WebAdmin v2

Remote Server Administration

User Manual

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Introduction

WebAdmin version 2 is an application designed to provide support for web-based remote administration of Alt-N Technologies software. Version 2 includes extensive support for Alt-N's MDaemon® Server for Windows and MDaemon's integrated web-based email component, WorldClient®. In the near future it will support other products such as RelayFax® and LDaemon®.

WebAdmin is a server application designed to run in the background on the same computer as the Alt-N Technologies software to be administered. To access WebAdmin you will simply open your browser and point it to the URL and port number on which WebAdmin resides (for example, www.mywebadmin.com:1000). Then, after providing your login credentials, you will be given access to various controls and settings within MDaemon and other Alt-N products. The type and number of settings to which you will have access is dependent upon the level of access given. There are three levels of access that can be provided to WebAdmin users: Global, Domain, and User.

- Global Administrators — Global administrators are users who have global access permission enabled under their account settings within MDaemon. Global access means that the user can see and configure every setting and control that is accessible via WebAdmin. Global administrators can add, edit, and delete users, domains, and mailing lists. They can edit product INI files, designate other users as Domain administrators, manage passwords, and do many other things; they have complete administrative control.

- Domain Administrators — Similar to Global administrators, Domain administrators have complete control over all users and product settings accessible via WebAdmin. Their administrative control, however, is limited to the domain or domains to which they have been given access. Domain administrators and the domains over which they have control are designated from within WebAdmin by a Global administrator, or by another Domain administrator with access to those domains.

- Users — The lowest possible level of WebAdmin access is User access. MDaemon users, for example, can sign in to WebAdmin and view their individual account settings as well as edit their MultiPOP entries, IMAP filters, auto responders, and so on. The type and number of settings that can be edited depends on the permissions given in each user's individual account settings.

Requirements

WebAdmin requires a Microsoft Windows 9x/NT4/2000 or better computer system with a Pentium III 500MHz equivalent microprocessor and 256 MB of RAM or better. In order for a web browser to communicate with WebAdmin, a Winsock compliant TCP/IP stack—such as that which ships with Microsoft Windows—and dedicated Internet access with an ISP service is required. If you are using MDaemon as a local message server only and you wish to restrict WebAdmin access to your Local Area Network (LAN) then an Internet Service Provider is not necessary. Further, WebAdmin version 2 is not compatible with any version of MDaemon prior to 6.0. WebAdmin does not support version 4 and earlier browsers, and the browser must have support for JavaScript turned on. Finally, WebAdmin must be installed on the same computer as the Alt-N Technologies software that you wish to manage.

Installation

To install WebAdmin on a computer on which other Alt-N Technologies software is installed:

Using Windows Explorer, locate the WebAdmin installation file (e.g. wa200_en.exe) and double-click it. Follow the instructions on the installation screens presented.

Alternatively, to install WebAdmin by using the **Run** command:

1. Click **Start**, and then click **Run**.

2. In **Open**, type the path to the WebAdmin installation file, or click **Browse** to locate it.

3. Click **OK**.

4. Follow the instructions on the installation screens presented.

IP Addresses and Ports

During the installation process, the fourth screen (entitled WDaemon Options) is for designating the IP addresses and ports on which WebAdmin will listen for connections. Type one or more `IP address:port` combinations separated by spaces or commas in the text box provided. For example, "127.0.0.1:1000 1.2.3.4:1001". Wildcards are not allowed within IP addresses. You can, however, use '*' in place of a complete IP address if you want WebAdmin to listen to the designated port for all IP addresses. For example, "1.2.3.*:1000" isn't allowed but "*:1000" is and causes WebAdmin to listen for all IP addresses on port 1000.

If you need to change this setting at a later date you can edit it directly in the registry. This setting is contained in the **Bindings** key located in the registry at:

HKEY_LOCAL_MACHINE\SOFTWARE\Alt-N Technologies\WebAdmin\WebServer

Windows has a built-in utility called Registry Editor that can be used to edit this setting. To edit the **Bindings** setting:

1. Click **Start**, and then click **Run**.

2. Type **regedit** in **Open**.

3. Click **OK**.

4. Navigate to the Key's location listed above.

5. Right-click **Bindings** and then choose **Modify**.

6. Edit the **Value data** and then click **OK**.

7. Close the Registry Editor.

WARNING!
Exercise extreme caution when editing registry settings. Editing the wrong key or entering the wrong data can cause some software, and in some cases Windows, to stop functioning properly.

