

Parallels[®] Plesk Panel

Parallels Plesk Panel 9.5 E-Mail User's Guide

Copyright Notice

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Preface

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Typographical Conventions

The following kinds of formatting in the text identify special information.

Formatting convention	Type of Information	Example
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.	Go to the QoS tab.
	Titles of chapters, sections, and subsections.	Read the Basic Administration chapter.
<i>Italics</i>	Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value.	The system supports the so called <i>wildcard character</i> search.
Monospace	The names of style sheet selectors, files and directories, and CSS fragments.	The license file is called <code>license.key</code> .

Preformatted Bold	What you type, contrasted with on-screen computer output.	Unix/Linux: # cd /root/rpms/php Windows: >cd %myfolder%
Preformatted	On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages.	Unix/Linux: # ls -al /files total 14470 Windows: >ping localhost Reply from 127.0.0.1: bytes=32 time<1ms TTL=128

Feedback

If you have found an error in this guide, or if you have suggestions or ideas on how to improve this guide, please send your feedback using the online form at <http://www.parallels.com/en/support/usersdoc/>. Please include in your report the guide's title, chapter and section titles, and the fragment of text in which you have found an error.

CHAPTER 1

About This Guide

This guide is intended for users of e-mail hosting service who were given access to Parallels Plesk Panel for managing their mail accounts.

Getting Started

In this chapter:

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Logging in to Your Control Panel

➤ **To log in to your Parallels Plesk Panel:**

1. Open your Web browser, and type the URL you received from your provider.
2. Press ENTER.
Parallels Plesk Panel login screen will open.
3. Type your e-mail address into the **Login** box, and type the password your provider gave you into the **Password** box.
4. If you log in for the first time, select the language for your control panel from the **Interface language** drop-down list.
If you had previously specified the interface language and saved it in your interface preferences, leave the **User default** value selected.
5. Click **Log in**.
Your Home page will open giving access to the administrative functions available for your e-mail account.

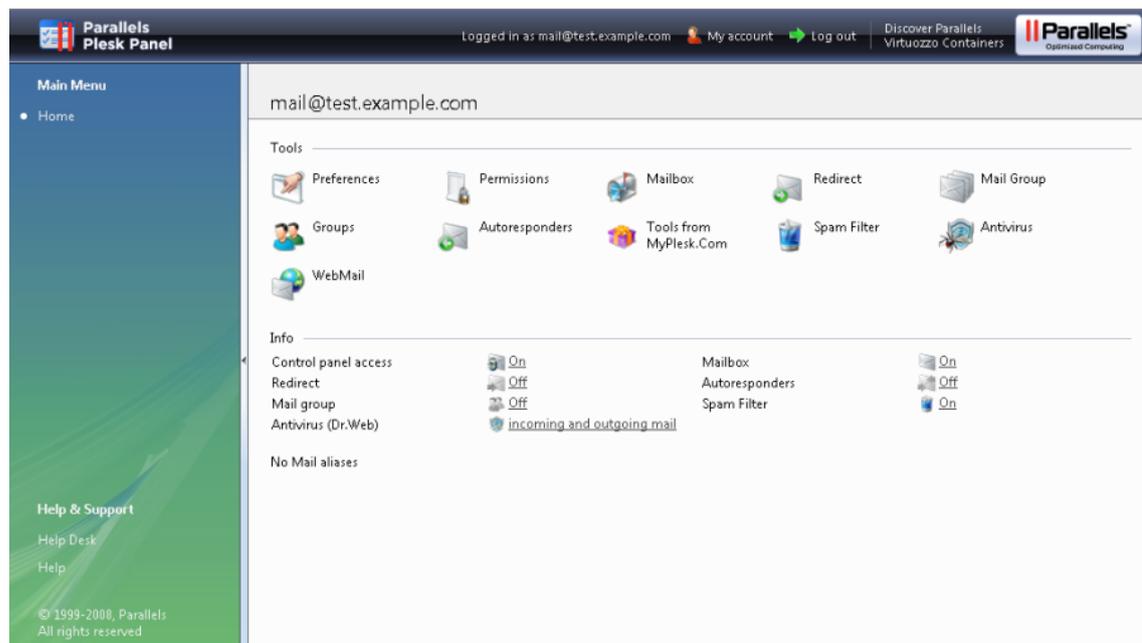
Becoming Familiar with Your Control Panel

This section describes the items located on your Home page and gives an overview of the operations you can perform on your mail account and services you can subscribe to. When you need to perform a specific operation, we suggest that you refer to the table of contents to quickly find the instructions you need.

You can do the following with your mail account:

- Use it as a standard mailbox, protect it against spam and viruses, and send/receive mail through a mail client program installed on your computer (via SMTP, POP3, and IMAP protocols), and access your mail through a Web interface.
- Use it as a mail forwarder to one or several recipients.
- Use a vacation notice when you are away and will not be able to check your mail.
- Use a number of automatic responses that will activate under certain conditions.
- Use any combination of mail services, for example, have a mailbox that will keep your mail and forward the message copies to other addresses.

Now let's take a look at your Home page.



The navigation pane is located on the left. It contains the following shortcuts:

- **Home.** Click this shortcut to get to the main screen from which your control panel session starts.

- **Help Desk.** This is the help desk system integrated with your control panel. If you see this shortcut in the navigation pane, then it is likely that your provider uses it; so you can use it to report your problems to provider's technical support staff. If this link is not shown in your Panel, then it means that your provider does not use the built-in Help Desk. In such a case, you should use other means to contact your provider when you need assistance.
- **Help.** Click this shortcut to open the online help.

To see information about a tool or an item on the page, hover the cursor over an item, without clicking it, and a small hover box appears with supplementary information regarding the item being hovered over.

The main work area is located on your right. The **Info** group shows the information on services currently used on your mail account. An icon shown in color indicates that the service is activated, and a grayed out icon indicates that the service is not activated. The icons in the **Info** group correspond to the icons located in the **Tools** group and they are clickable, so, for example, when you need to set up an automatic response, you can click either the **Autoresponders** icon in the Info group or the **Autoresponders** icon in the **Tools** group.

The **Tools** group provides the shortcuts to the following functions:

- **Preferences.** Change your password for access to control panel and your mailbox. Select a desired interface language and theme (skin).
- **Permissions.** See what actions are allowed for you to do by your service provider.
- **Mailbox.** Switch off the mailbox function, if you do not need a mailbox on this account. You would want to do this, for example, if you are using this e-mail address as an e-mail forwarder and would not like the mail system to leave the copies of forwarded messages on the server. Switch the server-side spam filtering (provided by SpamAssassin software) on or off.
- **Redirect.** Set up mail forwarding to another e-mail address.
- **Mail Group.** Set up mail forwarding to multiple e-mail addresses. You can use this function as a simple mailing list.
- **Groups.** View the mailing lists to which you are subscribed.
- **Autoresponders.** Set up automatic responses.
- **Spam Filter.** Set up spam filtering for your mailbox, and improve spam filter accuracy by teaching the spam filter on messages in your mailbox.
- **Antivirus.** Set up antivirus protection for your mailbox.
- **Webmail.** Read your mail and compose new messages with webmail application.

The **Mail aliases** group at the bottom of the screen shows additional e-mail addresses associated with your mail account: you can have a number of alternative e-mail addresses that will point to your mail account. These e-mail aliases can be used as disposable e-mail addresses.

For example, you have a primary e-mail address `your.name@example.com` and one disposable e-mail alias `nickname@example.com`, which points to your mailbox at the primary address `your.name@example.com`. When you, say, register on a forum, you specify your e-mail alias `nickname@example.com`, which can be used to contact you and may be visible to other users. Once you start receiving junk mail, ask your provider or server administrator to remove that alias and create a new one: this way you stop spam without losing your primary e-mail address `your.name@example.com`.

Note: You cannot create and remove e-mail aliases from your control panel. Refer to your provider or server administrator when you need to have an e-mail alias.

Setting Your Control Panel Language and Theme

➤ *To select an interface language and theme (skin) for your control panel:*

1. On your Home page, click **Preferences** in the **Tools** group.
2. Select the desired interface language and skin from the respective drop-down lists.
3. If labels of interface icons and buttons appear too long and overlap in your control panel, you can limit the number of symbols that will fit on the buttons. To do this, type the desired value in the **Button label length** box.
4. To disallow concurrent sessions in your control panel, clear the **Allow multiple sessions** check box.
5. To avoid errors that can happen when you attempt to perform an operation on the screen while interface scripts have not completely loaded, leave the **Prevent users from working with the control panel until interface screens are completely loaded** option selected.
6. Click **OK**.

Changing Your Password

➤ *To change your password for access to control panel and mailbox (if you have it):*

1. On your Home page, click **Preferences** in the **Tools** group.
2. Type the new password into the **New password** and **Confirm password** boxes.
3. Click **OK**.

