
Managing Your E-Mail Domain

Copyright © 2005 PhD Computing

Revision v1.0.1	Revision History 2005-02-25	MRJ
Revision v1.0.0	Clarified areas and added note about AOL 2005-01-01	MRJ
	Initial Release	

This tutorial explains how to manage the e-mail accounts on your domain.

Table of Contents

1. Signing into the Mail Administrator Tool	2
2. Navigating around the Mail Administration Tool	3
2.1. The Main Menu	3
3. Managing E-Mail Accounts	4
3.1. Creating a New E-mail Account	4
3.2. Working with Existing E-Mail Accounts	5
3.3. Changing the Details of an Existing Account	5
4. Managing Aliases and Forwards	7
4.1. Creating a New Alias	7
4.2. Creating a New Forward	8
4.3. Working with Existing Aliases and Forwards	9
5. Exiting the Mail Administration Tool	11

1. Signing into the Mail Administrator Tool

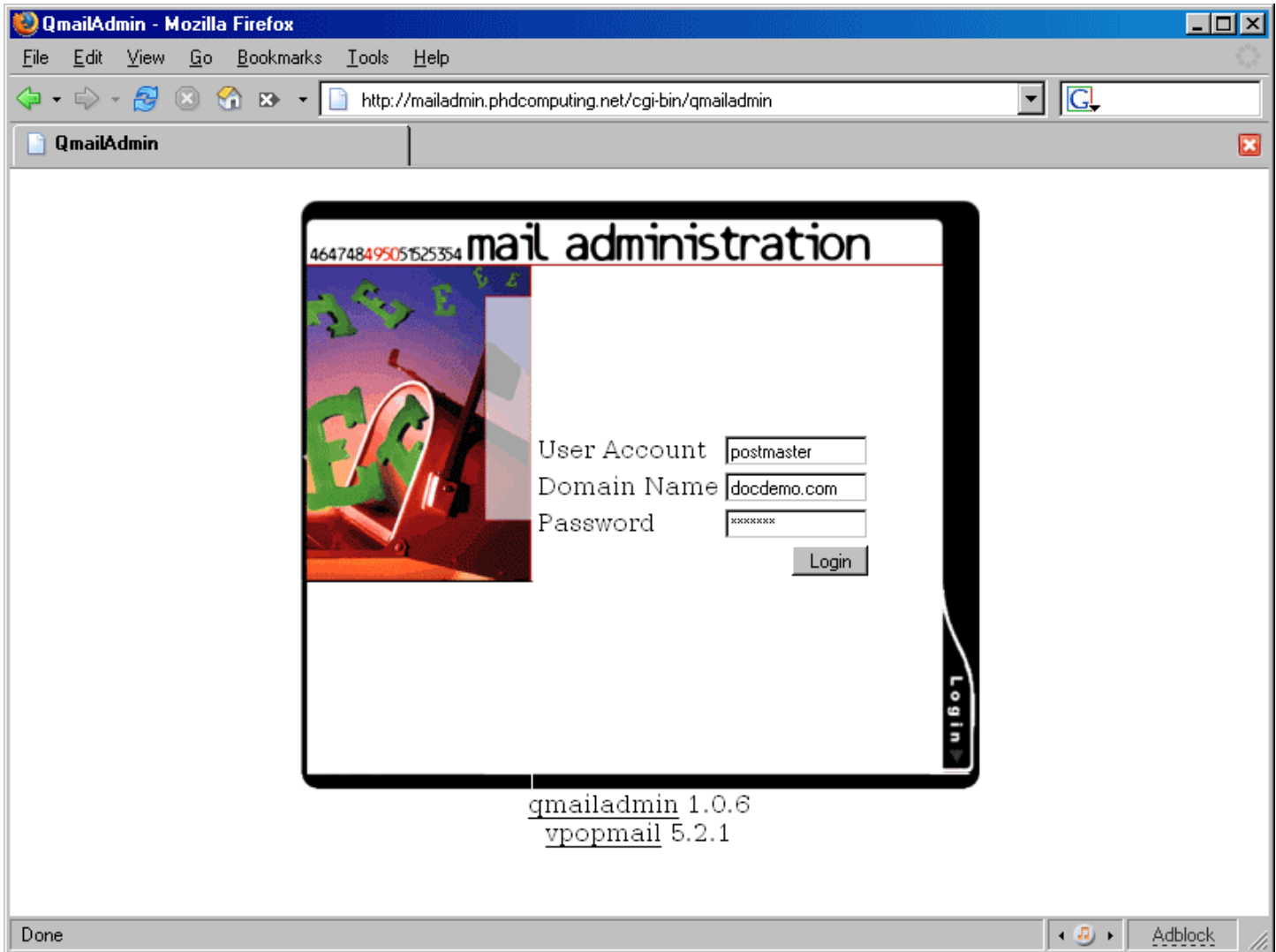
Our mail administration tool is web-based and can be used by going to <http://mailadmin.phdcomputing.net/>.

