

Mail Manager Overview

The **Mail Manager** option provides several ways of managing the mail accounts you set up on your account. Additionally, if Mailing Lists have been set up for your account, you can manage them using this tool.

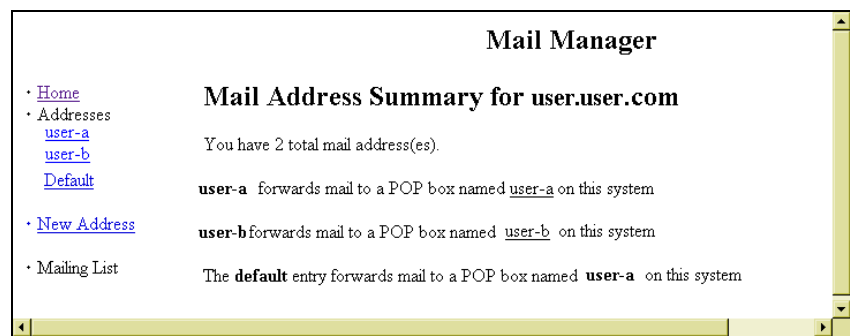
Creating New Mailboxes

Mailboxes for individuals or groups can be set up using the Mail Manager option. The number of mailboxes allowable on your account depends on the package you purchased from your hosting company.



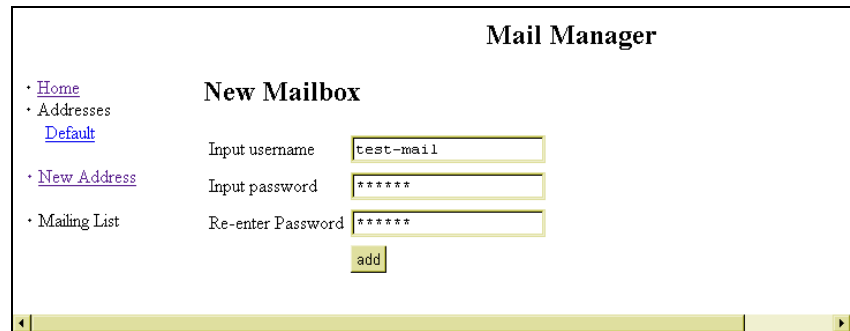
How To Create a New Mailbox:

1. From the Control Panel, select the **Mail Manager** icon. The Mail Manager displays



The screenshot shows the Mail Manager interface. On the left is a navigation menu with links: Home, Addresses (with sub-links for user-a, user-b, and Default), New Address, and Mailing List. The main content area is titled "Mail Address Summary for user.user.com" and states "You have 2 total mail address(es)". It lists two addresses: "user-a" which forwards mail to a POP box named "user-a", and "user-b" which forwards mail to a POP box named "user-b". A "default" entry is also listed, forwarding mail to a POP box named "user-a".

2. Select the **New Address** link by single-clicking on it. The **New Mailbox** page displays



Mail Manager

- [Home](#)
- [Addresses](#)
 - [Default](#)
- [New Address](#)
- [Mailing List](#)

New Mailbox

Input username

Input password

Re-enter Password

3. Enter the user name in the **Input Username** field. Enter the password in both the **Input Password** and **Re-enter Password** fields. Make sure that you type the password *exactly the same way* in both fields.
4. When completed, select the **add** button. A message displays indicating that the user was added successfully.



Mail Manager

- [Home](#)
- [Addresses](#)
 - [Default](#)
- [New Address](#)
- [Mailing List](#)

User '(User)' was added successfully

Click here to edit user [test-mail](#)

5. At this point, the new user mail account can be edited, or you can return back to the Mail Manager home. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame. If you would like to edit the newly created account, click the link of the user name whose account you would like to edit and continue with the next procedure.

Editing E-mail Accounts

E-mail accounts can be set up to forward to other mail accounts or to have automatic responses generated when mail is received by the original account. Additionally, Mail Manager allows you to delete e-mail accounts as well as change passwords for e-mail accounts.