If You Forgot Your Password

➤ *If you forgot your password:*

1. In your web browser's address bar, type the URL where your Parallels Plesk Panel is located. For example, `https://domain.com:8443`.
2. Press ENTER.
Parallels Plesk Panel login screen will open.
3. Click the **Forgot your password?** link.
4. Type your e-mail address into the **Login** and **E-mail** boxes.
5. Click **OK**.
Your password will be sent to your e-mail address.

Setting Up a Global Account

Global Account is a single sign-on (SSO) technology feature that allows you to log in to different Parallels products using a single global login and password. If you have several accounts in Parallels Plesk Panel, you can connect them all to a global account and switch between these accounts without entering a password every time. You can also connect all your accounts in other Parallels products to your global account and switch between them without providing credentials.

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Creating a Global Account

After you create a global account and connect local accounts to it, you will be able to choose from any account connected to your global account when logging in under your global account.

➤ *To create a global account:*

1. Log in to Parallels Plesk Panel, go to **Global Account** and click **Connect To Global Account**.
2. Select **Create new global account** and provide the login and password for your global account.
3. Click **OK**.

Your global account is active now, so you can proceed with connecting other accounts to it. Refer to the section *Connecting Local Accounts to Your Global Account* (on page 14) for more information.

Connecting Local Accounts To Your Global Account

➤ ***To connect a local Parallels Plesk Panel account to your global account:***

1. Log in to Parallels Plesk Panel under the local account you want to connect.
2. Go to **Global Account** and click **Connect To Global Account**.
3. Make sure that **Use existing global account** option is selected and provide the login and password for the global account you want to connect to.
4. Click **OK**.

Repeat steps 1-4 for other local accounts as necessary.

➤ ***To connect an account in another product with SSO support to your global account:***

1. Log in to software product with SSO support under the account you want to connect.
2. Follow the instructions on connecting to a global account in respective software product documentation. Make sure that you provide the credentials for the existing global account when you are asked to.

Repeat steps 1-2 for other accounts or products as necessary.

Note. Different software products may use different names for the Global Account feature, such as Federated Identity or Global Login. Refer to respective software product documentation for more information.

After you have connected all required accounts to your global account, you can log in under your global account all the time in any product where you have a local account connected to your global account. You will be shown the list of local accounts connected to your global account every time you log in under it, so you can choose which account you would like to use now. You can switch to another account any time you want. Refer to the section [Switching Between Accounts](#) for more information.

Switching Between Accounts

➤ *To switch to another account:*

1. Click **Switch User** in the upper right corner.
2. Select the account you want to switch to:
 - Choose the required local account from the list of accounts connected to your global account
or
 - Select **Specify credentials for another account** and provide login and password for a local account not connected to your global account or to another global account. You can also specify the language for your control panel from the **Interface language** menu. If you had previously specified the interface language for that account and saved it in its interface preferences, leave the **Default** value selected.
3. Click **OK**.

Changing Global Account Password

➤ *To change password of your global account:*

1. Log in to Parallels Plesk Panel under your global account or any local account connected to it.
2. Go to **Global Account** and click **Change Password**.
3. Enter your old and new passwords, and click **OK**.

Disconnecting Local Accounts From Global Account

➤ *To disconnect a local account from your global account:*

1. Log in to Parallels Plesk Panel under the local account you want to disconnect.
2. Go to **Global Account** and click **Disconnect From Global Account**.
3. Confirm the disconnection and click **OK**.

Repeat steps 1-3 for other local accounts as necessary.

Setting Up a Mailbox

It is likely that your provider has already set up a mailbox on your account. If you are going to use your mail account as a mail forwarder or mailing list, you are recommended to switch off the mailbox service: a mailbox keeps all incoming messages and messages are not removed automatically after being forwarded. Therefore, if you choose to have the "mailbox + mail forwarder" configuration on your account, be sure to clean up the mailbox from time to time.

➤ ***To set up a mailbox:***

1. On your Home page, click **Mailbox** in the **Tools** group.
2. Select the **Mailbox** check box.
3. Click **OK**.

Now your mailbox is created.

- To receive and send e-mail through your mailbox, set up an e-mail program of your choice on your computer (see *Setting Up Your E-mail Program for Retrieving Mail from Your Mailbox*), or use a browser based Web mail interface (see *Accessing Your Mail from a Web Browser* (on page 25)). Credentials for accessing your mailbox are your e-mail address and password that you use for logging in to your control panel.
- To change your password, see the section *Changing Your Password* (on page 11).
- To set up and configure your spam filter, see the section *Protecting Your Mailbox from Spam* (on page 19).
- To set up and configure anti-virus protection, see the section *Protecting Your Mailbox from Viruses* (on page 24).
- To set up an e-mail forwarder that will forward mail to another e-mail address, proceed to the section *Setting Up an E-mail Forwarder* (on page 43).
- To set up an e-mail forwarder to multiple recipients or to use your mail account as a mailing list, see the section *Setting Up a Mailing List* (on page 45).
- To set up an automatic response, such as "on vacation" or "out of office" notice, see the section *Setting Up an Automatic Reply* (on page 47).

Removing the Mailbox Service

➤ *To remove the mailbox service from your account discarding all messages in your mailbox:*

1. On your Home page, click **Mailbox** in the **Tools** group.
2. Clear the **Mailbox** check box.
3. Click **OK**.

Protecting Your Mailbox from Spam

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Setting Up Spam Filter

➤ **To switch on spam filtering:**

1. On your Home page, click **Spam Filter**.
2. Configure the following settings as desired:
 - **Switch on SpamAssassin spam filtering.** Select this check box to switch on the spam filter.
 - **The score that a message must receive to qualify as spam.** This setting adjusts spam filter sensitivity. SpamAssassin performs a number of different tests on contents and subject line of each message. As a result, each message scores a number of points. The higher the number, the more likely a message is spam. For example, a message containing the text string “BUY VIAGRA AT LOW PRICE!!!” in Subject line and message body scores 8.3 points. By default, the filter sensitivity is set so that all messages that score 7 or more points are classified as spam.

If you receive lots of spam messages with the current setting, to make filter more sensitive, try setting a lesser value in the **The score that a message must receive to qualify as spam** box; for example, 6.

If you are missing your e-mails because your spam filter thinks they are junk, try reducing filter sensitivity by setting a higher value in the **The score that a message must receive to qualify as spam** box.

Note: To further improve spam filter accuracy, you may want to train your spam filter on e-mail messages you receive (see the instructions on improving accuracy of spam detection in the following section).

- **What to do with spam mail.** If you are sure that your spam filter is accurate, you may want to set the filter to automatically delete all incoming messages recognized as spam. To do this, select the **Delete** option. If you wish to filter mail with the software on your local computer, select the **Mark as spam and store in mailbox** option, and then specify how spam filter should mark the messages recognized as spam. “X-Spam-Flag: YES” and “X-Spam-Status: Yes” headers are added to the message source by default, and if you want, the spam filter will also include a specific text string to the beginning of Subject line. To include a desired combination of symbols or words to the message subject, type it into the **Add the following text to the beginning of subject of each message recognized as spam** box. If you do not want the spam filter to modify message subject, leave this box blank. If you want to include into the subject line the number of points that messages score, type `_SCORE_` in this box.
3. If you do not want to receive e-mail from specific domains or individual senders, click the **Black List** tab, and then add the respective entries to the spam filter’s black list:

- To add entries to the black list, click **Add Addresses**. If you have a list of entries stored in a file, click **Browse** to specify it, and then click **OK**. Otherwise, select the **From List** option, and type the e-mail addresses into the **E-mail addresses** box. Place each address in one row, or separate addresses with a coma, a colon, or a white space. You can use an asterisk (*) as a substitute for a number of letters, and question mark (?) as a substitute for a single letter. For example: address@spammers.net, user?@spammers.net, *@spammers.net. Specifying *@spammers.net will block the entire mail domain spammers.net. To save the entries you added, click **OK**, then confirm adding, and click **OK** again.
 - To remove entries from the black list, under the **Black List** tab, select the entries and click **Remove**. Confirm removal and click **OK**.
 - To remove entries that were predefined by your provider, select an entry and click **Switch Off**. The entry will not be removed from the list, but the spam filter will skip it and this rule will be ignored. When you decide to use this entry again, select it and click **Switch On**.
4. If you want to be sure that you will not miss e-mail from specific senders, click the **White List** tab, and then add e-mail addresses or entire domains to the spam filter's white list:
- To add entries to the white list, click **Add Addresses**. If you have a list of entries stored in a file, click **Browse** to specify it, and then click **OK**. Otherwise, select the **From List** option, and type the e-mail addresses into the **E-mail addresses** box. Place each address in one row, or separate addresses with a coma, a colon, or a white space. You can use an asterisk (*) as a substitute for a number of letters, and question mark (?) as a substitute for a single letter. For example: address@mycompany.com, user?@mycompany.com, *@mycompany.com. Specifying *@mycompany.com will add to the white list all e-mail addresses that are under the mycompany.com mail domain. To save the entries you added, click **OK**, then confirm adding, and click **OK** again.
 - To remove entries from the white list, under the **White List** tab, select the entries and click **Remove**. Confirm removal and click **OK**.
 - To remove entries that were predefined by your provider, select an entry and click **Switch Off**. The entry will not be removed from the list, but the spam filter will skip it and this rule will be ignored. When you decide to use this entry again, select it and click **Switch On**.
5. Once finished with setting up the spam filter, click **OK**.