When you connect to the tool, you will be presented with a login page like the one below.



Note

It is recommended that you use an external browser such as Internet Explorer, Safari, or FireFox. Built-in browsers like AOL's internal browser may have problems.

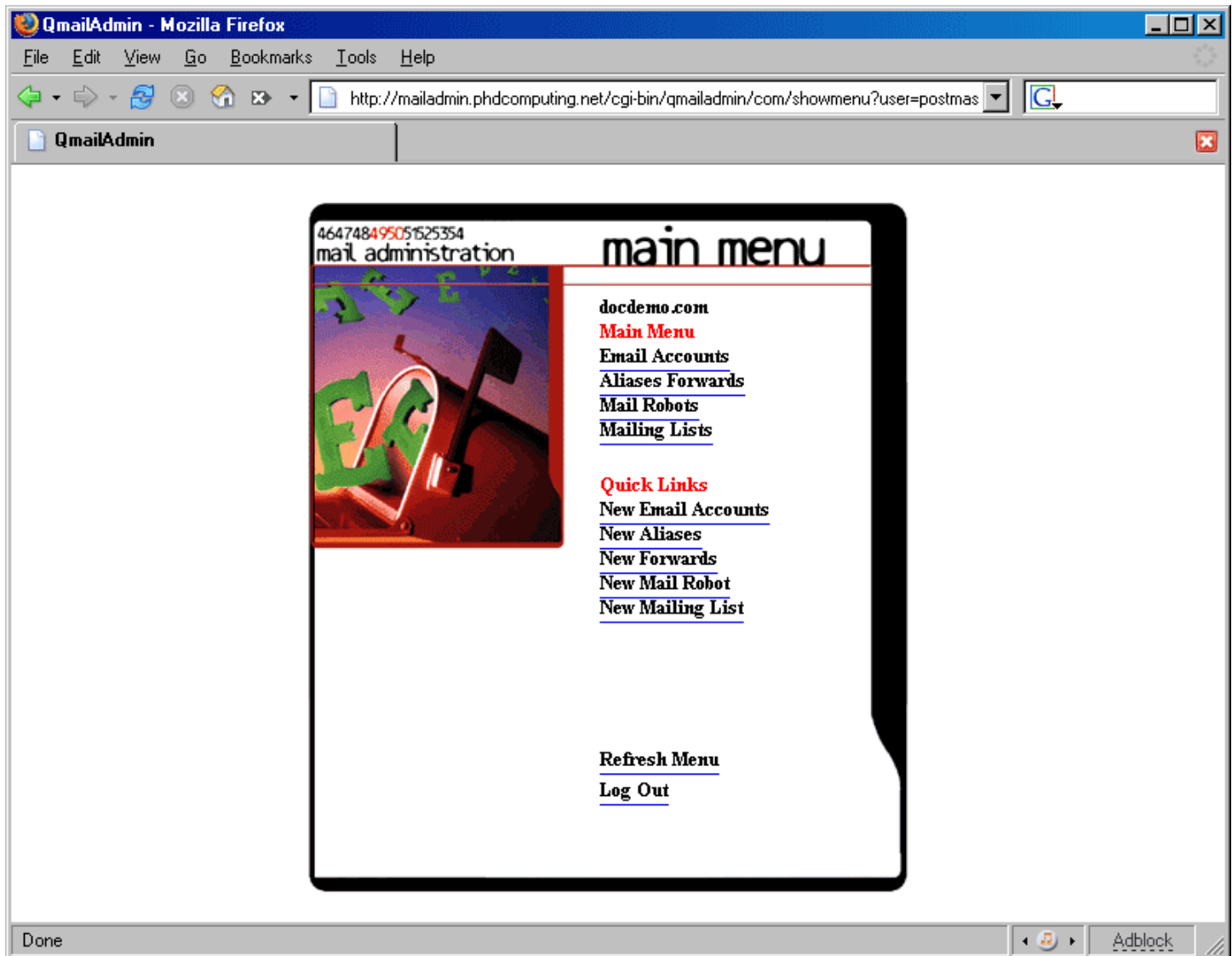


At this page, you need to enter the information for the administrative account for the domain (your postmaster password). The User Account should be "postmaster" and the domain should be the domain you are the administrator of. Once you enter in the needed information in all three boxes, you will be at the main menu.

