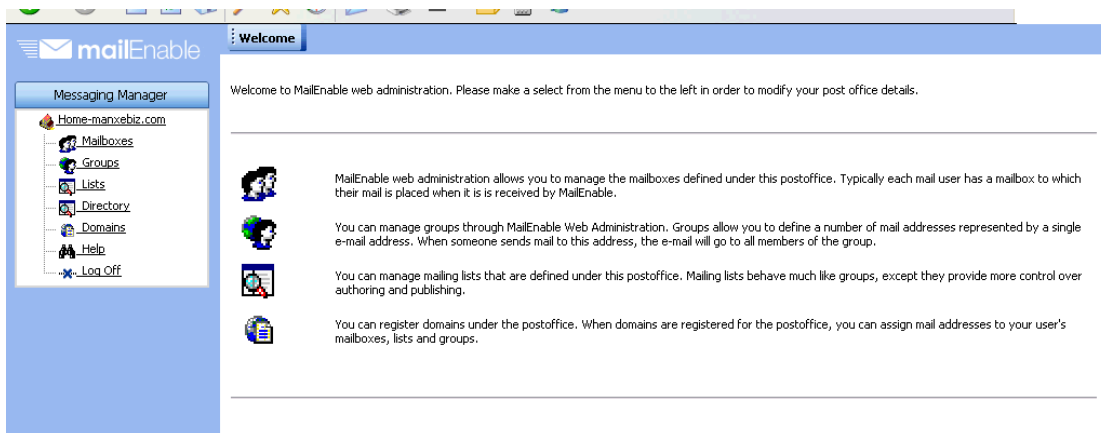
Mail Admin

This document is designed as a guide to show you the available features that you can use to customise your email accounts using Manxnet E-Biz.

To log in to your email Control Panel you should go to <http://www.mydomain.com/mailadmin> (replacing mydomain.com with your domain). This will take you to this screen:



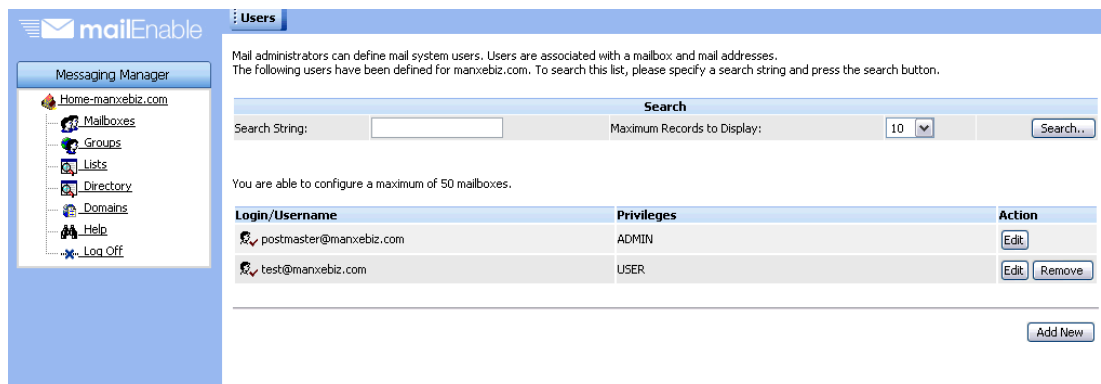
Enter the email address and password that was sent to you when your hosting account was activated and click 'Log In'