Improving Accuracy of Spam Detection

You can improve accuracy of spam detection by training the spam filter on the e-mail messages that you have in your mailbox.

➤ **To improve accuracy of spam detection:**

1. On your Home page, click **Spam Filter Tools** group.
2. Click **Training**. All e-mail messages you have in your mailbox are presented on the screen.

Note: In Parallels Plesk Panel for Linux/Unix platforms, each message is accompanied by an icon in the left column, which tells if a message is recognized as spam - , non-spam - , or not recognized at all - . If you have already trained your spam filter on a message and the results were recorded in the spam filter's database, an icon  is shown in the right column.

3. Train the spam filter.

In most cases, you can tell if a message is spam by looking at its subject line and sender's name. If they do not give you any clue, try looking inside the message using your e-mail program or webmail interface (**Home > Webmail**).

- To mark a message as spam, select the corresponding check box and click '**It's Spam!**'.
 - To mark a message as not spam, select the corresponding check box and click '**It's Not Spam**'.
 - To remove any information on a given message from the spam filter database, select the corresponding check box and click '**Forget It**'.
4. Once finished with training, you can remove spam e-mails from your mailbox using your e-mail program or webmail interface.

Clearing Spam Filter's Database

If you have accidentally made your spam filter learn a great number of spam e-mails as non-spam or vice versa, your spam filter will likely produce incorrect results. In this case, clear the spam filter's database and then repeat training.

➤ ***To clear spam filter's database:***

1. On your Home page, click **Spam Filter** in the **Tools** group.
2. Click the **Training** tab.
3. Click the **Clear** button.

Switching Off Spam Filter

➤ ***To switch off spam filtering:***

1. On your Home page, click **Spam Filter** in the **Tools** group.
2. Clear the **Switch on SpamAssassin spam filtering** check box and click **OK**.

Protecting Your Mailbox from Viruses

To defend your system from viruses, do not open suspicious e-mail attachments, enable anti-virus protection on the server side, if this service is provided by your hosting company, and be sure to have a firewall and anti-virus software installed on your personal computer. Also keep your operating system up-to-date and timely install security hot fixes and patches.

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Switching on Antivirus Protection

➤ *To switch on antivirus protection:*

1. On your Home page, click the **Antivirus** icon in the **Tools** group.
2. Choose the desired mail scanning mode. You can switch on scanning for incoming mail, outgoing mail, or both.

Note: If Kaspersky Antivirus is used on the server, then you can use the **Scanning settings** icon to adjust scanning settings. To view the information about scanning settings, click the **Help** shortcut in the navigation pane.

3. Click **OK**.

Switching off Antivirus Protection

➤ *To switch off antivirus protection:*

1. On your Home page, click the **Antivirus** icon in the **Tools** group.
2. Select the **Do not scan for viruses** option and click **OK**.

Accessing Your Mail from a Web Browser

There are two ways to access a mailbox for sending and receiving e-mail messages:

- Set up and use an e-mail client program on your computer.
- Use a Web browser to connect to the webmail interface.

➤ ***To access webmail:***

In a Web browser, visit the URL `webmail.example.com`, where `example.com` is the Internet address of your mail service. When prompted, specify your full e-mail address as the username (for example, `mail@example.com`), and specify the password that you use for logging in to the Panel.

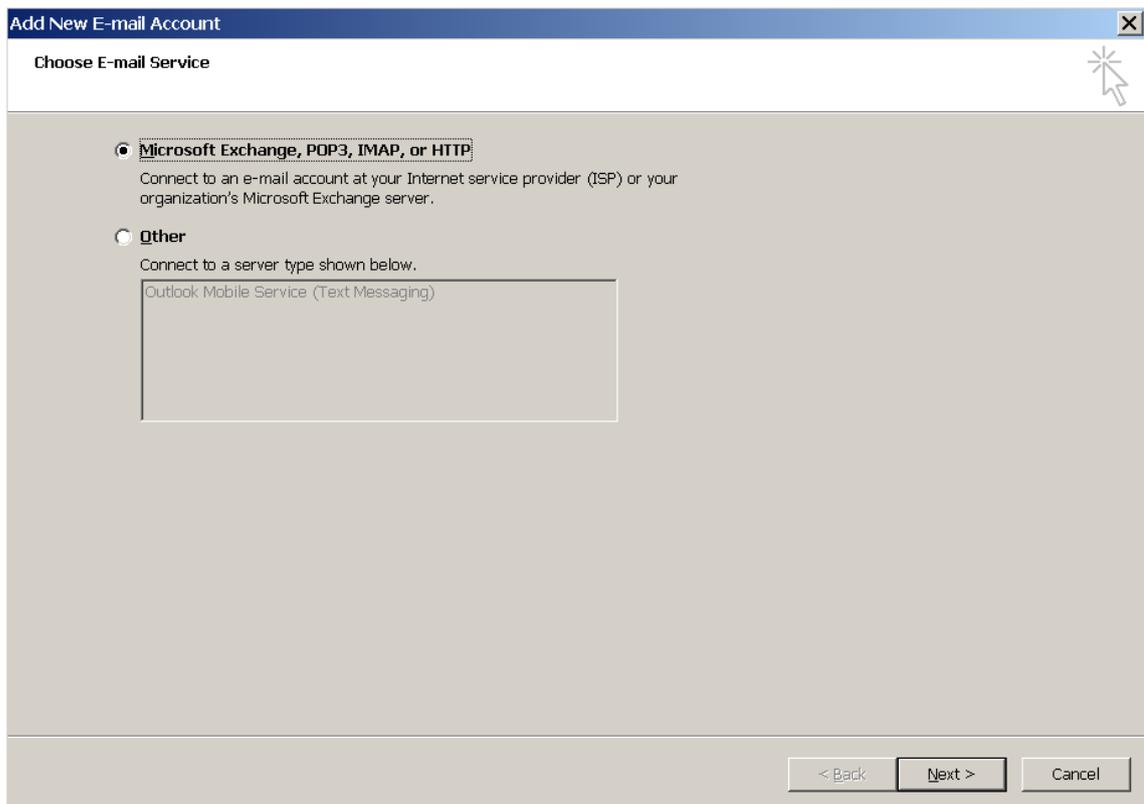
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Setting Up Microsoft Office Outlook 2007

➤ *To set up Microsoft Office Outlook 2007:*

1. Open Microsoft Office Outlook.
2. Go to **Tools > Account Settings**.
3. On the **E-mail** tab, click **New**.
4. Leave the option **Microsoft Exchange, POP3, IMAP, or HTTP** selected. Click **Next**.



5. Select the check box **Manually configure server settings or additional server types**. Click **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

6. Select the **Internet E-mail** option and click **Next**.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

7. Specify the following:

- Your name.
- Your e-mail address.
- Account type. If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option.
- Incoming mail server. Type your domain name. For example, example.com.
- Outgoing mail server. Type your domain name. For example, example.com.
- Username for logging in to the mailbox. Specify your full e-mail address.
- Password for logging in to the mailbox. Most likely, this password coincides with the password you use for logging in to the Panel.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

