



Webmail User Admin Guide
November 30, 2005

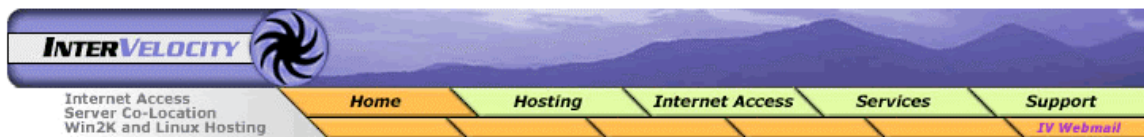
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About This Document

This document is intended to be a quick reference guide to follow for administering email accounts via InterVelocity Webmail. Please refer to any other topic specific documentation as needed.

Login to WebMail

- Open a web browser and go to www.intervelocity.com



- Click the IV Webmail button in the upper right corner.

User ID
admin@yourdomain.com

Password
[Masked]

Log In

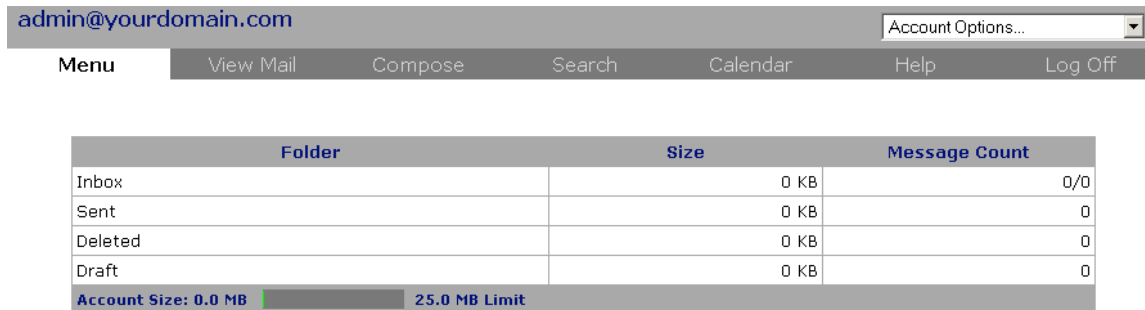
Check here if others use this computer and you wish to expire page views (increased security).

Check here if this is your private computer and you want to use cookies to store your log-in information.

- Enter your admin ID and password and click Log In

Using Webmail

- Upon successful login you will see this screen:

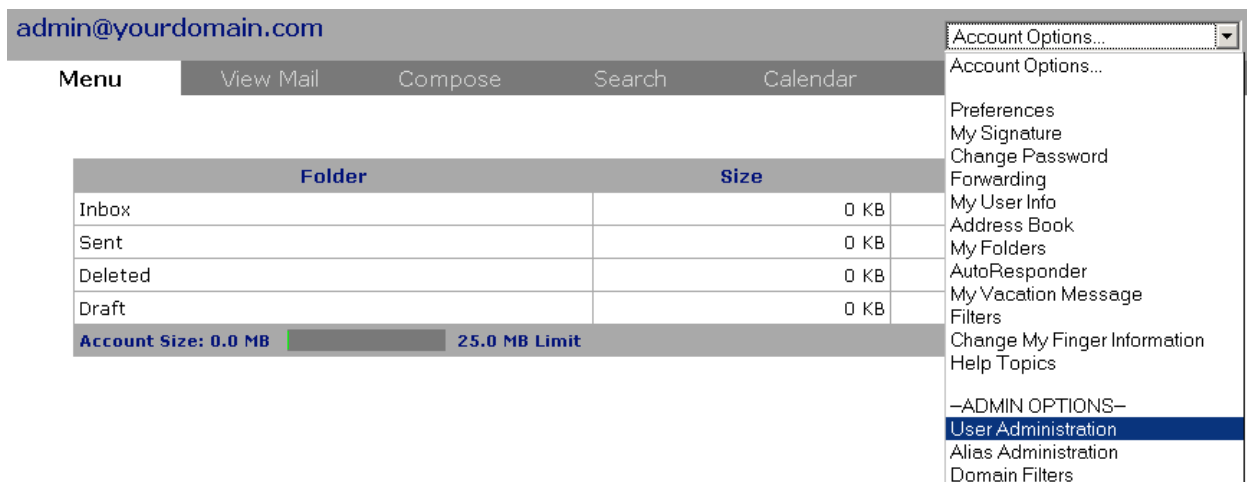


The screenshot shows the top navigation bar with the email address `admin@yourdomain.com` on the left and an "Account Options..." dropdown menu on the right. Below this is a main menu with buttons for "View Mail", "Compose", "Search", "Calendar", "Help", and "Log Off". The central area contains a table with three columns: "Folder", "Size", and "Message Count".

Folder	Size	Message Count
Inbox	0 KB	0/0
Sent	0 KB	0
Deleted	0 KB	0
Draft	0 KB	0

At the bottom of the table area, there is a progress bar for "Account Size: 0.0 MB" and a "25.0 MB Limit" indicator.

- The main menu bar will allow you to perform email functions, ie read and send email right from the web. The dropdown menu in the upper right corner.



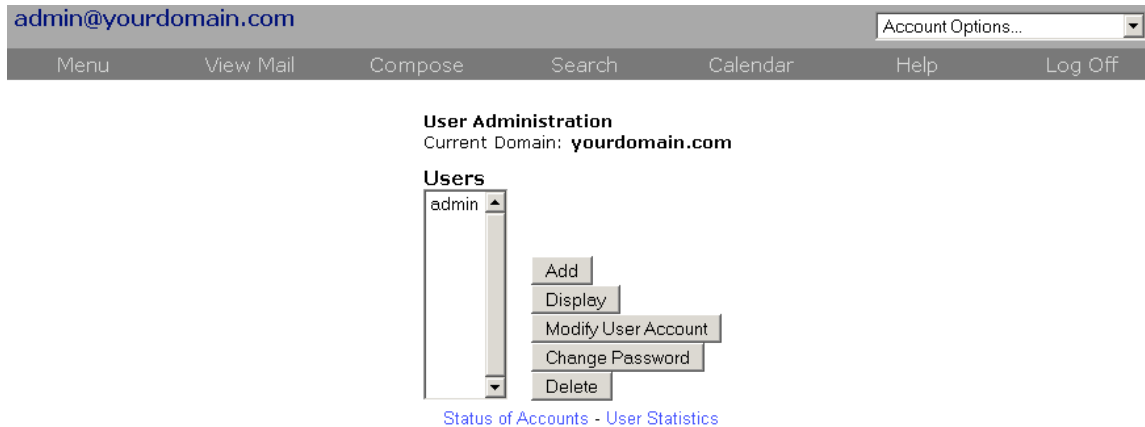
This screenshot is similar to the previous one, but the "Account Options..." dropdown menu is open, showing a list of settings and administrative options. The "User Administration" option is highlighted in blue.

- Account Options...
- Account Options...
- Preferences
- My Signature
- Change Password
- Forwarding
- My User Info
- Address Book
- My Folders
- AutoResponder
- My Vacation Message
- Filters
- Change My Finger Information
- Help Topics
- ADMIN OPTIONS-
- User Administration**
- Alias Administration
- Domain Filters

User Administration

- Select **User Administration** from the -ADMIN OPTIONS-

- On the user administration screen you will see a list of all current users. From here you can add, remove, modify, or change passwords for an account.



Add User

- From the user administration screen, click the **Add** button

User Attributes	
<input type="checkbox"/> User cannot change password	<input checked="" type="checkbox"/> Allow Web access
<input type="checkbox"/> Account access disabled	<input type="checkbox"/> List Administrator
<input type="checkbox"/> Hide From Information Services	<input type="checkbox"/> User cannot modify LDAP attributes
<input checked="" type="checkbox"/> Enable Spell Checking	<input type="checkbox"/> Enable Calendaring

User ID

User IDs may be from 3 to 30 characters long and may consist only of alphanumeric, '_', '-' and periods.