Release Notes

At the end of installation you will be given the option to view the Release Notes file. Clear the check box if you do not wish to read the file. We recommend that you always read the Release Notes for each new version because it contains important information regarding new features or configuration issues that may be relevant to you. If you wish to read this file later then you will find it in WebAdmin's root folder (usually "C:\Program Files\Alt-N Technologies\WebAdmin\RelNotes.txt").

Starting and Stopping WebAdmin

To start or stop WebAdmin click **Start WebAdmin** or **Stop WebAdmin** in the WebAdmin program group (usually Start→Programs→WebAdmin). You can also start and stop WebAdmin from the main interface of MDaemon 6.0 or later by right-clicking **WebAdmin** under **Servers** on the **Stats** tab and choosing **Toggle Active/Inactive**. Finally, if you are Using Windows NT or 2000 you can start and stop the WebAdmin service from the Services dialog.

Signing in to WebAdmin

To reach WebAdmin's sign-in screen, point your JavaScript enabled version 5 or later web browser to an IP address and port, or corresponding domain name and port, to which WebAdmin is listening for connections. For example, if WebAdmin is listening to port 1000 for 1.2.3.4, and example.com is a domain name that points to that IP address, then point your browser to `http://1.2.3.4:1000` or `http://example.com:1000` to reach the sign-in screen. If you configured WebAdmin to listen to port 80 (the default web browser port) then you don't need to type the port number. In other words, `http://1.2.3.4` and `http://example.com` is equivalent to `http://1.2.3.4:80` and `http://example.com:80`.

To sign in to WebAdmin from the sign-in screen:

1. Type the **User Name** of your MDaemon account. This is the same as your mailbox name (for example, frank@example.com).

2. Enter your account's **Password**.

3. Choose the **Language** in which you want the interface to appear.

4. Choose the particular interface **Theme** that you want to use—this controls the overall look and feel of the interface.

5. Click **Sign In**.

Global Administrator Access

Using WebAdmin to administer your Alt-N Technologies software.

Global Administrators

Global administrators are users who have global access permission enabled under their account settings within MDaemon. Global access means that the user can see and configure every setting and control that is accessible via WebAdmin. Global administrators can add, edit, and delete users, domains, and mailing lists. They can edit product INI files, designate other users as Domain administrators, manage passwords, and do many other things; they have complete administrative control.

Designating Global Administrators

To grant Global Administrator access permission to an MDaemon user:

1. On the <u>MDaemon</u> server interface, click **Accounts**, and then **Account Manager**.

2. Choose the desired account from the list and click **Edit**.

3. On the **Account Editor**, click the **Web** tab.

4. Click the check box labeled, "*This account has administrator level access to WebAdmin & Calendars.*"

5. Click **OK** and **OK**.

Primary Features

There are eight primary sections that can be reached from the main navigation bars within WebAdmin:

- **Status Page**—Displays the status of the programs administered by WebAdmin. See *Status Page* below.

- **Config/Log Files**—Displays the various INI, data, and log files that can be viewed and edited via WebAdmin. See *Config/Log* Files—page 9.

- **Domains**—Used to add and manage MDaemon domains and users, and to designate Domain Administrators. See *Domains*—page 12.

- **Aliases**—View, add, and delete MDaemon address aliases. See *Aliases*—page 15.

- **Users**—Displays a list of all the accounts to which WebAdmin has access. You can edit and delete any account in this list. See *Users*—page 16.

- **Lists**—Lists all MDaemon mailing lists. You can edit and delete lists, create new lists, and manage list members. See *Lists*—page 17.

- **Options**—Use the controls on this page to switch to a different WebAdmin theme. See *Options*—page 19.

- ▪ **Log out**—Click this option to end your WebAdmin session when you are finished. See *Log out*—page 19.