8. Click Next.

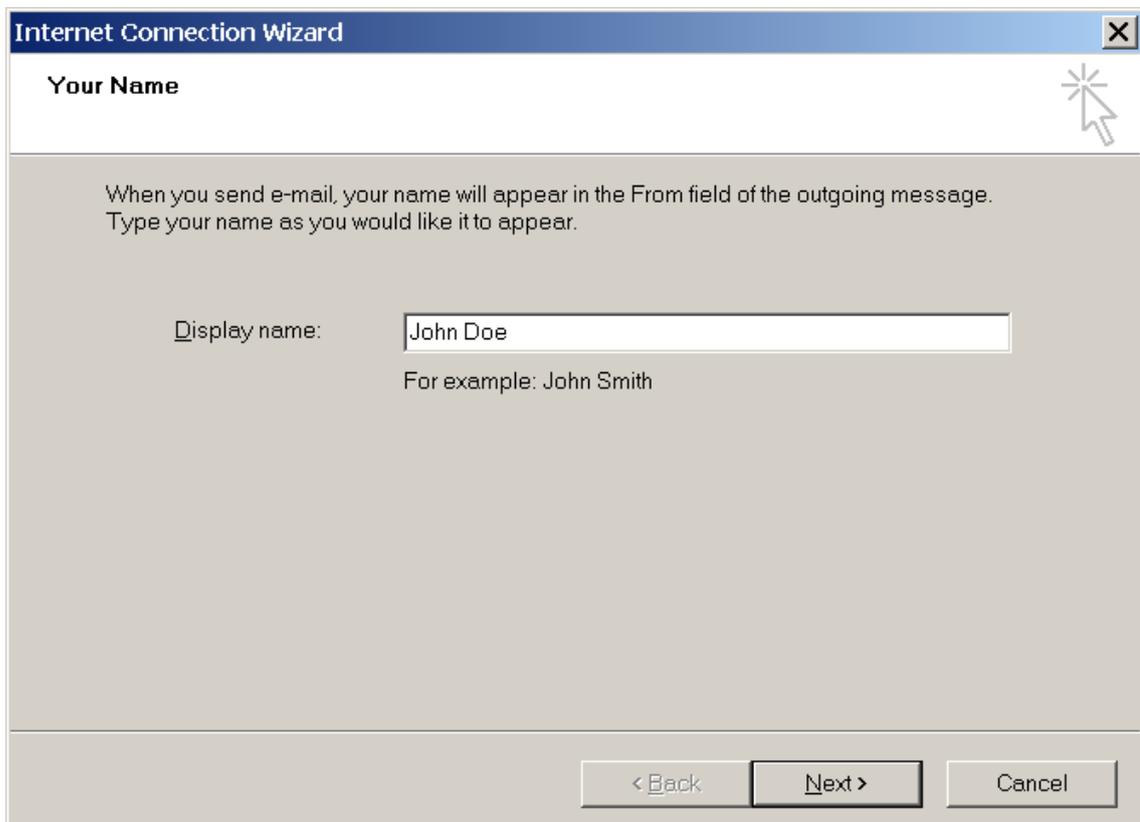
9. Click Finish.

Setting Up Microsoft Outlook Express 6

The instructions provided in this section were verified against Microsoft Outlook Express 6. They might not work with earlier or later versions of Microsoft Outlook Express.

➤ **To set up Microsoft Outlook Express:**

1. Open Microsoft Outlook Express.
2. Go to **Tools > Accounts**.
3. Click the **Add** button and select the **Mail** item.
4. Enter your name as you want it to appear in any messages you send, and click **Next**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading, there is a text box containing "John Doe". To the left of the text box is the label "Display name:". Below the text box, there is a smaller text box containing "John Smith" with the text "For example:" to its left. At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard [X]

Your Name [X]

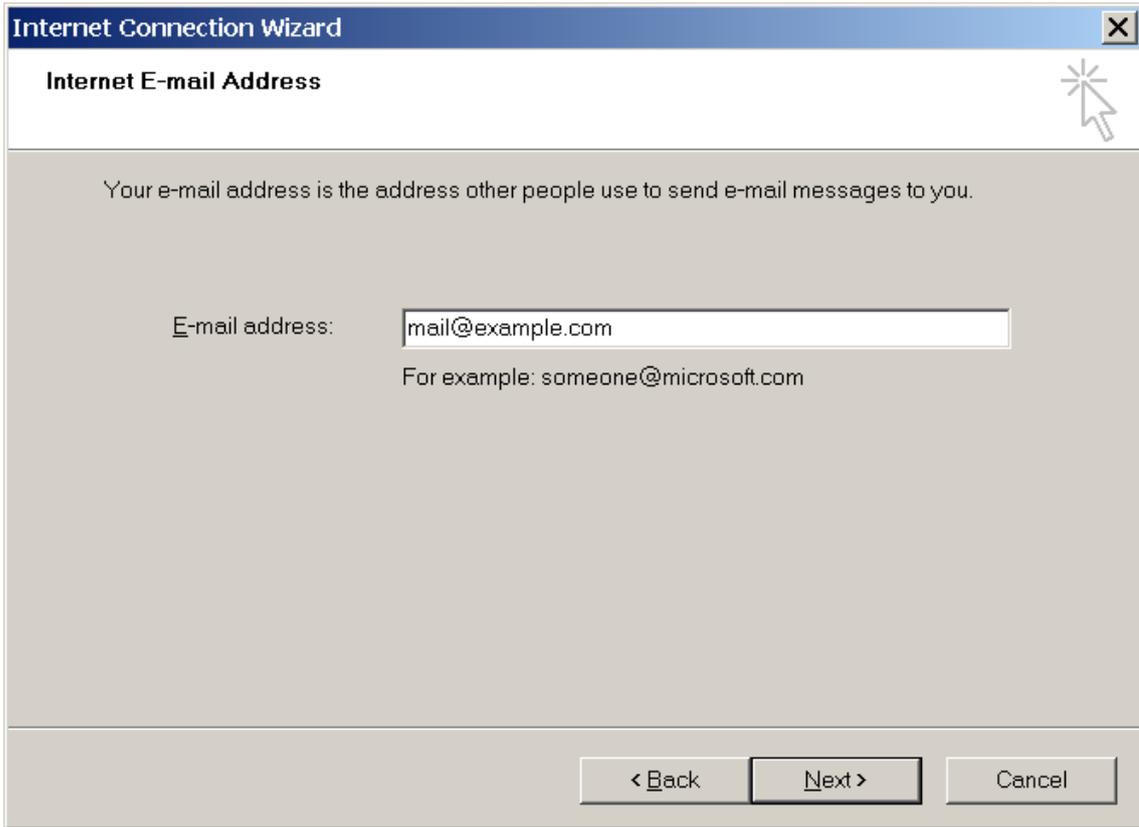
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

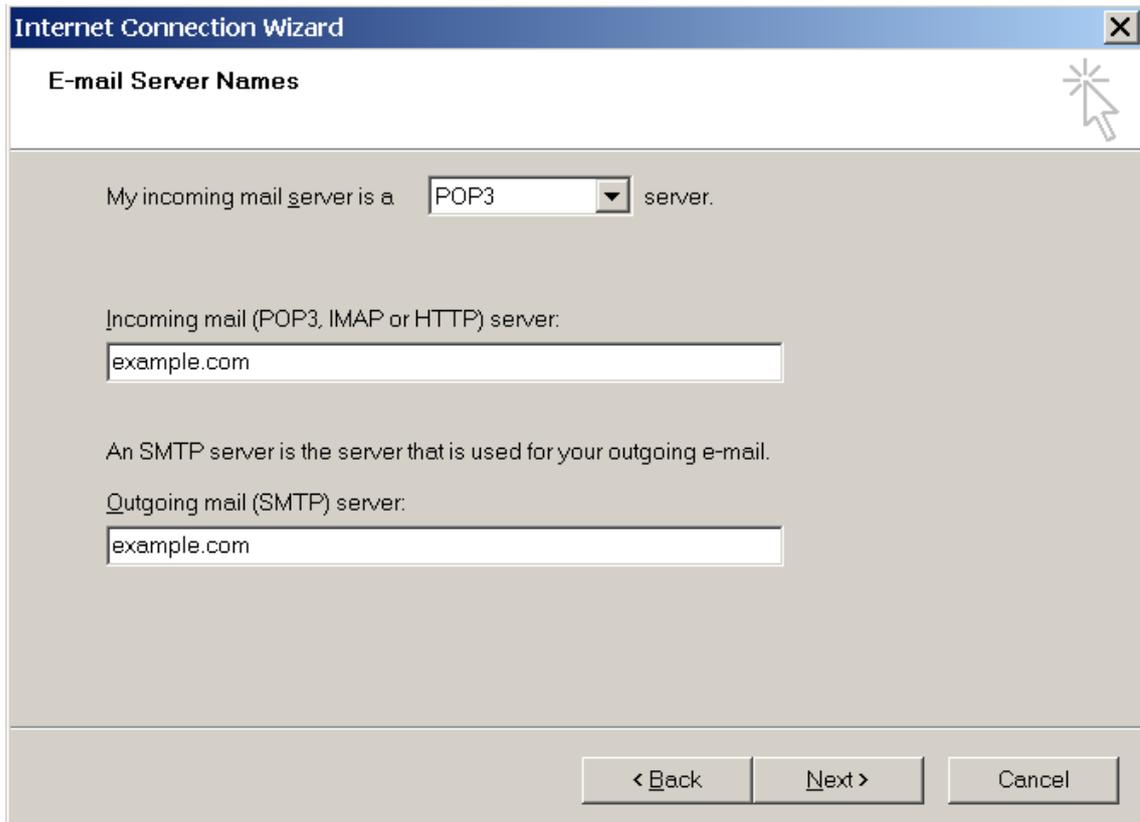
< Back Next > Cancel

5. Type your e-mail address, and click **Next**.



6. Specify the following settings:

- Protocol of your incoming mail server.
If you want to keep copies of messages on the server, select the **IMAP** option. If you do not want to keep any messages on the server, select the **POP3** option.
- Incoming mail server. Specify your website's Internet address.
- Outgoing mail server. Specify your website's Internet address.