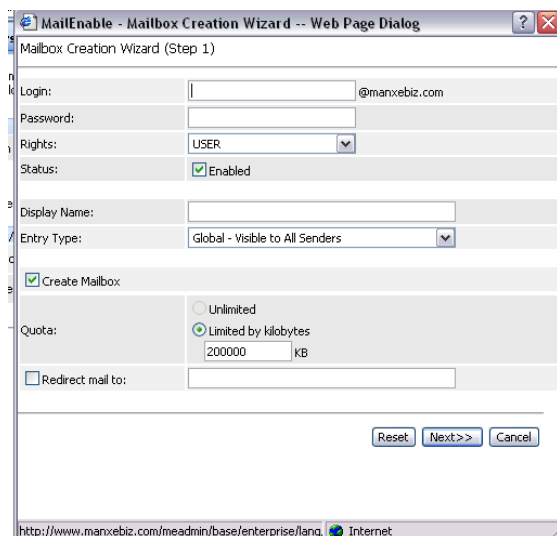
This is the welcome screen once you have logged in, along the left hand side of the page in the Messaging Manager menu there is a number of links that you can use to customise your email. As with our other E-Biz support pages we will go through each menu and detail the options that are available to you.



Mailboxes



Using this menu you can add/remove/edit email addresses on your hosting account. To add a mail account click the button 'Add New'. To ensure that this procedure works you should have pop-ups enabled on your Internet browser.



The different fields in the Mail Creation Wizard are as follows:

Login – Enter the username of the email address that you wish to create, please note that you do not need to enter the domain of your hosting account so if you want to create sales@mydomain.com you should just enter 'sales.'

Password – Enter the password you require for this email address.

Rights – Select either 'USER' or 'ADMIN', an admin account will allow the user access to the Mail Control Panel and a user account will only have access to their own mail account.

Display Name – The Display Name is the name that will be displayed when this account sends an email.

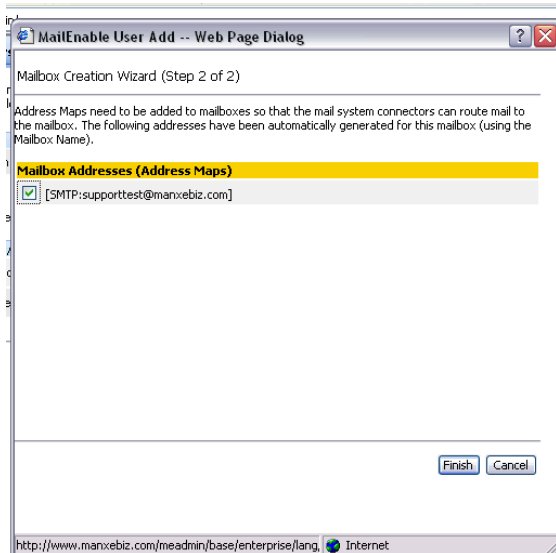
Entry Type – There are two options for the Entry Type; 'Global' and 'Private'. Global addresses can send mail to and receive mail from anywhere; Private addresses are internal addresses only.

Create Mailbox – This must be ticked for your mailbox to work correctly.

Quota – The quota for your mailbox is defined by the email server.

Redirect Mail To – By ticking this box and entering an email address you can automatically forward any emails received to another email address.

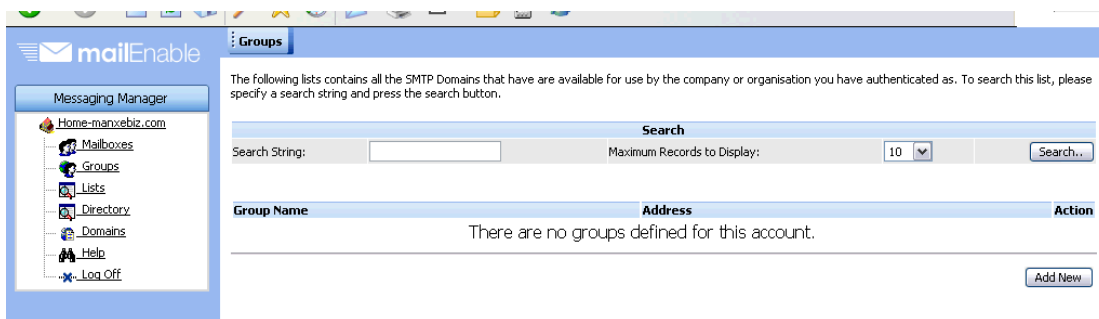
When you have entered all the relevant details, click 'Next.'