2. Navigating around the Mail Administration Tool

2.1. The Main Menu

The Main Menu is the first section of the Mail Administration Tool you will see after logging in. It links to all of the functions that can be performed. To access a function, simply click on the link in the menu.



3. Managing E-Mail Accounts

3.1. Creating a New E-mail Account

The quickest way to create a new e-mail account is by clicking on the New Email Accounts link. This will bring you to the screen seen below.

Add Email account

Email Account @docdemo.com

Password

Password (again):

Real name

Subscribe the new user to the following mailing lists

List name	Subscribe user
<input type="text"/>	<input type="text"/>

[[Main Menu](#)]

Once the Add Email account window is up, you need to specify what you want before the @ sign, and type the password for the account twice. The Real Name is not used by anything, but can be handy when trying to figure out e-mail accounts from a list.

When you have filled out the form, click Add to create the e-mail account. Once you click Add, the account will be ready for use immediately and will begin to receive e-mail.

After the account is added, you will be put in the main E-Mail Accounts area. That area is described in the next section.

3.2. Working with Existing E-Mail Accounts

To see all the accounts you have on your domain, click on Email Accounts at the Main Menu. You will be presented with a list of all the accounts on your domain. The screen will be similar to the one shown below.

Email Accounts (docdemo.com)
Total Moderators: 4/11

CatchAll: Bounced

Email Account	Comment	Modify User	Delete Account	CatchAll Account
aoyamamoto	aoyamamoto			
chloe	chloe			
fred	fred			
postmaster	Postmaster			

Index:
[a](#) [b](#) [c](#) [d](#) [e](#) [f](#) [g](#) [h](#) [i](#) [j](#) [k](#) [l](#) [m](#) [n](#) [o](#) [p](#) [q](#) [r](#) [s](#) [t](#) [u](#) [v](#) [w](#) [x](#) [y](#) [z](#)
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

[[Set catchall email deleted](#) | [Set catchall bounced](#) | [Set remote catch all account](#)]

[[Create Email Account](#) | [Main Menu](#)]

All the main account functions can be accessed through this page. Simply click on the button for the function you want.



Note

Postmaster cannot be deleted because it is the administrative account for the domain

3.3. Changing the Details of an Existing Account

When you click on the modify button at the E-Mail Accounts page, you will see a screen like the one below. This screen will let you configure special settings for an account and also change the password.

To change the account password, just enter the new password twice in the form and click on Modify User.

This interface will also let you forward an e-mail account to another address or set up a vacation auto-responder.



Note

Please don't use the e-mail account configuration to set up general forwarding. There is a special section for forwarding addresses, and you won't have to worry about it occupying a paid account.

