

## WebAdmin Tutorial

As a WebAdmin administrator you should be able to create new email accounts for your domain. Here is a short tutorial on how you can do so:

1. Connect to <http://mail.snworks.com:1000> in your web browser (i.e. Internet Explorer). The "Heavy" theme is used for this tutorial.
2. Log in with your full email address as your username and with your password.
3. Once logged in, click the domains button on the bottom left.
4. Choose the Users link for your domain.
5. Fill in the fields for creating a new email address. Enter the name, full email address (i.e. johnsmith@synergy-networks.com) and the password you would like to use and then press the create button. The password needs to be a smart password. Smart passwords contain at least 5 characters, a capitol letter, a lower case letter, and a number. \*
6. Now the account configuration page will pop-up. On this page you can confirm the email address and password and then select save changes.
7. Now the setup is complete. Log out of WebAdmin and test the email account. \*\*

\* Our email server has a default account deletion setting if an account is inactive for 180 days. If you would like to set this to happen after a shorter or longer amount of time you can do so by setting the, "delete account if inactive for more than x days" option on the Account Configuration page. Set the amount of days to the duration you prefer.

\*\* If you need help setting up your new email account in Outlook or Outlook Express, please contact us at Synergy Networks, Inc. We have a tutorial that can help you through that process also.



WebAdmin

Logged in as: admin@testdomain.com

Statistics for admin@testdomain.com

Messages	0
Messages Allowed	500
Disk Space Used	0Kb
Disk Space Allowed	50000

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WebAdmin

Logged in as: admin@testdomain.com

Domains

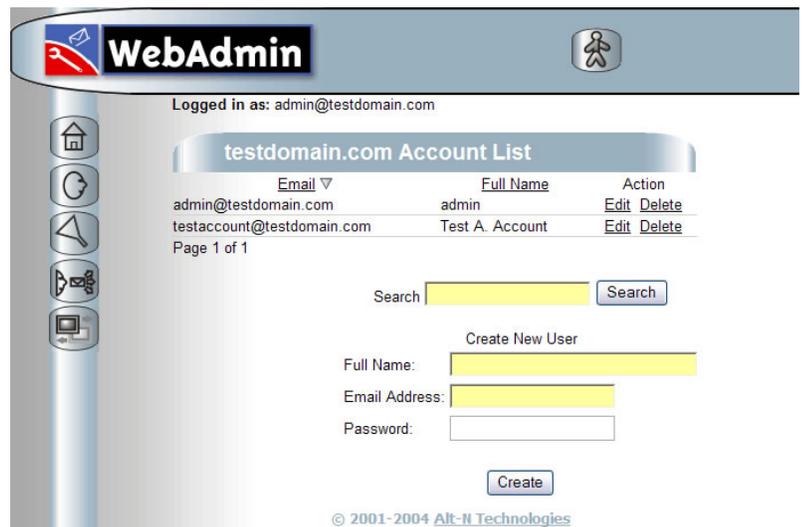
Domain ▾

testdomain.com

Admins Users Lists New User Aliases

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WebAdmin

Logged in as: admin@testdomain.com

testdomain.com Account List

Email ▾	Full Name	Action
admin@testdomain.com	admin	Edit Delete
testaccount@testdomain.com	Test A. Account	Edit Delete

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Search  Search

Create New User

Full Name:

Email Address:

Password:

Create

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Logged in as: admin@testdomain.com



## MDaemon account test@testdomain.com

**My Account** IMAP Filters Subscribed Lists

Mailbox	<input type="text" value="test"/>
Allow POP Access	<input type="button" value="Yes"/> ▾
Auto Decode Messages	<input type="button" value="No"/> ▾
Password	<input type="text"/>
Reenter Password	<input type="text"/>
Account Can Access Email Via WorldClient	<input type="button" value="Yes"/> ▾
This Account Is Currently Forwarding Mail	<input type="button" value="No"/> ▾
Retain A Copy Of Forwarded Mail	<input type="button" value="Yes"/> ▾
Forwarding Address(es)	<input type="text"/>
Auto Responder Text (5000 chars maximum) Clear Text to cancel auto responder	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
Auto Responder Start Time (yyyy-mm-dd) (clear date for none):	<input type="text"/> ... 12 ▾ 00 ▾ AM ▾
Auto Responder End Time (yyyy-mm-dd) (clear date for none):	<input type="text"/> ... 12 ▾ 00 ▾ AM ▾
This account uses domain defaults for pruning	<input type="button" value="Yes"/> ▾
Delete account if inactive for more than x days (0 to disable)	<input type="text" value="0"/>
Delete messages if older than x days (0 to disable)	<input type="text" value="0"/>
Delete deleted IMAP messages if older than x days (0 to disable)	<input type="text" value="0"/>
Delete old messages from IMAP folders as well	<input type="button" value="No"/> ▾