The next screen shows the Address Maps which route your email to your mailbox. This is defined by the server.

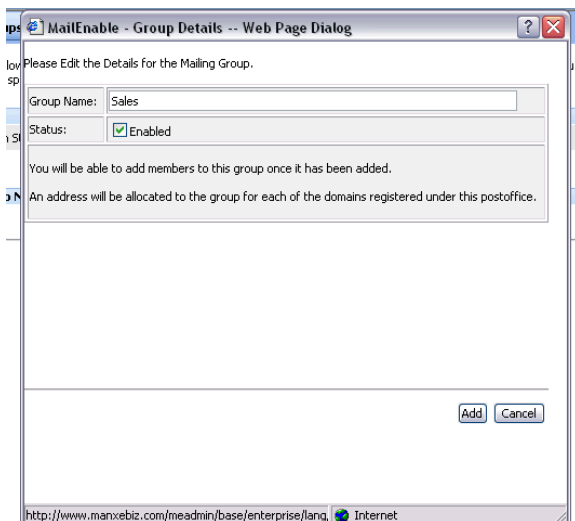
Click finish and this will create the mailbox.

Groups

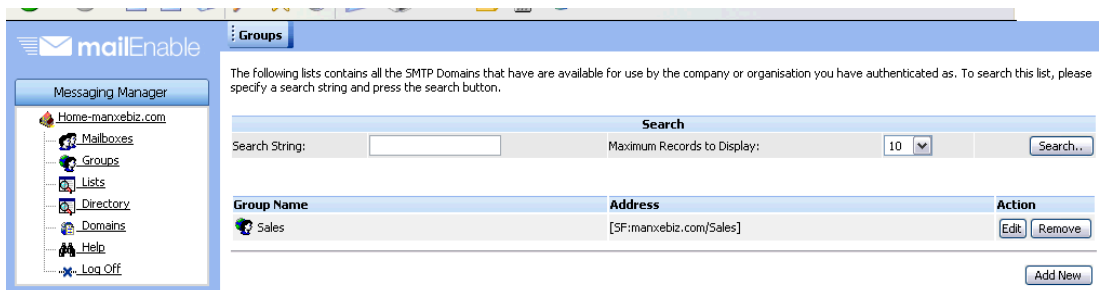


The Groups feature allows you to have a single email address that will forward messages to a number of people in that group. For example, if you have a sales team you could create a group called 'Sales' and have the email addresses of all your sales team in that group. People could then send an email to sales@yourdomain.com (replacing yourdomain.com with your own domain) and this will be forwarded to all the members of that group.

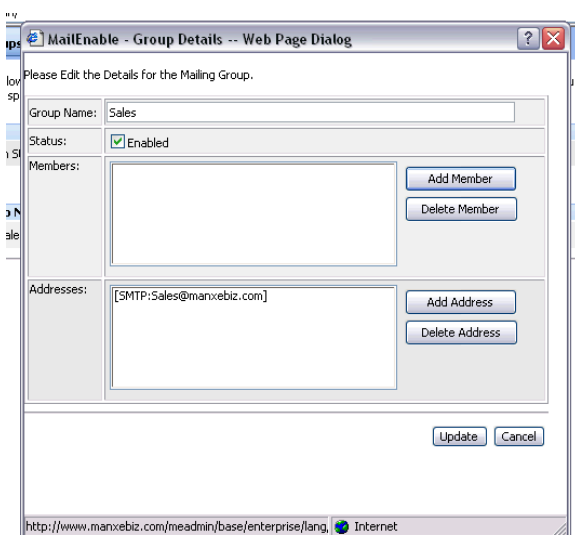
To create your group click 'Add New'



You will be shown this wizard to create your group. Enter the Group Name which will also be the email address of your group, we'll call this one 'Sales' and tick the box to enable this group. When you are done, click 'Add.'



Your group is now listed here, click 'Edit' to add members to your group and the addresses that customers contact to send to this group.



Click 'Add Member' to add email recipients to the group.