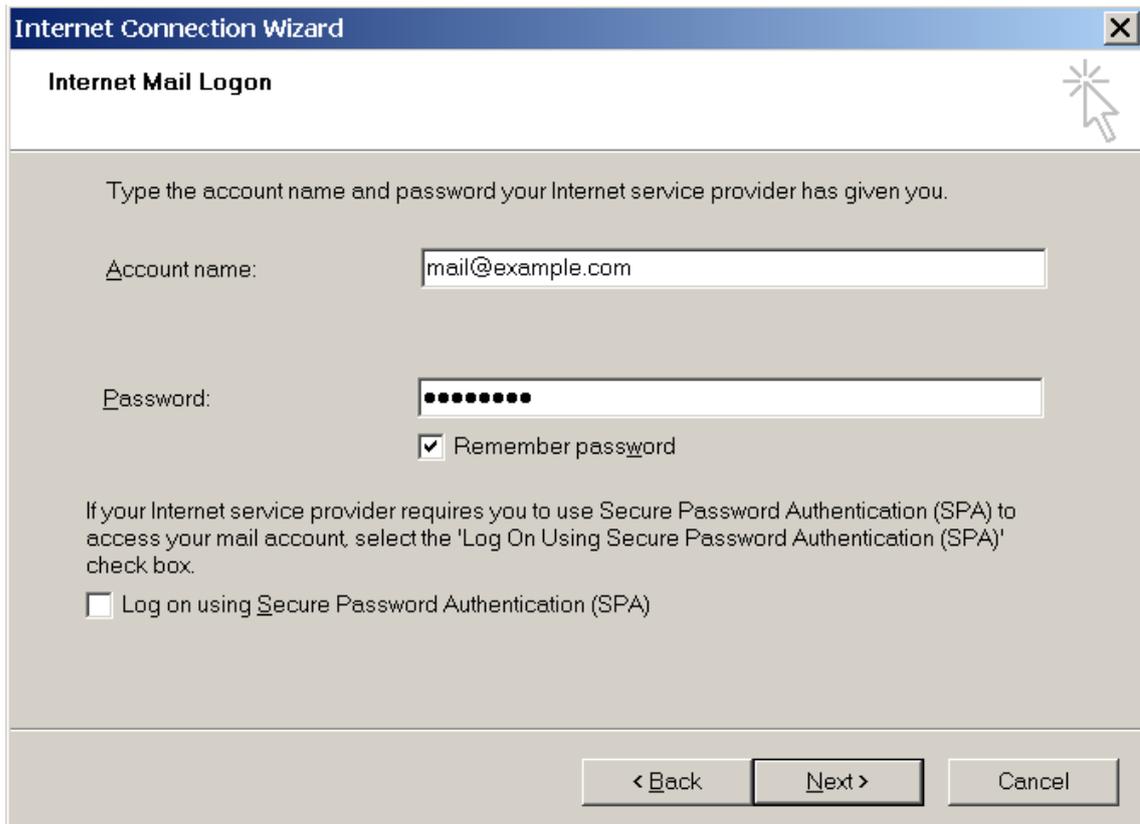
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title bar is blue. Below the title bar, the text "E-mail Server Names" is displayed in a bold font, with a mouse cursor icon pointing to it. The dialog box has a light gray background. It contains the following elements:

- A label: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and a downward arrow, and the text "server.".
- A label: "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "example.com".
- A label: "An SMTP server is the server that is used for your outgoing e-mail." followed by a text input field containing "example.com".
- At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

7. Click **Next**.

8. Specify the following:

- Your account name. Type your e-mail address in the **Account name** box.
- Your password. Most likely, this password coincides with the password you use for logging in to the Panel.
- **Remember password** check box. Leave it selected if you do not want to be prompted to enter password each time your e-mail program connects to the mail server to check for new mail, and click **Next**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog box contains the following elements:

- A title bar with "Internet Connection Wizard" and a close button (X).
- A sub-title "Internet Mail Logon" and a help icon (mouse cursor over a star).
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "mail@example.com".
- A "Password:" label followed by a password input field containing ten dots.
- A checked checkbox labeled "Remember password".
- Instructional text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

9. To complete setting up your e-mail program, click **Finish**.

Setting Up Mozilla Thunderbird

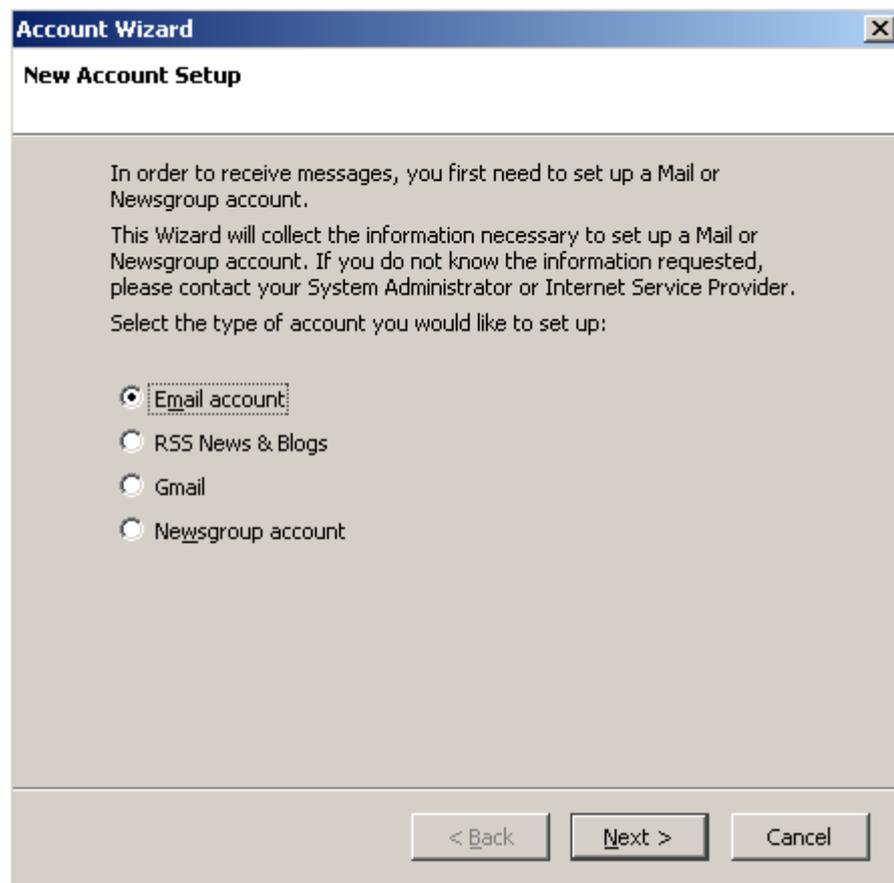
The instructions provided in this section were verified against Mozilla Thunderbird 2. They might not work with earlier or later versions of Mozilla Thunderbird.

➤ **To set up Mozilla Thunderbird:**

1. Open Mozilla Thunderbird.
2. Go to **Tools > Account Settings**.
3. Click **Add Account**.

The Account Wizard opens.

4. Leave the **Email account** option selected, and click **Next**.



5. Specify the following:

- Your name, as you want it to appear in any messages you send.
- Your e-mail address.

Account Wizard [X]

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

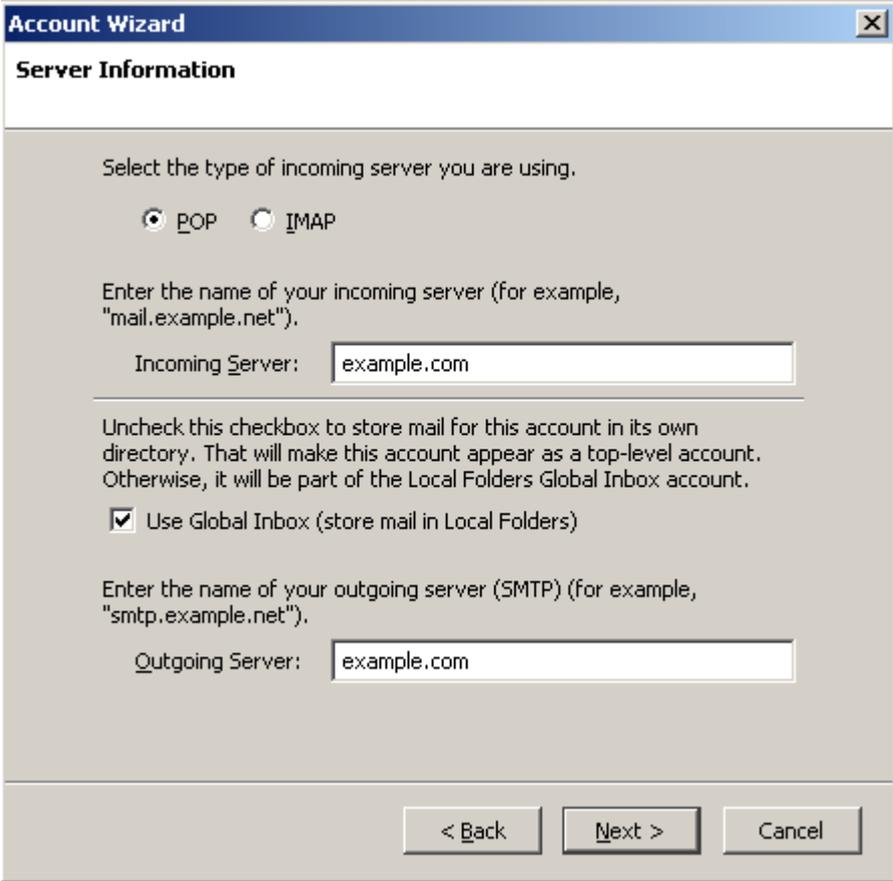
6. Click **Next**.