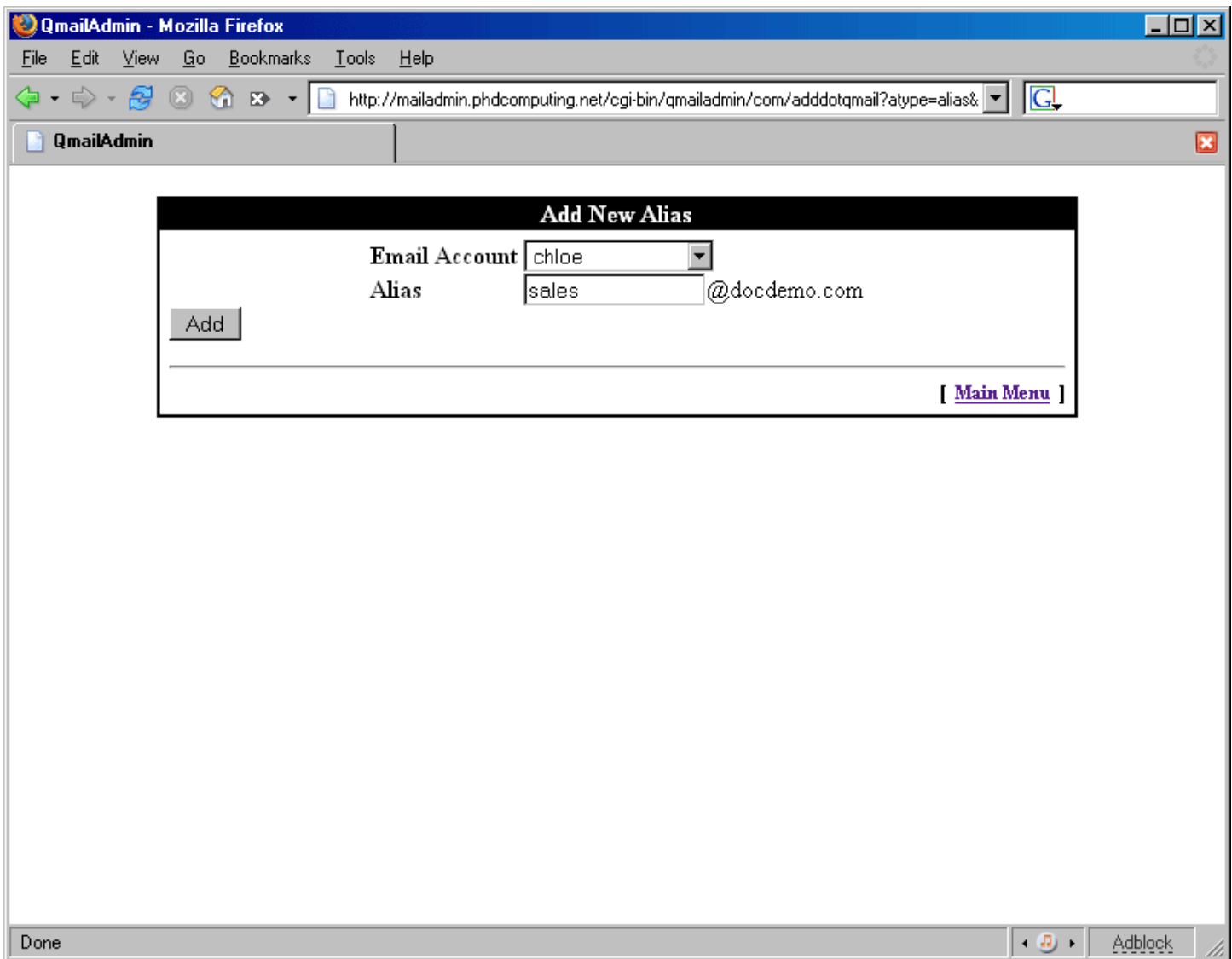
To enable a forward, just switch the radio button from the disabled setting to Enable Forward. An additional bonus is the Save Copy and Forward option. If you have a device like a Blackberry, or just want to monitor your mailbox while still keeping the messages in the box for later use, this option is for you. Just check the box and the system will keep the message in the mailbox while forwarding a copy to the forward address.

4. Managing Aliases and Forwards

Aliases and forwards both share the ability to make an e-mail address at your domain go to another address. In fact, they are practically the same. The only difference is what kind of forwarding they do. Aliases will allow you to forward the address to another account on your domain, while a forward will let you send to any e-mail address, including outside addresses. Aliases are faster because they stay in the system, so it is recommended you use aliases if you are only going to forward an e-mail address to another address on your domain. What you choose to add depends on where you want the forwarded mail to go.

4.1. Creating a New Alias

The quickest way to create a new alias is by clicking on the New Aliases link. This will bring you to the screen seen below.