The screenshot shows a web browser window titled "MailEnable -- Web Page Dialog". The page content includes the instruction: "Enter your group member address below. You can select either an internal mailbox address, or enter an SMTP address." Below this, there is a form with an "Address Type" dropdown menu set to "SMTP" and a "Change Address Type" button. Underneath is an "Address Details" section with an "SMTP Address" text field containing "jbloggs@manxebiz.com". At the bottom of the form are "Add" and "Cancel" buttons. The browser's address bar shows "http://www.manxebiz.com/meadmin/base/enterprise/lang, Internet".

You can select an internal mail address or SMTP address to send to mails outside your domain. Repeat this for everyone that you want in the group. When you are done, click 'Add'. Then click 'Add Address' to add external addresses for the group.

The screenshot shows a web browser window titled "MailEnable -- Web Page Dialog". The page content includes the instruction: "Please edit the e-mail address. You must specify an SMTP address." Below this, there is a form with an "Address Type" dropdown menu set to "SMTP". Underneath is an "Address Details" section with an "SMTP Address" text field containing "manxebiz.com" and a dropdown menu showing "@ manxebiz.com". At the bottom of the form are "Add" and "Cancel" buttons. The browser's address bar shows "http://www.manxebiz.com/meadmin/base/enterprise/lang, Internet".

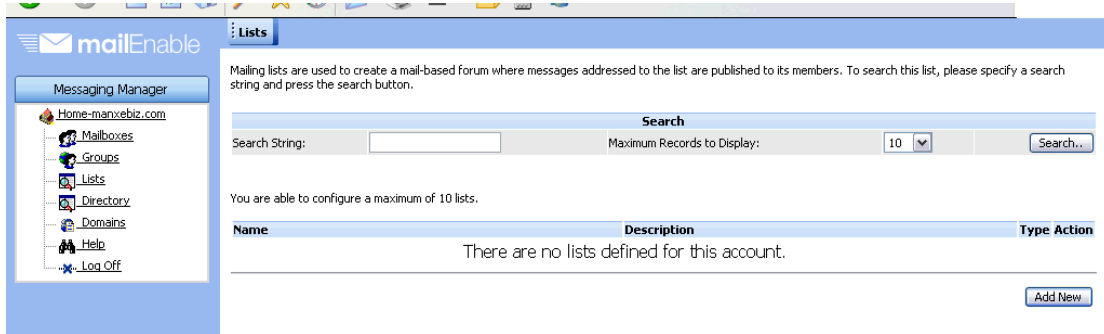
In the SMTP Address field add the email address that customers contact to reach your group. You can have more than one address here and the addresses don't have to be addresses that you have created using your email address quota.

The screenshot shows a web browser window titled "MailEnable - Group Details -- Web Page Dialog". The page content includes the instruction: "Please Edit the Details for the Mailing Group." Below this, there is a form with a "Group Name" text field containing "Sales". The "Status" section has a checked "Enabled" checkbox. There are two lists: "Members" and "Addresses". The "Members" list contains three entries: "[SMTP]:jbloggs@manxebiz.com", "[SMTP]:another@manxebiz.com", and "[SMTP]:smith@manxebiz.com". The "Addresses" list contains three entries: "[SMTP]:sales@manxebiz.com", "[SMTP]:info@manxebiz.com", and "[SMTP]:enquiries@manxebiz.com". To the right of each list are "Add Member", "Delete Member", "Add Address", and "Delete Address" buttons respectively. At the bottom of the form are "Update" and "Cancel" buttons. The browser's address bar shows "http://www.manxebiz.com/meadmin/base/enterprise/lang, Internet".