7. Specify the following:

- Protocol of your incoming mail server.

If you want to keep copies of messages on the server, select the **IMAP** option. If you do not want to keep any messages on the server, select the **POP3** option.

- Incoming server address. Specify your website's Internet address.
- Outgoing server address. Specify your website's Internet address.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a section titled "Select the type of incoming server you are using." with two radio buttons: "POP" (selected) and "IMAP".

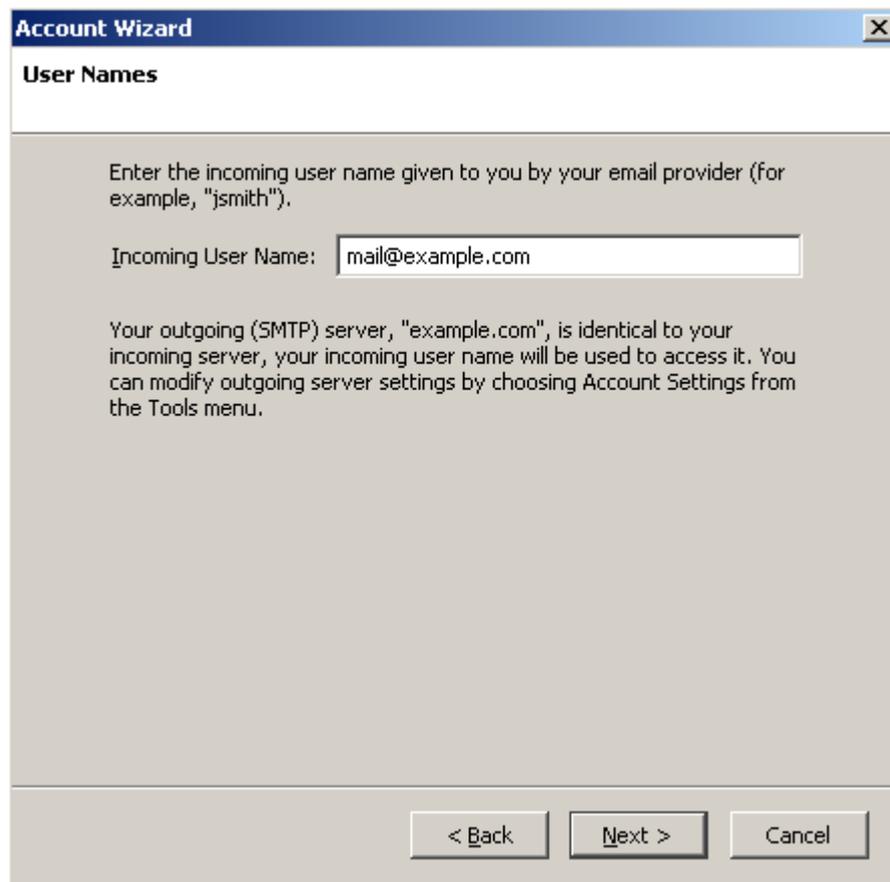
Below the radio buttons, there is a text prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field labeled "Incoming Server:" containing the text "example.com".

Below the input field, there is a text prompt: "Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account." followed by a checked checkbox labeled "Use Global Inbox (store mail in Local Folders)".

Below the checkbox, there is another text prompt: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." followed by a text input field labeled "Outgoing Server:" containing the text "example.com".

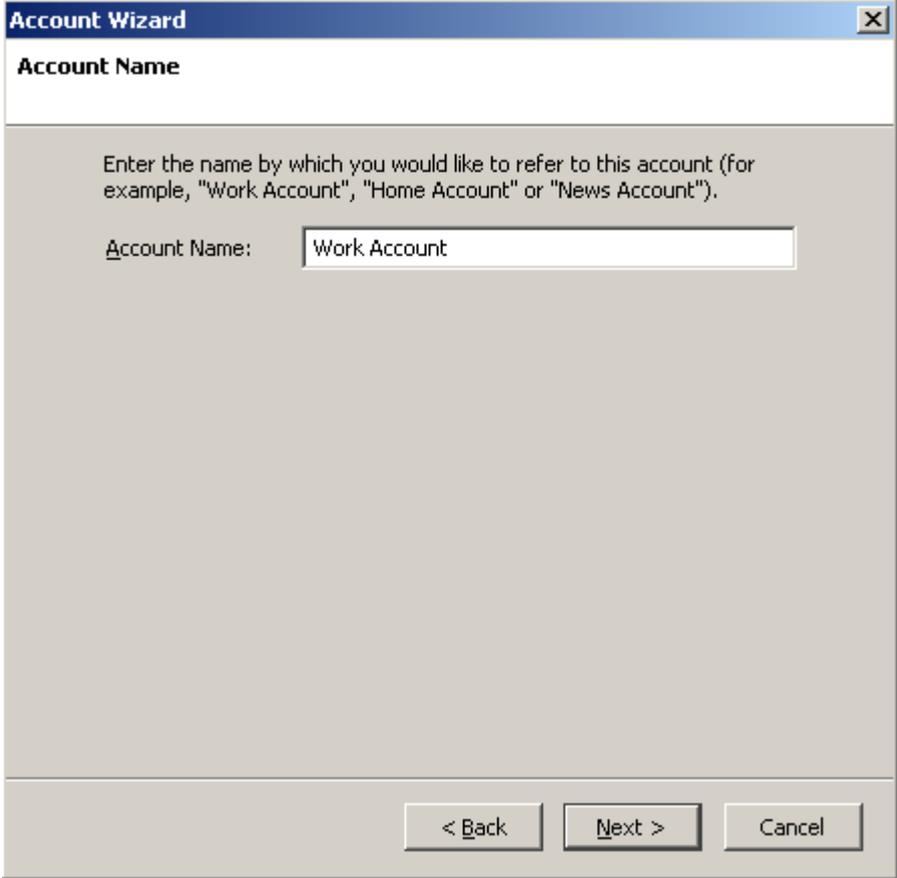
At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

8. Click **Next**.
9. In the **Incoming User Name** box, specify your full e-mail address.



10. Click **Next**.

11. Enter the name by which you would like to refer to this account (for example, Work Account) and click **Next**.



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The dialog has a white header area with the text "Account Name". Below the header, there is a grey background area containing the instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this instruction, there is a label "Account Name:" followed by a text input field containing the text "Work Account". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

12. Verify that the information you entered is correct, and click **Finish**.

13. Click **OK** to close the Account Settings wizard.

Setting Up Apple Mail

The instructions provided in this section were verified against Apple Mail 3.6 (Leopard). They might not work with earlier or later versions of Apple Mail.

➤ **To set up Apple Mail:**

1. Run Apple Mail.

If you run it for the first time and do not have any mail accounts configured in it, skip the next step: Apple Mail will take you directly to creating one.

2. Open the Adding Mail Account wizard:

- a. Click **Mail > Preferences....**
- b. Select the **Accounts** tab.
- c. Click the **+** button at the bottom left corner.

3. Enter the account information:

- Your full name
- Your full e-mail address
- The password you use to log in to the Panel.

Add Account

You'll be guided through the necessary steps to set up an additional mail account.