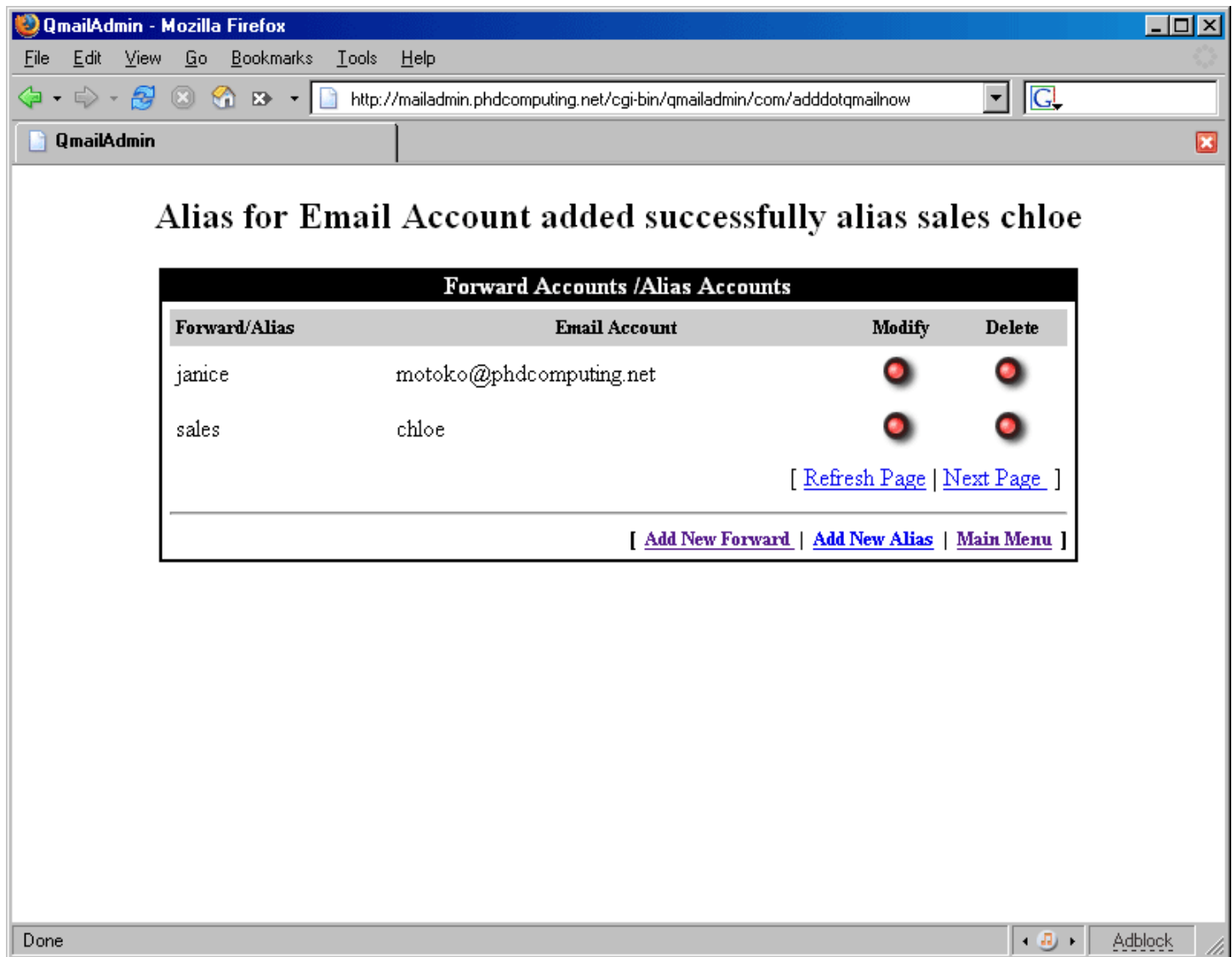


The screenshot shows a Mozilla Firefox browser window titled "QmailAdmin - Mozilla Firefox". The address bar contains the URL "http://mailadmin.phdcomputing.net/cgi-bin/qmailadmin/com/adddotmail?type=alias&". The main content area displays a form titled "Add New Alias". The form has two input fields: "Email Account" with a dropdown menu showing "chloe" and "Alias" with a text input field containing "sales" followed by "@docdemo.com". There is an "Add" button to the left of the "Alias" field. At the bottom right of the form, there is a link "[Main Menu]". The browser's status bar at the bottom shows "Done" and an "Adblock" extension icon.

Once the Add Aliases window is up, you will need to specify what local account you want the alias to send mail to, and what the e-mail address of the alias will be. You will only need to type what is in front of the @ sign.