Password

Passwords may be from 3 to 30 characters long and cannot contain spaces.

- Enter the requested information and click **Save**.
- Leave the default attributes.
- When choosing a password, mixing lower and uppercase letters and numbers of 6-8 characters will provide greatest security. Never ever use the User ID as the password!

Changing Password

- To change a password, select the user from the list on the user administration screen and click **Change Password**.

The screenshot shows a web interface for a user named 'admin@yourdomain.com'. At the top, there is a navigation bar with links: Menu, View Mail, Compose, Search, Calendar, Help, and Log Off. Below this is a 'Change Password' form. The form displays the user's ID as 'mailuser' and the current domain as 'yourdomain.com'. A note states: 'Passwords may be from 3 to 30 characters long and cannot contain spaces.' There are two input fields: 'Password:' and 'Confirm Password:', both containing masked characters. A 'Save' button is located at the bottom right of the form.

- Type in the new password and confirm then click **Save**.
- Remember, the password is there to protect you and the rest of the internet from malicious attacks. It cannot be stressed enough that the password should be difficult to compromise. 6-8 characters, a mix of numbers, capital, and lower case letters is highly recommended. Never use the User ID as the password!

Deleting a User

- To delete a user, select the ID from the user administration screen and click **Delete**. When you are asked to verify click **OK**.

Alias Administration

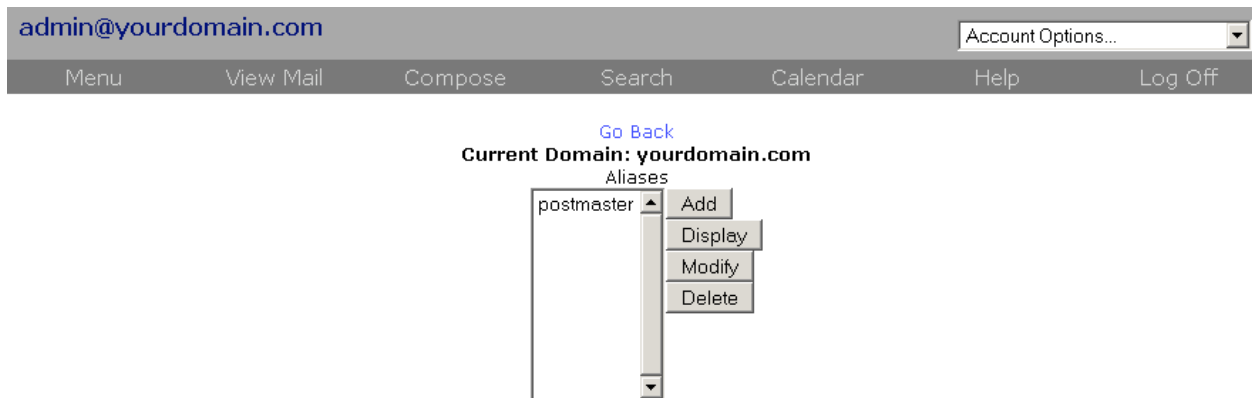
- Select **Alias Administration** from the dropdown menu

The screenshot shows the same web interface as above, but with the 'Account Options...' dropdown menu open. The menu items are: Account Options..., Preferences, My Signature, Change Password, Forwarding, My User Info, Address Book, My Folders, AutoResponder, My Vacation Message, Filters, Change My Finger Information, Help Topics, --ADMIN OPTIONS--, User Administration, Alias Administration (highlighted), and Domain Filters. Below the menu, a table shows the folder structure:

Folder	Size
Inbox	0 KB
Sent	0 KB
Deleted	0 KB
Draft	0 KB

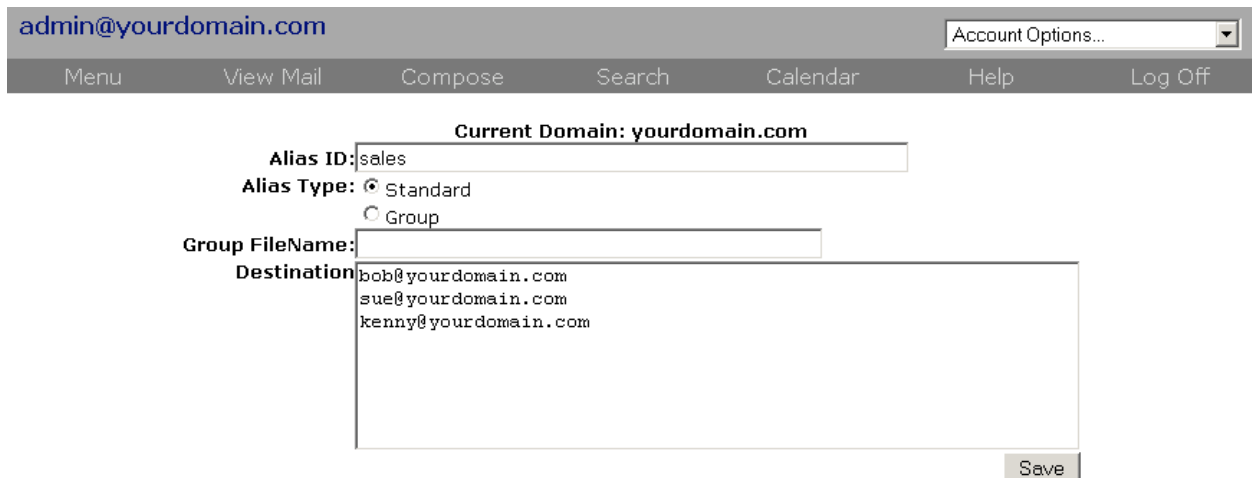
Account Size: 0.0 MB | 25.0 MB Limit

- On the alias administration screen you will see a list of all current aliases. From here you can add, display, modify, and delete alias addresses.



Add Alias

- From the alias administration screen, click the **Add** button



Alias ID Alias names are limited to 45 characters and must be created from the character set of A-Z, a-z, 0-9, '_' and '-'. The name cannot contain spaces and must be unique within the system but can override the userid.

Standard Aliases A standard alias can point to a single userid on the same system, multiple userids on the same system, a remote mail address, multiple mail addresses, another alias, or any combination of the same. Please enter one complete mail address per line. If Standard alias is greater than 128 characters, it gets converted into a Group alias. If a file name is given then it is taken as group file name; otherwise the alias name is taken as group file name.

Group Aliases A group alias points to a file that contains a list of valid mail addresses, one per line. Please type the complete path and name of file which contains list of valid mail addresses. Path name should be given in DOS 8.3 Format.

- Enter the Alias ID in the Alias ID field and enter the addresses in the destination field.

- To modify an alias, select the alias from the alias administration screen and click **Modify**.

The screenshot shows a web interface for managing email aliases. At the top, there is a header bar with the email address 'admin@yourdomain.com' on the left and a dropdown menu labeled 'Account Options...' on the right. Below the header is a navigation bar with links for 'Menu', 'View Mail', 'Compose', 'Search', 'Calendar', 'Help', and 'Log Off'. The main content area displays the following information:

- Current Domain:** yourdomain.com
- Alias:** postmaster
- Alias Type:** Standard
- File Name:** [Empty text input field]
- Destination:** admin@yourdomain.com [Large text area containing the destination email address]
- Save** [Button]

- Here you can add new destination addresses to the destination field.
- Note that this is the same screen you see if you select the alias and click **Display** only you can't edit the fields.

Deleting and Alias

- To delete an alias, select the alias from the alias administration screen and click **Delete**. When you are asked to verify click **OK**.