Note:

- The Mail Manager Change Password tool is different from the Change Password Option that is available from the Control Panel. This Mail Manager tool affects only the password for the e-mail addresses specified. The Control Panel Option affects the password for your account.



How To Edit an Existing E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.

Mail Manager

| | |
|--|--|
| <ul style="list-style-type: none">• Home• Addresses<ul style="list-style-type: none">test-mailDefault• New Address• Mailing List | <p>Mailbox: test-mail</p> <p>Change password for test-mail@user.com</p> <p>Delete test-mail@user.com</p> <p><input checked="" type="checkbox"/> Forward email addressed to test-mail@user.com to the test-mail mailbox on the user.com server.</p> <p><input type="checkbox"/> Forward email addressed to test-mail@user.com to other address(es) within user.com</p> <p>You may select multiple addresses:</p> <p><input type="checkbox"/> othermail</p> <p><input type="checkbox"/> anothermail</p> |
|--|--|

Forward email addressed to test-mail@user.com to address(es) outside your domain (e.g. test-mail@aol.com).

Notice: one address per line!

Autoreponse for mail to test-mail@user.com:

Save

The screenshot shows a web-based interface for configuring email settings. At the top, there is a checkbox for forwarding email from test-mail@user.com to external addresses, with a note to use one address per line. Below this is a text input field. Further down, there is another checkbox for setting an autoresponder for mail to test-mail@user.com, followed by a larger text input field. A 'Save' button is located at the bottom of the form.

2. The **Change Password** and **Delete** options are described in detail in the procedures that follow. Other options on this page deal with forwarding e-mail that is received by this account to other accounts. These options are explained here:

- Forwarding the e-mail sent to the original address to the same address on the specified server. This is for normal mail processing and is the default setting.
- Forwarding the e-mail sent to this address to another address on the same, specified server. If you select this option, you must also select the address (es) from the list of possible e-mail accounts on the server to which you would like to have the e-mail forwarded.
- Forwarding the e-mail sent to this address to another address on a different server. If you select this option, you must manually type the e-mail address to which you are having mail forwarded in the text entry box provided. This would be used if you had an existing account with another service to which you would like your mail forwarded.

3. After selecting the appropriate mail forwarding option, you may also manually type text in the auto-response text entry box. If you choose this, be sure to select the **Autoresponse for mail to...** option. Any text you type in the space provided will automatically be sent to anyone who sends e-mail to the address you are currently editing.
4. After all edits are completed, click on the **Save** button to apply the changes to the account. The message "**Done**" appears on your screen.
5. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.



How To Change the Password of an E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.
2. Select the **Change Password for e-mail account** link. The **Change Password** page displays.

Mail Manager

- [Home](#)
- [Addresses](#)
 - [test-mail](#)
 - [Default](#)
- [New Address](#)
- [Mailing List](#)

Change Password

Input password

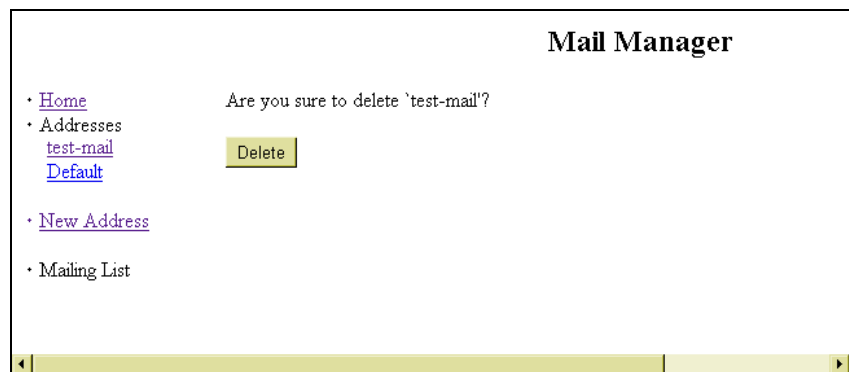
Re-enter Password

3. Type the new password in the **Input Password** and **Re-enter Password** fields. Be sure to type the password *exactly the same way* in both fields.
4. Select the **Change** button. A message displays indicating the password has been changed.
5. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.