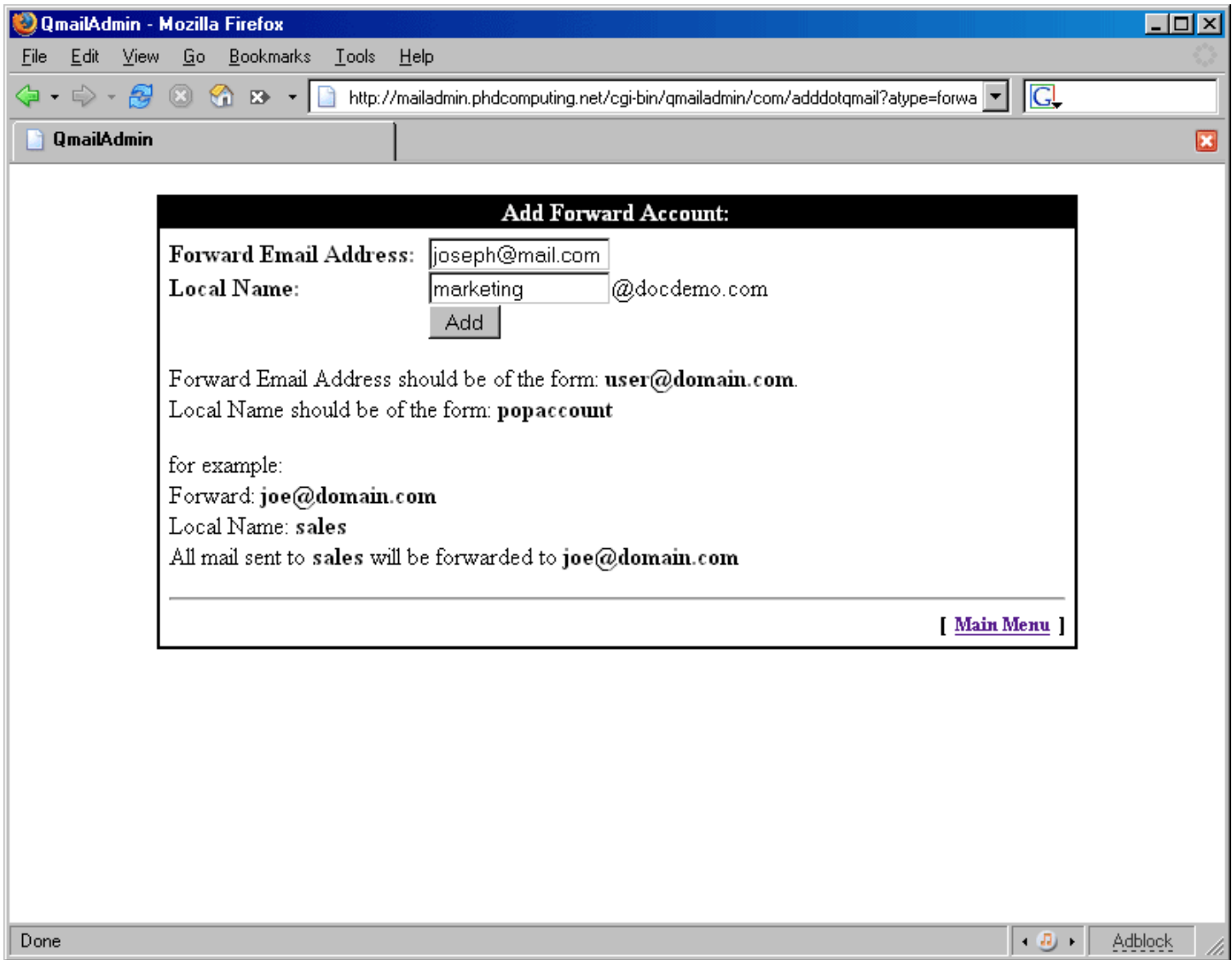
When you have filled out the form, click Add to create the alias.

After the alias is added, you will see a message at the top of a new screen that tells you of the success. It will look similar to the screen shown below. This screen is also the main Aliases and Forwards screen.



4.2. Creating a New Forward

The quickest way to create a new forward is by clicking on the New Forwards link. This will bring you to the screen seen below.