Status Page

Figure 1—Global Administrator Status Page

The first screen displayed when you sign in to WebAdmin is the Status Page. For Global Administrators, this screen (see Figure 1) contains the status and a summary of each program WebAdmin is administering. It displays:

- ▪ The programs being administered by WebAdmin.
- ▪ The current state of each program (whether it is running or stopped).
- ▪ A link to Stop or Start each program.
- ▪ The number of user accounts that exist on the MDaemon server.
- ▪ The number of domains being managed.
- ▪ The number of mailing lists that exist.

Config/Log Files

This screen displays a section for each product that WebAdmin can administer, and a log file section. Each section contains a list and description of the files that can be edited with WebAdmin by clicking on their filenames. The list for each section is built from a file called "`Filelist-[xx].dat`", which is stored under each program that WebAdmin can administer (e.g. the `\mdaemon\app\` directory in MDaemon). This file contains a folder path for each section and an entry for each file.

> **NOTE**
> The name of this file is based on the language of the text included in it. For example, `Filelist-en.dat` contains English descriptions and `Filelist-ge.dat` contains German descriptions. That file that WebAdmin uses is determined by your **Language** choice when you sign in.

Filelist-[xx].dat

Use these comma-delimited text files to build the list of files that is displayed when a user clicks **Config/Log Files** on the WebAdmin navigation bar—use any normal text editor (such as Notepad) to edit the file. You can include in this list any INI, data, or log file names that you choose. You must provide a complete path to each folder in which the files are contained, and then list each file on a separate line

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below it. Additionally, each section and file name can also contain a description that will be displayed beside the corresponding section or file name in the list. Construct `Filelist-[xx].dat` using the following syntax:

```
Directory=[path to folder1], [Optional description of section1]
File=[Filename1.xxx], [Description (optional)], [READONLY (optional)]
File=[Filename2.xxx], [Description (optional)], [READONLY (optional)]
#
Directory=[path to folder2], [Optional description of section2]
File=[Filename3.xxx], [Description (optional)], [READONLY (optional)]
```

Example:

```
Directory=C:\MDaemon\App, MDaemon Configuration Files
File=MDAEMON.INI, MDaemon's primary configuration file
File=MXCACHE.DAT, File that locally stores MX information, READONLY
#
Directory=C:\MDaemon\WorldClient, WorldClient Configuration Files
File=WorldClient.ini, WorldClient's primary configuration file
```

After each filename you can place an optional short description of the file, separated from it by a comma. This displays the description on the Config/Log Files page just to the right of the filename to which it refers. You can make a listed file "Read only"—preventing it from being editable within WebAdmin—by placing "READONLY" after the comment section (also separated by a comma).

Editing Listed Files

On the Config/Log Files screen, each entry's filename is a link that causes the file to be displayed in an editable manner—files designated as READONLY will not be editable but will still be displayed. Text files, such as *.DAT, *.MBF, *.TXT, and the like will be displayed in a text area so that you can make any desired changes to them. After you edit the text, click the *Save Changes* button.

INI files are displayed differently than regular text files.

INI Files

`INI` files are edited differently than a regular text file. They are not simply opened in a text area for editing, but are instead opened in an editable form format with each INI key listed separately. Further, for each `INI` file included in your `Filelist-[xx].dat` you can optionally create an additional file of the same name with the file extension ".DSC". This is a description file and is used for displaying a definition or description of each `INI` key, and controls several important factors that determine how some of the keys themselves will be displayed. See *DSC description* files on page 11 for more information.

Editing an INI key

To edit an INI file key:

1. Click the INI file's name on the Config/Log Files screen.
2. Click the name of the section that contains the key you wish to edit. If you are using the standard theme then skip this step.
3. Click the name of the key you wish to edit.

4. Depending upon what type of key you are editing, you will either see a text box or drop-down list box used for modifying the key. Modify the text or choose the desired option from the list box.

5. Click **Save**.

Deleting an INI key

To delete an INI file key:

1. Click the INI file's name on the Config/Log Files screen.

2. Click the name of the section that contains the key you wish to delete. If you are using the standard theme then skip this step.

