

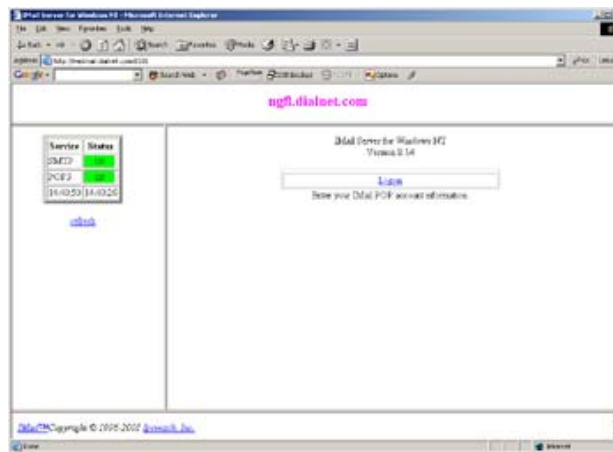
## Administrators guide to Webmail

An administrative account has been created for you, details of which were sent to you when you joined the service.

Using the administrative account, mailboxes within your domain can be created, deleted or amended.

Please use Internet Explorer V4 or above as the IMail server web server uses frames to display service status.

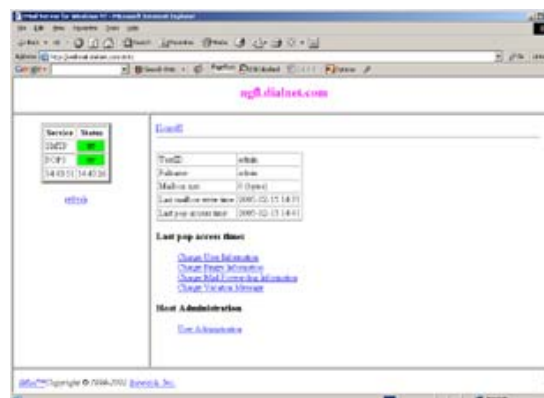
1. Using Internet Explorer connect to the site <http://webmail.dialnet.com:8181>



2. Click on Logon and enter your email address and password as supplied by us.



The administrator's menu for your domain will appear.



## **Personal Information**

This section refers to your own administrative account.

### **Change Password**

This allows you to change your own e-mail password.

### **Change User Information**

This allows you to add Lightweight Directory Access Protocol (LDAP) information.

### **Change Finger Information**

This service does not apply.

### **Change Mail Forwarding Information**

A copy of any message sent to your administrative account will be sent to the valid e-mail address you specify here. The forwarding address does not have to be a Redstone Address.

### **Change Vacation Message**

Should you be in the position where you will not be able to collect your e-mail, you can create a message that will be sent automatically to anybody sending you mail. Remember to disable this feature on your return.

## **User Administration**

From here the email administrator can add and delete users or amend their account details. Click on user administration.

### **Adding Users**

Select the ADD USER button from the menu.

You will be presented with an input screen where you enter the details of the new account:-

#### **User ID**

In the User ID box, enter a user ID.

A user ID is limited to 30 characters and must be created from the character set of digits and letters. The User ID can contain dashes. It cannot contain spaces. The user ID must be unique within the domain.

#### **Password**

In the password text box, enter a password for the user.

Confirm the password you entered by entering it again in the confirm password text box.

#### **First Name**

In the first name text box, enter the first name of the user.

#### **Last Name**

In the last name text box, enter the last name of the user.

#### **Personal details**

Organisation, organisation unit, street address, city, state, Country, Postal Code, Telephone are all optional LDAP information.

#### **Max Mailbox size**

The maximum size (in bytes) for each mailbox created in the user's mail account. If a mailbox exceeds the maximum, any new mail for the mailbox is returned to sender. Enter 5 000 000.

**Max Number of Messages**

The maximum number of messages ( the total for all mailboxes created in the users mail account). If the maximum is exceeded any new mail for the user is returned to the sender. Enter 0 to use the domain default value.

**User Cannot Change Password**

This option controls whether or not the user can change their password remotely by using the Imail User utility or the Web Remote Administration Utility.

**Remote Access Disabled**

Prohibits the user from accessing the account remotely through POP3 or IMAP4. Lets the system administrator disable the account without changing the user's password or removing from the system.

Hide User from Info Services

This service does not apply

User Cannot Modify LDAP info

This prohibits the user from modifying the user details.

**Allow Web Access**

This allows the user access to their account via the Web Remote Administration utility (providing that it is configured) and the Web Messaging option.

**Forwarding**

The forwarding address that you enter in this text box must be a complete mail address that is valid from the Imail Server for the Windows NT Host System.

If you want to send the user's mail to a different user on the same domain, you can enter the simple user ID. If you want to send the user's mail to a different system, you must enter a complete mail address including the user ID and the full domain name, for example – [userid@host.domain](mailto:userid@host.domain)

To forward to multiple users, separate each mail address with a comma.

Once you have completed the input form click the SAVE button at the bottom of the page. You will then be presented with a confirmation of either success or failure to add the new user.

**Modifying Users**

Existing user accounts can be accessed in two ways. From the User and Alias Administration Menu, enter the user ID in the DISPLAY USER box, then select the DISPLAY USER button. Alternatively, click on LIST USERS, highlight the user and click DISPLAY.

You will be presented with a profile of the user and three choices :-

1. Change Password
2. Change User Information
3. Delete User(S)

**To Change the User Password**

Click on CHANGE PASSWORD and in the password text box enter a new password. Confirm the password you have entered by entering it again in the Confirm Password text box.

### **To Amend User Information**

Select Change User Information. You will then be given the same input screen as when you add users. You can then modify any details as required.

### **Deleting Users**

Select Delete User. You will then be presented with a confirmation of either success or failure to delete the new user.

### **Adding Aliases**

From the User and Alias Administration menu, select the button ADD ALIAS. You will then be prompted for the alias and the destination.

Alias names are limited to 45 characters and must be created from the character set of A-Z, a-z, 0-9\_(underline), and – (hyphen).

The alias name cannot contain spaces and must be unique within the system. An alias name can be the same as a user ID on the system and will override that user ID (allowing mail to be forwarded in a manner that the user cannot override). For example:-POSTMASTER.

The destination is the account you wish the alias to point to. For Example:- ROOT.

### **Modifying Aliases**

Existing aliases can be accessed in two ways. From the User and Alias Administration Menu, enter the alias in the DISPLAY ALIAS box, then select the DISPLAY ALIAS button. Alternatively, click on LIST ALIASES, highlight the ALIAS and click DISPLAY.

You will have the existing Alias details displayed for you to then modify. Click on the SAVE button when you have completed your modifications.

### **Deleting Aliases**

Call up the alias details as described above.

You will have the existing alias details displayed.

Select the DELETE ALIAS option from the bottom of the page.

You will then be presented with a confirmation of either success or failure to delete the new alias.