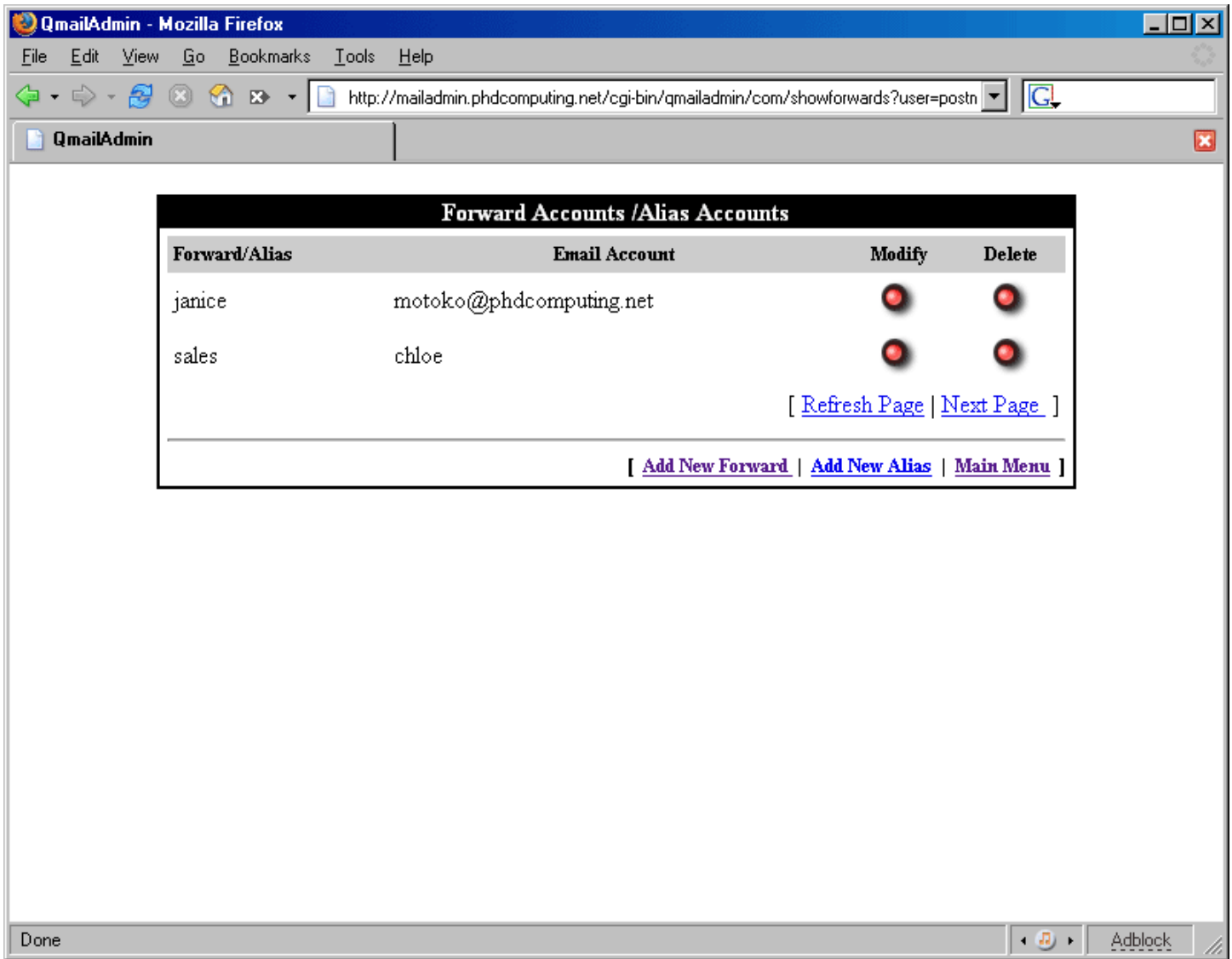
Once the Add Aliases window is up, you will need to specify what e-mail address you want the forward to send mail to, and what the e-mail address of the forward will be. You will only need to type what is in front of the @ sign for the forward address.

When you have filled out the form, click Add to create the forward.

After the forward is added, you will see a message at the top of a new screen that tells you of the success. It will look similar to the screen shown below. This screen is also the main Aliases and Forwards screen.