To get started, fill out the following information:

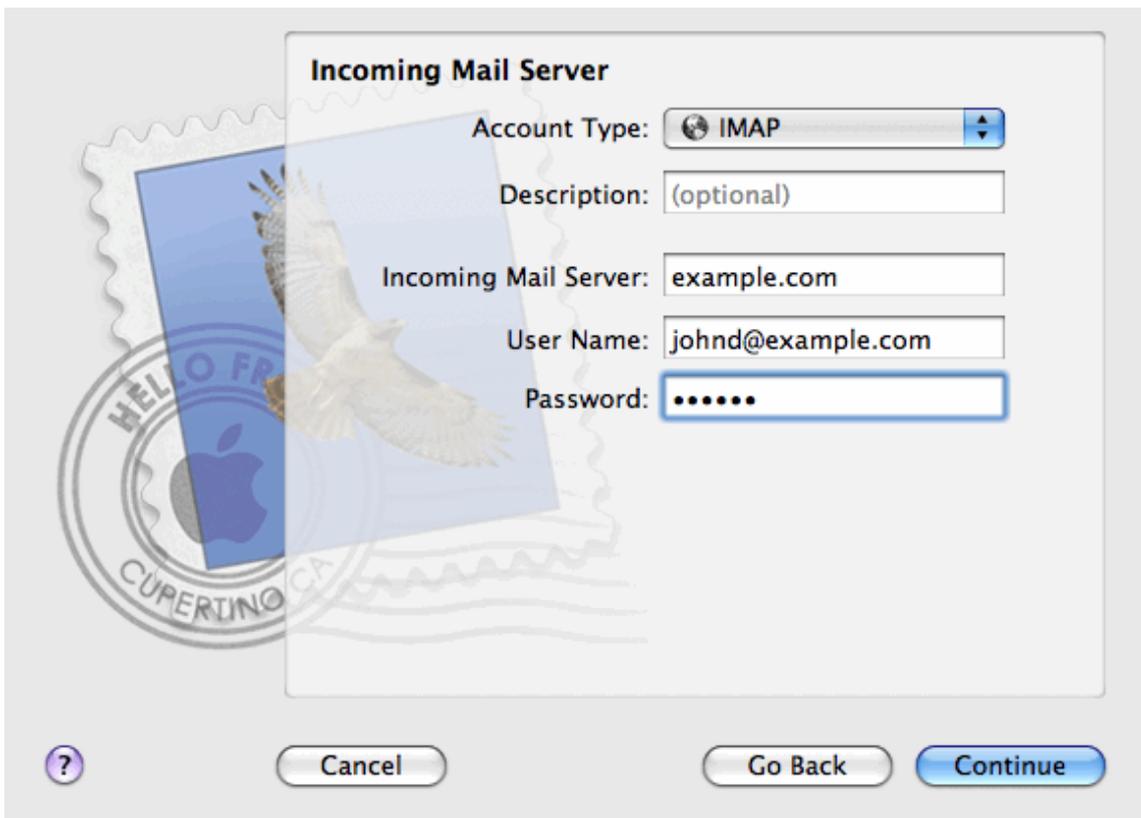
Full Name:

Email Address:

Password:

? Cancel Go Back Continue

4. Click **Continue**.
5. Fill in the following incoming mail server information:
 - **Account Type:** select whether you want to use IMAP or POP protocol. Selecting IMAP lets you keep messages on the server.
 - **Incoming Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
 - **User Name:** enter your full e-mail address.
 - **Password:** leave it auto-completed (Apple Mail takes it from the previous step).



Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

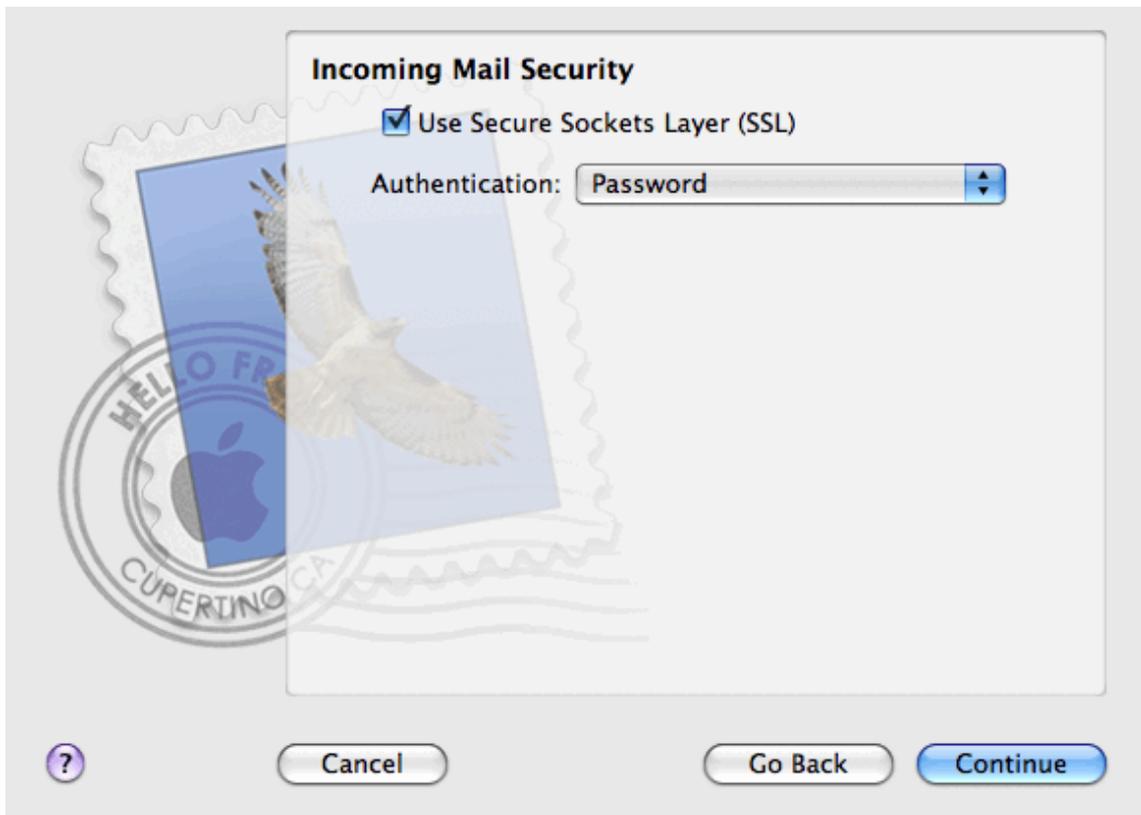
Password:

? Cancel Go Back Continue

6. Click **Continue**.
7. (Optional) Specify the incoming mail security options:
 - a. Select the **Use Secure Sockets Layer (SSL)** check box.
 - b. Select the authentication method.

Keep the default method if you are not sure which to select.

Apple Mail displays this setup screen only if a mail server bundled with the Panel supports SSL for the selected account type (POP or IMAP).



8. Click **Continue**.
9. Fill in the following outgoing mail server information:
 - **Outgoing Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
 - **Use only this server:** selected.
 - **Use Authentication:** selected.
 - **User Name:** enter your full e-mail address.
 - **Password:** leave it auto-completed (Apple Mail takes it from the previous step).

Outgoing Mail Server

Description: (optional)

Outgoing Mail Server: example.com

Use only this server

Use Authentication

User Name: johnd@example.com

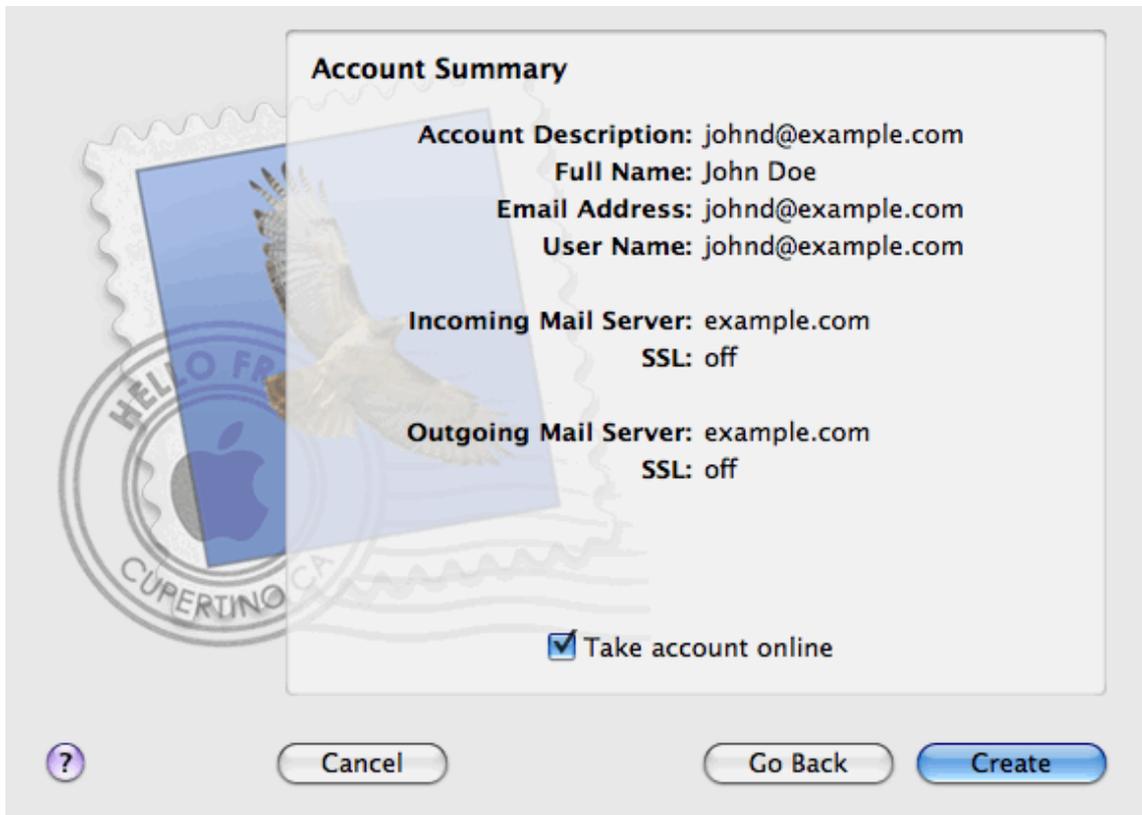
Password:

? Cancel Go Back Continue

10. Click **Continue**.

Apple Mail displays overall description of the mail account that is going to be created.