3. Click the name of the key you wish to delete.

4. Click **Delete**.

NOTE:
Some keys cannot be deleted in this manner because the administered program cannot function without them. When you attempt to delete one of these keys the delete command will be ignored.

Adding an INI key

To add a key to an INI file:

1. Click the INI file's name on the Config/Log Files screen.

2. Click **Add Key** next to the section to which you wish to add the key.

3. Type a **Name** and **Value** for the key.

4. Click **Add**.

DSC description files

DSC (description) files are very similar to their corresponding INI files. They contain the same entries as the INI files, but the value of each key is a description or definition of the key instead of its corresponding INI value.

Example:

```
MDaemon.ini
```

```
[Ports]
DNS=53
```

```
MDaemon.dsc
```

```
[Ports]
DNS=Perform DNS queries using this UDP port.
```

There are several other controls that can, and in some cases must, be included in DSC files:

[SectionHeading]:Desc=[HeadingDescription] - Use this option to cause a section heading to be displayed in bold with its description following.

Example:

```
[Ports]
Ports:Desc=Settings for the various ports that MDaemon uses.
DNS=Perform DNS queries using this UDP port.
```

[Key]=_DONOTSHOW_- This will prevent the INI key from being displayed in WebAdmin.

[Key]=[Description] _ENCRYPTED_ - This will cause the value of the INI key to be unencrypted/encrypted when it is displayed or saved. For example: if your UserName is being encrypted by MDaemon then this will cause it to be unencrypted before it is displayed. Without this control it would remain encrypted and you wouldn't be able to tell what the actual UserName was.

[PasswordKey]=[Description] _ENCRYPTED_ _PASSWORD_ - This is the same as the previous item except that it will also cause the displayed text to appear as "****". This is usually used for passwords so that no one can tell what characters you are typing simply by looking at your screen.

[Key]=[Description] _READONLY_ - This will cause the value of the INI key to be "display only". You will not be able to edit the key with WebAdmin.

Domains

This screen is used for managing all of your MDaemon domains. You can create new domains, edit each domain's settings, designate Domain Administrators, manage users, and manage each domain's mailing lists.

Creating New Domains

To create a new MDaemon domain:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **New Domain**.

3. In **Domain**, type a name for your new domain (e.g. example.com).

4. Click **Create Domain**.

5. Enter the settings for your new domain, and click **Save Changes**.

Editing Domains

To edit an MDaemon domain's settings:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Edit** in the row of the domain that you wish to modify.

3. Make any desired changes to the domain's settings.

4. Click **Save Changes**.

Managing Domain Administrators

Adding Domain Administrators
To add a Domain Administrator:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Admins** in the row of the domain for which you wish to add an administrator.

3. In the text box labeled, "*Add an administrator for this domain*", type the email address of the user to whom you wish to give Domain Administrator access.

4. Click **Add Administrator**.

Removing Domain Administrators
To remove a Domain Administrator:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Admins** to view the list of Administrators for this domain.

3. Click **Remove** beside the administrator that you wish to remove.

4. Click **Ok** to confirm your decision to remove the administrator.

NOTE
Removing a Domain Administrator doesn't affect the user's account or account settings. It simply removes Domain Administrator permission.

Managing Users

NOTE
In addition to the methods outlined below, you can move to any user's account settings by typing the user's email address in the **Edit user** box and clicking **Edit user** on the Domains screen.

Adding New Users
To add a new user:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **New User** in the row of the domain to which you wish to add a new user.

3. Enter a **Full Name**, **Mailbox**, and **Password** for the new user.

4. Click **Create**.

5. Make any desired changes to the default account settings and then click **Save Changes**.

Editing Users
To edit a domain's user accounts:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Users** in the row of the domain whose users you wish to manage.
    -OR-
    In the **Edit user** box type the email address of the account that you wish
    to edit and then click **Edit user**. Skip to **Step 4**.

3. Click the **Edit** link corresponding to the account you wish to manage.

4. Make any desired changes to the account. Use the links across the top to
    switch to the various account settings sections (i.e. IMAP Filters,
    Subscribed Lists, MultiPOP, and Account Restrictions).