How To Delete an E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.
2. Select the **Delete e-mail account** link. A confirm deletion message displays.



3. If you are sure you would like to delete the e-mail account, select the **Delete** button. A message displays indicating the e-mail account has been deleted.

4. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.

Sending and Receiving Mail

Sending and receiving mail is not executed in the Control Panel. The mail tools and utilities available in the Control Panel are merely ways of setting up mail accounts and lists on the server on which your account resides. To send or receive mail, use your normal mail client configured to retrieve mail from, and send mail through, your domain mail account.

Two popular e-mail programs are Eudora and MS Outlook Express. The two procedures that follow briefly describe how to configure these programs to work with your e-mail account. Once configured, you will be able to use these programs to send and receive mail.



Warning:

- Before beginning any of the procedures below, you should know the following information. If you do not know it you can contact your hosting company.
 - Your e-mail address with the company.
 - Your Domain Name.
- Additionally, you should have the following information from your Internet Service Provider (ISP).
 - The ISP's SMTP (Simple Mail Transfer Protocol) mail server name.



Note:

- In both of the mail programs being discussed, there are many different configuration options and settings you can change in order to customize the mail client for personal use. These additional features are not covered in the procedures below. For more information on these features, consult your mail program's documentation or help menus.



How To Configure the Eudora Mail Program:

1. In Eudora, select **Tools** from the main menu, and then select **Options**. The **Options** dialog box opens.
2. Select the **Checking Mail** icon located in the **Category** list.
3. On the right side of the dialog box, enter your domain name (e.g., *mycompany.com*) in the **Mail Server** field. Enter your user name for that account in the **Login Name** field. Fill in any additional options you would like on this screen.
4. Select the **Incoming Mail** icon located in the **Category** list.
5. On the right side of the dialog box, select the **Server Configuration** type of **POP**. Fill in any additional options you would like on this screen.
6. Select the **Sending Mail** icon located in the **Category** list.

7. On the right side of the dialog box, enter your e-mail address for the account in **Return Address** field. Enter the name of your Internet Service Provider's (ISP) outgoing mail server in the **SMTP Server** field. If you do not know this, you will need to contact your ISP to provide you with the information. Fill in any additional options you would like on this screen.
8. Select **OK** to apply the changes and exit the dialog box.



How To Configure the Outlook Express Mail Program:

1. In Outlook Express, select **Tools** from the main menu, and then select **Accounts**. The **Internet Accounts** dialog box opens.
2. Make sure the **Mail** tab is selected. Single-click on the **Add>** button, and then choose **Mail** from the pop-up list. The **Internet Connection Wizard** opens, displaying the **Your Name** page.
3. Type your name in the **Display Name** field. Select **Next>**. The **Internet E-mail Address** page displays.
4. Type the e-mail address you have set up on your account from your hosting company in the **E-Mail address** field. Make sure the option **I have an e-mail address that I'd like to use** is selected. Select **Next>**. The **E-mail Server Names** page opens.



Note:

- If Outlook Express is configured for other mail addresses, these fields may automatically be completed. If needed, this information can be deleted and replaced with the new information.

5. From the **Mail server type** drop-down list, choose **POP3**. Enter the name of your **Incoming Mail Server**: This is your domain name (e.g., *mycompany.com*). Enter the name of your **Outgoing Mail Server**: This is your Internet Service Provider's (ISP) outgoing mail server. If you do not know this, you will need to contact your ISP to provide you with the information.
6. When done, select **Next >** . The **Internet Mail Logon** page displays. Type the e-mail username and password for your e-mail account in the appropriate fields. Select **Next >** .
7. At the **Congratulations** screen, select **Finish** to complete the setup.