

Domain Administration

Purpose:

1. To serve as a basic introduction to account administration for your domain.
2. As the administrator for your domain, you have access to creating, removing, or updating of user account information.

Getting Started:

3. Once logged into the system you will see a screen like this.

Domain test-domain.com ?

[Accounts](#) | [Domain Settings](#) | [Account Defaults](#) | [Alerts](#) | [Security](#) | [WebUser](#) | [WebAdmin](#)

Create Account

MultiMailbox
Template

Import Accounts

Browse...

Create Group

Forwarders

Display
100
Filter:

Groups (0 of 0)
 Forwarders (0 of 0)
 Accounts (2 of 2)
 Show Account Info

Account	Type	Storage	Last Access
kthomas	MultiMailbox		
mjones	MultiMailbox		

4. A list of all accounts in your domain appears on the Domain administration page under Settings. (Note: if this is a new domain and you have not yet created any accounts, no accounts will be listed)

5. Once you have created a user's account, the user will be able to access his/her email account by going to <http://mail.domain.com/> where 'domain.com' is your domain.

To create a new account:

6. Type a new account name into the field on the right side of the Create Account button. (The account name becomes the person's E-mail name, so account names should contain only letters, digits, dash and point signs)

Domain test-domain.com ?

Accounts	Domain Settings	Account Defaults	Alerts	Security	WebUser	WebAdmin
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MultiMailbox

[Template](#)

7. Select one of the options for the type of mailbox to create:

- **Multimailbox (Default)** - This will create a mailbox for the specified user. The user will have an "inbox" mailbox by default. The user can create additional mailboxes using any IMAP client software, or using the CommuniGate Pro Web E-mail Interface.
- **TextMailbox and MailDirMailbox** - This will create an account containing only the "inbox" folder. The user cannot create other mailboxes.

8. Click the Create Account button. When a new account is created, its name appears in the Accounts list.

9. Once the new account is created you must Specify the account settings.

Specifying Account settings:

Once you create an account you then specify the settings for that account.

10. Click on the account name in the accounts list. The Settings page appears for that account.

test-domain.com account kthomas ?

Settings	Access Rights	Rules	RPOP	WebSite	WebUser Prefs
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Real Name:	<input type="text" value="k Thomas"/>
CommuniGate Password:	<input type="password" value="*****"/>

<p>CommuniGate Password</p> <p>Allow to Use: <input type="text" value="default (Yes)"/></p> <p>Allow to Modify: <input type="text" value="default (Yes)"/></p> <p>Encryption: <input type="text" value="default (clear)"/></p>	<p>Server OS Integration</p> <p>Server OS UserName: <input type="text" value="default (*)"/></p> <p>Enable OS Password: <input type="text" value="default (No)"/></p>
<p>Secure Login</p> <p>Required: <input type="text" value="default (No)"/></p>	<p>External Authentication</p> <p>Allow to Use: <input type="text" value="default (No)"/></p>

Enabled Services

default
 +Mail
 +POP
 +IMAP
 +PWD
 +ACAP
 +WebMail
 -WebSite
 +Relay
 +Mobile

11. For "Real Name" enter the users name.
12. Create a password for the user. (This will be the password this user will use to access his/her account
13. If you would like the account user to not be able to modify his/her own password, change the "allow to modify" option to "no".
14. Click "Update" to save the Real Name and Password you have entered.
15. to go back to the domain admin page, click on your domain name at the top of the page.

Renaming Accounts:

This allows you to change the email address of the account only. All email will remain in the account, and all other settings for the account will not be altered.

16. Click on the account name to edit the Account Settings for that account.
17. Scroll to the bottom of the page and enter a new account name into the "New Account Name" field.

New Account Name:

18. Click on the "Rename Account" button. (You cannot rename an account when it is in use, or if another account with that name exists for your domain)

Removing Accounts:

19. Click on the account name to edit the Account Settings for that account.

20. Scroll to the bottom of the page, and click "Remove Account".

New Account Name:

Vacation Messages and Mail Forwarding

If you would like to forward mail for a particular users account, or set a vacation message for that account.

21. Click on the account name in the accounts list. Then click on the "Rules" link at the top of the page.

test-domain.com account kthomas ?

Settings	Access Rights	Rules	RPOP	WebSite	WebUser Prefs
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Priority	Name	Edit	Delete

Auto-Reply

Redirect All Mail to:

Keep a Copy
 Do not Redirect Automatic Messages

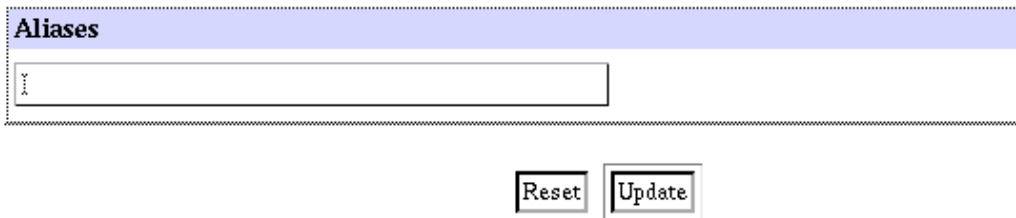
22. Set a Vacation Message put a check in the box that says "Auto-Reply". Then Type the vacation message in the box below.

23. To forward mail for the account to another email address, put a check in the box that says "Redirect All Mail To" and then type in one or more email addresses in the box below. (If you do not wish to keep a copy you can take the check out of the box that says "keep a copy")

24. Click "Update" to save your settings.

Specifying Account Aliases:

25. Each account can have aliases (alternative names). For example: If the account "kthomas" has the "k.thomas" alias, mail directed to "k.thomas" will be stored in the "kthomas" account.



Aliases

26. You can modify existing aliases, add an alias by typing a new name in the empty field, and remove an alias by deleting it from its field. Use the Update button to update the list of account aliases. (Alias names should not be the same as the name of some other account, alias, or a mailing list in the same domain.)