5. Click **Save Changes**.

Deleting Users

To delete a user account:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Users** in the row of the domain whose users you wish to delete.

3. Click the **Delete** link corresponding to the account you wish to delete.

4. Click **Ok** to confirm your decision to delete the account.

Managing a Domain's Mailing Lists

NOTE
In addition to the methods outlined below, you can reach any mailing list by
typing the email address of the list in the **Edit list** box and clicking **Edit list** on
the Domains screen.

Creating Lists

To create a mailing list for a domain:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain to which the list will belong.

3. Click **Create List**.

4. Type an email address for the list (this is the address to which list
    members will send their messages).

5. Click **Create**.

6. Make any desired changes to the list's default settings.

7. Click **Save Changes**.

Editing Lists

To edit a mailing list:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain whose lists you wish to manage.

3. Click the desired list's **Edit** link in the Action column.

4. Make any desired changes to the list's settings.

5. Click **Save Changes**.

Deleting Lists

To delete a mailing list:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain whose list you wish to delete.

3. Click the desired list's **Delete** link in the **Action** column.

4. Click **Ok** to confirm your decision to delete the list.

Managing Mailing List Members

Adding List Members

To add a member to a mailing list:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain whose lists you wish to manage.

3. Click the desired list's **Members** link.

4. Type the **Email Address** and **Real Name** of the person that you wish to add to the list. Real Name is optional.

5. Click **Add Address**.

Editing a List Member's Settings

To edit a list member's settings:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain to which the list belongs.

3. Click the desired list's **Members** link.

4. In the **Action** column, click the **Edit** link that corresponds to the member whose settings you wish to edit.

5. Make any changes and click **Save Changes**.

Unsubscribing List Members

To remove a member from a mailing list:

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Lists** in the row of the domain to which the list belongs.

3. Click the desired list's **Members** link.

4. In the **Action** column, click the **Unsubscribe** link that corresponds to the member that you wish to remove from the list.

5. Click **Ok** to confirm your decision to unsubscribe the member.

Aliases

Use this screen to View, add, and delete MDaemon address aliases.

Creating Address Aliases

To create a new address alias:

1. Click the **Aliases** link on WebAdmin's main navigation bar.

2. Type the **Alias** and account's **Email Address** to which it will correspond. Wildcards are permitted. Thus "*@example.com=frank@example.com" would cause all messages addressed to anyone "@example.com" to be delivered to "frank@example.com".

3. Click **Add Alias**.

Deleting Address Aliases

To delete an address alias:

1. Click the **Aliases** link on WebAdmin's main navigation bar.

2. Find the alias that you wish to delete. Click the **Show All** or **Next** links at the bottom of the page to view more aliases if they take up more than a single page.

3. Click **Delete** beside the alias.

Users

Use this screen to edit and delete MDaemon users.

> **NOTE**
> You can also perform all of the actions listed in this section from the **Domains** page.

Editing Users

To edit an MDaemon user account:

1. Click the **Users** link on WebAdmin's main navigation bar.

2. Find the user account that you wish to edit. Sort the list by clicking one of the column headings, or type some text contained in the user's Email Address or Full Name and click **Search** to generate a list of accounts that contain the text.

3. Click the **Edit** link corresponding to the account you wish to manage.

4. Make any desired changes to the account. Use the links across the top to switch to the various account settings sections (i.e. IMAP Filters, Subscribed Lists, MultiPOP, and Account Restrictions).

5. Click **Save Changes**.

Deleting Users

To delete a user account:

1. Click the **Users** link on WebAdmin's main navigation bar.

2. Find the user account that you wish to delete. Sort the list by clicking one of the column headings, or type some text contained in the user's Email Address or Full Name and click **Search** to generate a list of accounts that contain the text.

3. Click the **Delete** link corresponding to the account you wish to delete.

4. Click **Ok** to confirm your decision to delete the account.

Lists

Use this screen to manage your MDaemon mailing lists.

NOTE
You can also perform all of the actions listed in this section from the **Domains** page.