4.3. Working with Existing Aliases and Forwards

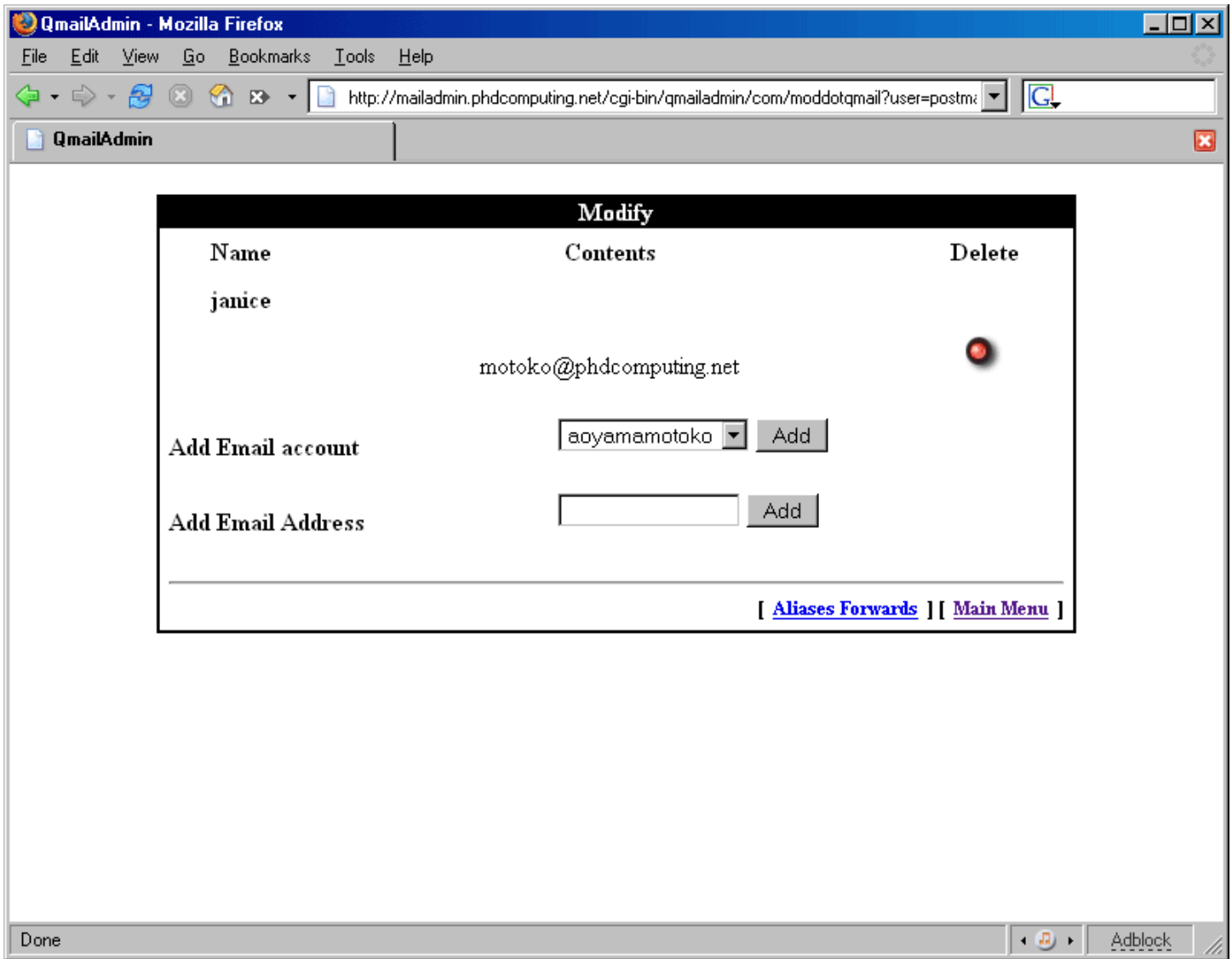
To see all the aliases and forwards you have on your domain, click on Aliases Forwards at the Main Menu. You will be presented with a list of all the accounts on your domain. The screen will be similar to the one shown below.



In this screen you will be able to see your existing aliases and forwards as well as change their setup or delete them altogether. You can have more than one e-mail account being forwarded to, and if that is the case, you will see multiple entries in the Email Account section.

To change the account being forwarded to, or to add additional accounts, simply click Modify.

When you get to the modify section, you will see something like the screen below.



As you can see, you can add an alias or a forward to any existing alias or forward. You can also delete existing entries in this dialog. Remember to use the an alias when forwarding to an e-mail account on the same domain.

5. Exiting the Mail Administration Tool

Once you are done with your domain setup, you can go to the main menu and click on Log Out to end your editing session. It is recommended you either use the Log Out option or close your browser to end your session.