11. Select the **Take account online** check box and click **Create**.



Setting Up an E-mail Forwarder

In this chapter:

Using a Forwarder Together with Your Mailbox.....	43
Turning Your Mail Account into a Mail Forwarder without Mailbox.....	44
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Using a Forwarder Together with Your Mailbox

To add mail forwarding service to your mail account (messages will be processed by anti-virus and spam filter, kept in your mailbox, and their copies will be forwarded to the specified address):

1. On your Home page, click **Mailbox** in the **Tools** group.
2. Make sure that the **Mailbox** check box is selected.
Without a mailbox, you will not be able to apply anti-virus and spam filtering.
3. Click **OK**.
4. Click **Redirect** in the **Tools** group.
5. Select the **Redirect** check box.
6. Type the destination e-mail address to which you would like to forward e-mail.
7. Click **OK**.

Note: You will need to clean up the contents of your mailbox from time to time: messages are not deleted automatically after forwarding.

Turning Your Mail Account into a Mail Forwarder without Mailbox

➤ *To turn your mail account into a mail forwarder that will forward messages without keeping them on the server:*

1. On your Home page, click **Mailbox** in the **Tools** group.
2. Make sure that the **Mailbox** check box is not selected.
3. Click **OK**.
4. Click **Redirect** in the **Tools** group.
5. Select the **Redirect** check box.
6. Type the destination e-mail address to which you would like to forward e-mail.
7. Click **OK**.

Switching off Mail Forwarding

➤ *To switch off the mail forwarding service:*

1. On your Home page, click **Redirect** in the **Tools** group.
2. Clear the **Redirect** check box and click **OK**.

Setting Up a Mailing List

➤ *To use your mail account as a mailing list:*

1. Go to **Mail Group > Add New Member**.
2. Type the e-mail address you need.
3. Click **OK**.
4. Repeat the steps from 2 to 4 to add as many e-mail addresses as needed.
5. Click **Switch On** in the **Tools** group.

In this chapter:

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Unsubscribing Users from Your Mailing List	46
Switching off the Mailing List Service	46

Subscribing Users to Your Mailing List

➤ *To subscribe users to the mailing list:*

1. Go to **Mail Group > Add New Member**.
2. Type the e-mail address you need.
3. Click **OK**.

Unsubscribing Users from Your Mailing List

➤ *To unsubscribe users from the mailing list:*

1. On your Home page, click **Mail Group**.
2. Select the check box corresponding to the e-mail address you wish to unsubscribe.
3. Click **Remove**. Confirm the operation and click **OK**.

Switching off the Mailing List Service

➤ *To switch off the mailing list service:*

1. On your Home page, click **Mail Group**.
2. Click **Switch Off** in the **Tools** group.

Setting Up an Automatic Reply

If you are going on vacation and will not be able to check your mail for a while, you may want to leave a vacation notice that will be automatically sent to your correspondents once they send e-mail to your address. This is done with automatic reply facility, also referred to as autoresponder. Aside from vacation notices, organizations can use automatic replies to notify customers that their orders or technical support requests were received and will soon be processed. Automatic replies can include prewritten messages in plain text or HTML format, and they can contain attached files as well.

➤ ***To set up an automatic reply for your mailbox:***

1. On your Home page, click **Autoresponders** in the **Tools** group.
2. If you are not going to attach any files to the automatic reply, proceed to the step 3. To attach a file to the automatic reply:
 - a. Click **Attachment Files** in the **Tools** group.
 - b. Click **Browse** to locate the file, and once selected, click **Send File**.

The file will be added to the attachment files storage, and you will be able to attach this file to a number of different automatic replies.
 - c. Once finished, click **Up Level** and proceed to the next step.
3. Click **Add New Autoresponder** in the **Tools** group.
4. Configure the automatic reply:
 - a. Type a name for this automatic reply into the **Autoresponder name** box.

For example, 'Vacation notice'.
 - b. If you want your incoming mail to be forwarded to another e-mail address while you are away, specify an e-mail address in the **Upon automatic response, forward the original message to the specified e-mail** box.
 - c. If you want this automatic reply to be sent in reply to any incoming e-mail message, in the **Conditions** group, leave the **always respond** option selected. If you wish to automatically reply only to e-mail messages that contain specific words in the message text or subject line, select the appropriate option, and type the word combination in the input box.
 - d. By default, the subject line of incoming e-mail will be inserted into the automated reply. To use a custom subject, type it into the **Reply** subject input box.

- e. As your correspondents may not figure out that the message they received from you was an automatic response, they may want to respond to your auto-reply. So, you should specify your e-mail address as the **Return address**, otherwise, their messages will be directed at the autoresponder's address.
 - f. Specify the automatic reply message format (**plain text** or **HTML**) and character encoding (**UTF-8** is recommended). If you use HTML tags in your auto-reply message, you should select the **HTML** option.
 - g. Type your message in the **Reply with text** field.
 - h. To limit the number of automated responses per day to the same e-mail address, enter the desired number in the respective input box under **Limits**.

The default setting is to respond no more than ten times in one day to the same e-mail address.
 - i. To reduce mail server load, you may want to limit the number of unique addresses that the autoresponder will remember. To do this, enter the desired number into the **Store up to** box.
 - j. Attach your files, if needed. To do this, click the **Add New Attachment** button, select the check box corresponding to the file that you previously uploaded to the attachment storage, and click **OK**. To remove an attached file from the automatic reply, select the corresponding check box, and click **Remove**.
5. Click **OK**.
6. Click **Switch On** in the **Tools** group.

In this chapter:

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Switching off Automatic Reply

➤ *To switch off the automatic reply:*

1. On your Home page, click **Autoresponders** in the **Tools** group.
2. Click **Switch Off**.

The automatic reply is now switched off. Its settings are saved in the control panel as a reusable template, so the next time you need to use this automatic reply, repeat the above procedure, clicking **Switch On** on the last step.

Deleting an Automatic Reply Template That You No Longer Need

➤ *To delete an automatic reply configuration that you no longer need:*

1. On your Home page, click **Autoresponders** in the **Tools** group.
2. Select a check box corresponding to the configuration name, and click **Remove**. Confirm removal and click **OK**.

Monitoring Connections to Your Control Panel

- ***To find out who is logged in to your control panel at the moment:***
1. Click the **Sessions** shortcut in the navigation pane. All sessions including yours will be presented and the following details will be displayed:
 - **Type.** A type of control panel user who established the session:  for mailbox owner.
 - **Login.** The login name the user is logged in as.
 - **IP address.** The IP address from which the control panel is accessed.
 - **Login time.** The date and time when the user logged in to the control panel.
 - **Idle time.** The time that user was not doing anything in the control panel while being logged in.
 2. To refresh the list of user sessions, click **Refresh**.
 3. To end a user session, select the respective check box and click **Remove**, then confirm removal and click **OK**.

Using Help Desk to Request Assistance From Your Provider

If your service provider offers the Help Desk solution integrated with the control panel, then you can use it to report your problems to your provider's technical support staff.

Note: If there is no Help Desk link in the navigation pane of your Panel, then it means that Help Desk is not available. In such a case, you should use other means to contact your hosting service provider when you need assistance.

In this chapter:

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Closing the Ticket When Your Problem is Resolved.....	52

Submitting a Problem Report to Your Provider

➤ ***To submit a problem report to your service provider:***

1. Go to **Help Desk > Add New Ticket**.

Note: If there is no Help Desk link in the navigation pane of your Panel, then it means that Help Desk is not available. In such a case, you should use other means to contact your hosting service provider when you need assistance.

2. Type the ticket subject, select the category the issue is related to, and type in the problem description.
3. Click **OK**.

The ticket is now submitted to the system and sent to your provider. You will be notified by e-mail when the issue is resolved.

Posting a Comment to Your Problem Report

➤ *To post a comment to your problem report:*

1. Go to **Help Desk**, locate the ticket you need and click its subject or identification number.
2. Select the **Comment ticket** option from the **Ticket Event** drop-down box, and type your comment into the **New Comment** input field.
3. Click **OK**.

Closing the Ticket When Your Problem is Resolved

➤ *To close a ticket:*

1. Go to **Help Desk**, locate the ticket you need and click its subject or identification number.
2. Select the **Close ticket** option from the **Ticket Event** drop-down box, and type your comment into the **New Comment** input field, if required.
3. Click **OK**.