Managing MDaemon Mailing Lists

Creating Lists

To create a mailing list:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Click **Create List**.

3. Type an email address for the list (this is the address to which list members will send their messages).

4. Click **Create**.

5. Make any desired changes to the list's default settings.

6. Click **Save Changes**.

Editing Lists

To edit a mailing list:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list that you wish to edit. Sort the lists by clicking one of the column headings, or type some text contained in the list's address and click **Search** to generate a list of mailing lists that contain the text.

3. Click the desired list's **Edit** link in the Action column.

4. Make any desired changes to the list's settings.

5. Click **Save Changes**.

Deleting Lists

To delete a mailing list:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list that you wish to delete. Sort the lists by clicking one of the column headings, or type some text contained in the list's address and click **Search** to generate a list of mailing lists that contain the text.

3. Click the desired list's **Delete** link in the **Action** column.

4. Click **Ok** to confirm your decision to delete the list.

Managing Mailing List Members

Adding List Members

To add a member to a mailing list:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list to which you wish to add a member. Sort the lists by clicking one of the column headings, or type some text contained in the list's address and click **Search** to generate a list of mailing lists that contain the text.

3. Click the desired list's **Members** link.

4. Type the **Email Address** and **Real Name** of the person that you wish to add to the list. Real Name is optional.

5. Click **Add Address**.

Editing a List Member's Settings

To edit a list member's settings:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list that you wish to edit. Sort the lists by clicking one of the column headings, or type some text contained in the list's address and click **Search** to generate a list of mailing lists that contain the text.

3. Click the desired list's **Members** link.

4. In the **Action** column, click the **Edit** link that corresponds to the member whose settings you wish to edit.

5. Make any changes and click **Save Changes**.

Unsubscribing List Members

To remove a member from a mailing list:

1. Click the **Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list that you wish to edit. Sort the lists by clicking one of the column headings, or type some text contained in the list's address and click **Search** to generate a list of mailing lists that contain the text.

3. Click the desired list's **Members** link.

4. In the **Action** column, click the **Unsubscribe** link that corresponds to the member that you wish to remove from the list.

5. Click **Ok** to confirm your decision to unsubscribe the member.

Options

Use the controls on this page to switch to a different WebAdmin theme.

Using a Different WebAdmin Theme

To switch the WebAdmin interface to a different theme:

1. Click the **Options** link on WebAdmin's main navigation bar.

2. Choose the desired theme in the drop-down list box.

3. Click **Save**.

Logout

When you are finished using WebAdmin, always click **Logout** and close your browser. This will help to ensure the security of you files and settings.

User Level Access

Using WebAdmin to manage your user account.

User Access

The lowest possible level of WebAdmin access is User access. MDaemon users, for example, can sign in to WebAdmin and view their individual account settings as well as edit their MultiPOP entries, IMAP filters, auto responders, and so on. The type and number of settings that can be edited depends on the permissions given in each user's individual account settings.

Granting User Access

To grant user access to WebAdmin:

1. On the <u>MDaemon</u> server interface, click **Accounts**, and then **Account Manager**.

2. Choose the desired account from the list and click **Edit**.

3. On the **Account Editor**, click the **Web** tab.

4. Click the checkbox labeled, "*Account can modify its own settings via WebAdmin*"

5. Click or clear the remaining checkboxes to modify the settings that the user will have permission to edit via WebAdmin.

6. Click **OK** and **OK**.

Primary Features

There are six primary sections that can be reached from the main navigation bars within WebAdmin when you have user-level access. One or more of these areas may not be available to you depending upon your account settings:

- **Home**—Displays the Status Page, which lists statistics for several of your account settings. See *Status Page*—page 21.

- **My Account**—Displays your primary account settings such as your name, password, mailbox, forwarding addresses and so on. See *My Account*—page 21.

- **My IMAP Filters**—You can manage your IMAP filters from this page. IMAP filters can be used to cause your incoming messages to be automatically placed into specific folders based upon the contents of the To, From, Subject, or other message header. This can help make managing your email messages easier. See *My IMAP Filters*—page 22.