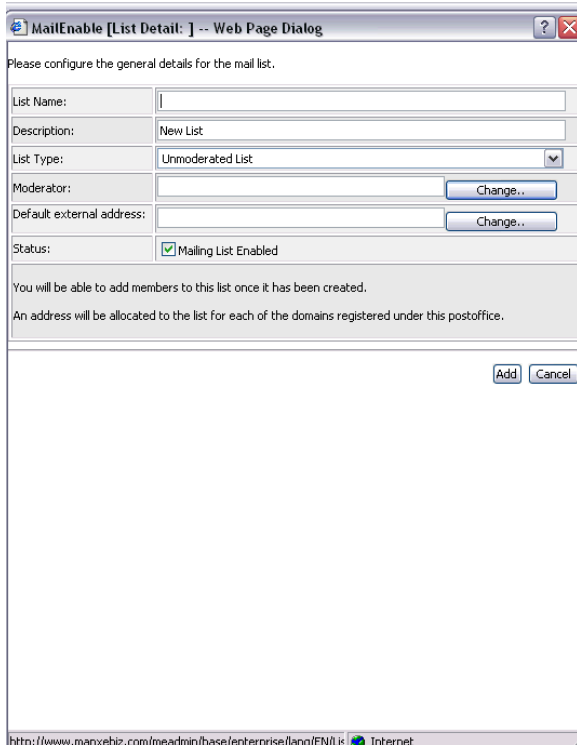
Any mails sent to the addresses in the lower 'Address' field will be forwarded to the inboxes of the 'Members' field.

Lists



The lists function allows you to create mailing lists for sending information to regular contacts both internally and externally.

To create a mailing list click 'Add New.'



The fields that the wizard requires are as follows:

List name – This is the name of the list that you are creating e.g. Customers.

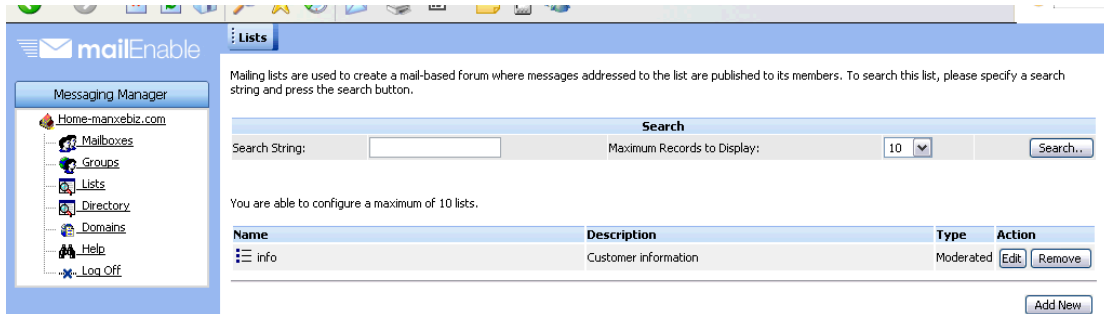
Description – You can enter further details in the description field e.g. 'Customers requiring further information.'

List Type – Moderated list or Un-moderated list (only the specified moderator can edit the list).

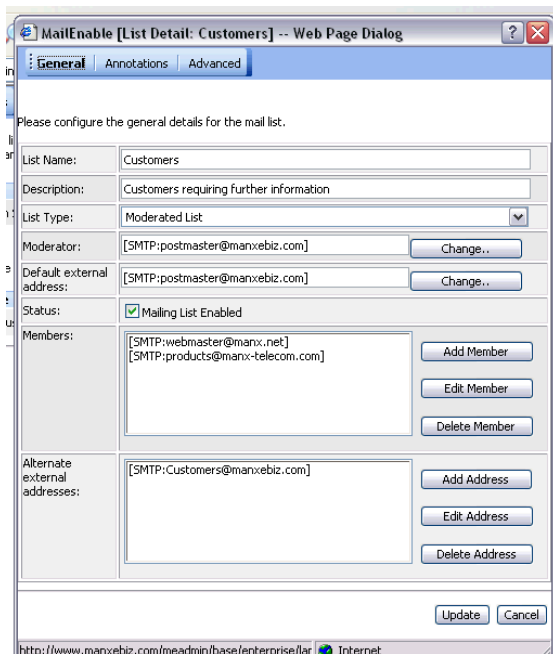
Moderator – Enter the email address of the specified moderator here – this address must be on your domain.