- **My MultiPOP Accounts**—MultiPOP can be used to collect messages from email accounts that you may have with other email services and deposit them into this account's mailbox. For example, you could use this feature to

combine your office and home email so that both are accessible from one location. See *My MultiPOP Accounts*—page 23.

▪ **My Mailing Lists**—From this page you can subscribe to available email mailing lists. You can also remove yourself (unsubscribe) from any lists to which you are subscribed. See *My Mailing Lists*—page 24.

▪ **Log out**—Click this option to end your WebAdmin session when you are finished. See *Log out*—page 25.
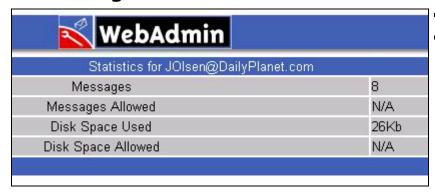
Status Page

Figure 2—User Status Page

The first screen displayed when you sign in to WebAdmin or click **Home** is the Status Page. This screen (see Figure 2) contains statistics for several of your account settings. It displays:

▪ The number of messages that your mailbox contains.

▪ The maximum number of messages that your mailbox is permitted to contain.

▪ The amount of disk space that your account is using.

▪ The maximum amount of disk space that your account is allowed to use.

My Account

This page contains your primary account settings such as your name, password, mailbox, forwarding addresses and so on.

Editing Your Account Settings

To edit your account settings:

1. Click the **My Account** link on WebAdmin's main navigation bar.

2. Make any desired changes to your account settings.

3. Click **Save Changes**.

My IMAP Filters

When you use the IMAP protocol as opposed to the POP protocol to retrieve your messages, you can have your mail routed automatically to specific folders on the mail server by using IMAP Filters (also called IMAP Mail Rules). When the mail server receives messages for you it will examine the headers of each message (To, From, Subject, and so on) and then compare them to your filters starting with the first filter and continuing down the list. When a message matches the criteria of one of the filters it will be moved immediately to the folder specified in that filter.

Use the controls on this page to create new message folders, create or delete IMAP Mail Filters, and move your filters to higher or lower positions in the list.

Creating a New Message Folder

To create a message folder:

1. Click the **My IMAP Filters** link on WebAdmin's main navigation bar.

2. Type a name for your folder in **New folder name** under **Create New IMAP Folder**.

3. If you want the new folder to be a subfolder of another folder (i.e. contained "inside" another folder) then choose the desired folder in the drop-down list box labeled "*Create as a subfolder of*". Otherwise, leave the list box set to **Root**.

4. Click **Create**.

Creating a New IMAP Mail Rule

To create an IMAP message rule:

1. Click the **My IMAP Filters** link on WebAdmin's main navigation bar.

2. Under **Create New IMAP Mail Rule**, choose the header in the "**If the**" list box that you wish to be searched by the rule (e.g. To, CC, From, Subject, etc.).

3. Choose the condition that this rule will use when searching for the text specified in the next step: **contains**, **does not contain**, **equals**, **does not equal**, and so on.

4. In the "**this text**" box, type the text that you want the rule to apply to the condition specified in the previous step.

5. Choose the folder from the "**then move to**" drop-down list box that you wish to move the message to if it matches the conditions specified in the rule.

6. Click **Add Rule**.

Moving an IMAP Mail Rule

To move an IMAP mail rule to a higher or lower position in the list:

1. Click the **My IMAP Filters** link on WebAdmin's main navigation bar.

2. Click the **Up** or **Down** link that corresponds to the rule that you wish to move.

3. Continue to click the **Up** or **Down** links until the rules are in the desired positions.

Deleting an IMAP Mail Rule

To delete an IMAP mail rule:

1. Click the **My IMAP Filters** link on WebAdmin's main navigation bar.

2. Click the **Delete** link that corresponds to the rule that you wish to delete.

3. Click **Ok** to confirm your decision to delete the mail rule.

My MultiPOP Accounts

MultiPOP can be used to collect messages from email accounts that you may have with other email services and deposit them into this account's mailbox. For example, you could use this feature to combine your office and home email so that both are accessible from one location.