Default External Address – Enter the email address that your customers use to add to the mailing list.

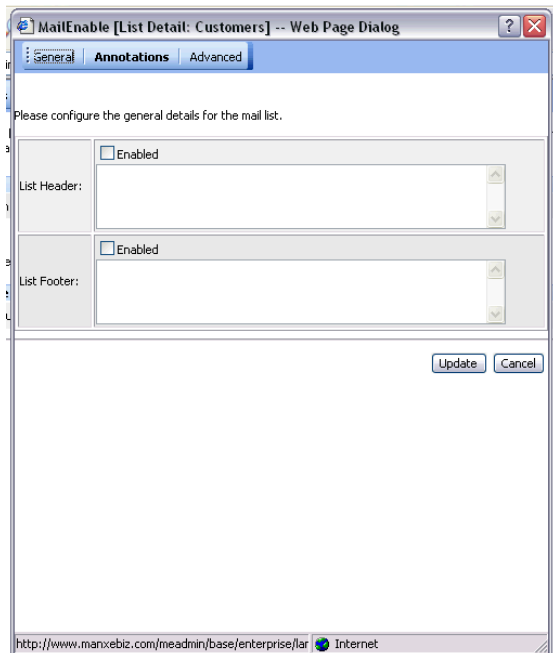
Status – You can create a list without making it active by leaving the status box blank.



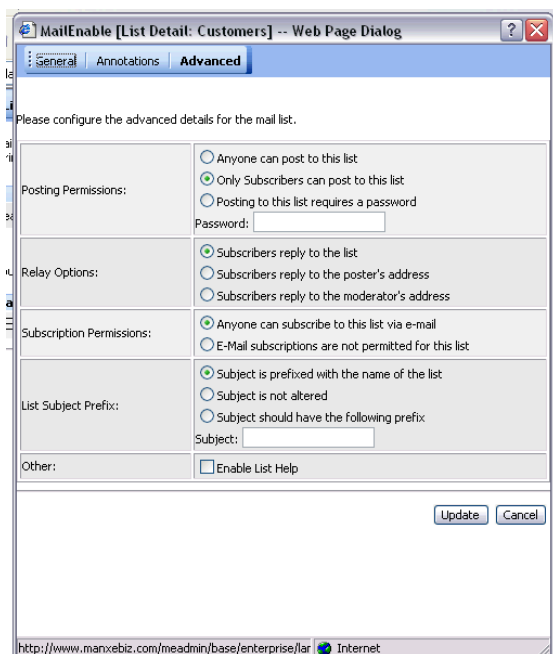
When you click 'Add' the list you have created will appear and then you can edit the list properties or remove the list if it is unwanted.



When you click edit a new window opens, there are three tabs at the top of this window. The General tab is shown above and you can change all of the details that you entered in the creation wizard and add members to the list.



The Annotations tab allows you to add Headers and Footers to your list.



The Advanced allows you to change a number of features on your list:

- Posting Permissions** – This allows you to manage who can post to your list.
- Relay Options** – This field defines where replies to your list are delivered, either to the list, to the posters email address or to the moderators email address.
- Subscription Permissions** – You can manage how people subscribe to your list from here.
- List Subject Prefix** – You can modify the Subject Line of your mailing list here.
- Other** - You can enable List Help from here.

Directory

This feature is not applicable.



Domains

The following lists contains all the SMTP Domains that have are available for use by the company or organisation you have authenticated as. To search this list, please specify a search string and press the search button.

Search

Search String: Maximum Records to Display: 10

Status	Domain Name	Redirection Status	Action
	manxebiz.com	➔ (Local)	<input type="button" value="View"/>

The Domains feature is a non-user changeable feature.

Help

The Help link takes you to the Support section of the Manxnet website. **CHECK WITH SHILL THAT THIS GETS CHANGED OVER. NEED MANXNET PAGE ID OFF IQ.**

Log Off

This link logs you out of the mail administration program.