Adding MultiPOP Accounts

To create a new MultiPOP account:

1. Click the **My MultiPOP Accounts** link on WebAdmin's main navigation bar.

2. Type the domain name of the other **Server** that collects your email. For example: my-isp.com or mail.example.com.

3. Enter the account's **Logon**. Your ISP may call this something else such as: user name, account name, sign-in, login, and the like. This is usually the same as the mailbox portion of your email address (i.e. the "bob" portion of "bob@example.com") or your complete email address.

4. Enter the account's **Password**.

5. Choose **Yes** in the **APOP** drop-down box if you need to use this method of authentication. It is a security method that your ISP may or may not support. If you don't know whether your ISP uses this method then you should just leave the control set to **No**.

6. Choose **Yes** or **No** to indicate whether or not you want your messages to be left on the MultiPOP account's mail server after they are collected. If you need to access the MultiPOP account from multiple locations using different mail clients then you should choose **Yes**. If you only view the messages from within this account and have no need to collect them from the MultiPOP account again then choose **No**.

7. Click **Add Entry**.

Deleting MultiPOP Accounts

To delete a MultiPOP account:

1. Click the **My MultiPOP Accounts** link on WebAdmin's main navigation bar.

2. Click the **delete** link that corresponds to the MultiPOP account that you wish to delete.

Disabling/Enabling MultiPOP Accounts

If you want to stop collecting messages from a MultiPOP account, you can temporarily disable it so that you do not have to delete it completely. Thus if you need to collect your email from that account again some time in the future, you can do so without having to reenter all the information.

To disable a MultiPOP account without deleting it, or to enable one that you previously disabled:

1. Click the **My MultiPOP Accounts** link on WebAdmin's main navigation bar.

2. Click the **disable/enable** link that corresponds to the MultiPOP account that you wish to deactivate or activate.

Editing MultiPOP Accounts

You cannot edit MultiPOP accounts. If you need to change a MultiPOP account's settings then delete the account completely and create a new one with the appropriate changes.

My Mailing Lists

From this page you can easily subscribe to available email mailing lists. You can also remove yourself (unsubscribe) from those lists.

Joining a Mailing List

To subscribe yourself to a mailing list:

1. Click the **My Mailing Lists** link on WebAdmin's main navigation bar.

2. Type the **List Name** of the list that you want to join. The list name is the same as the email address of the mailing list, i.e. "list@example.com".

3. Click **Subscribe**.

Unsubscribing from Mailing Lists

To remove yourself from a mailing list:

1. Click the **My Mailing Lists** link on WebAdmin's main navigation bar.

2. Find the mailing list that you wish to leave.

3. Click **Unsubscribe**.

4. Click **Ok** to confirm your decision to leave the list.

Logout

When you are finished using WebAdmin, always click **Logout** and close your browser. This will help to ensure the security of you files and settings.

Domain Administrator Access

Using WebAdmin to manage specific domains

Domain Administrators

Similar to Global Administrators, Domain Administrators have complete control over all users and product settings accessible via WebAdmin. Their administrative control, however, is limited to the domain or domains to which they have been given access by a Global Administrator, or by another Domain Administrator.

When you sign in to WebAdmin as a Domain Administrator, the Status Page and interface will appear almost identical to the User-level interface (see page 21). The only exception is that an additional **Domains** link will appear in the navigation menu. This will give you access to the Domains features, which are identical to those outline in the Global Administrator section of this manual. **See *Domains—* page 12** for complete instructions on administering the domains to which you have access. To edit your personal account settings, use the remaining features on the interface, or you can do so through the Domains features if you are a Domain Administrator over the same domain to which your account belongs. **See *User Access—page 20*** for user-level access instructions.

Designating Domain Administrators

To grant Domain Administrator access permission to a user:

Note: you must be a Global or Domain Administrator to grant this permission.

1. Click the **Domains** link on WebAdmin's main navigation bar.

2. Click **Admins** in the row of the domain for which you wish to add an administrator.

3. In the text box labeled, "*Add an administrator for this domain*", type the email address of the user to whom you wish to give Domain Administrator access.

4. Click **Add Administrator**.

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