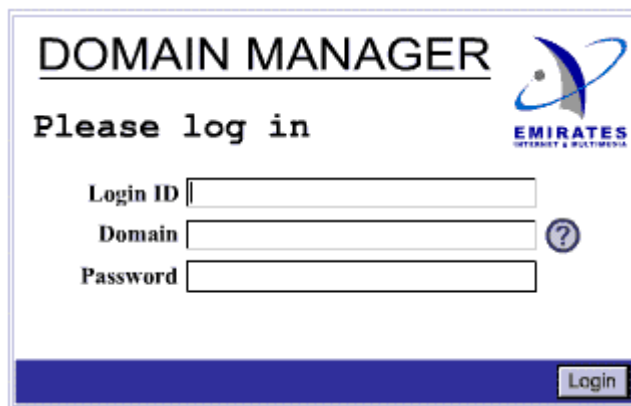## Mail Administration

The Domain Management Console

All mail administration activities can be carried out using the Domain Management Console.

The Domain Management Console is a web-based facility to allow you to create and edit email accounts, change email passwords, and set up email preferences. The Domain Management Console is equipped with online help and a glossary to help you in your mail administration activities.

Signing In

To access the mail administration facility, go to http://console.businessone.net.ae

- In the Login ID field, enter your mail administration username. This field is case sensitive.
- In the domain field, enter your given domain, i.e, web site address WITHOUT the www. Therefore, if your domain name is www.media.co.ae, enter media.co.ae
- In the Password field, enter your mail administration password. This field is case sensitive.
- Click on the Login button. The Management Home Page will be displayed.

The Management Home Page contains information about your domain and quotas. It also displays the main menu of functions on the left of the screen.

To perform a function, click on its corresponding menu button on the left.

Getting Help

- The symbol ⑦ next to a field means that help is available for that field. For example, click on ⑦ next to the Domain field to view help for the Domain field.
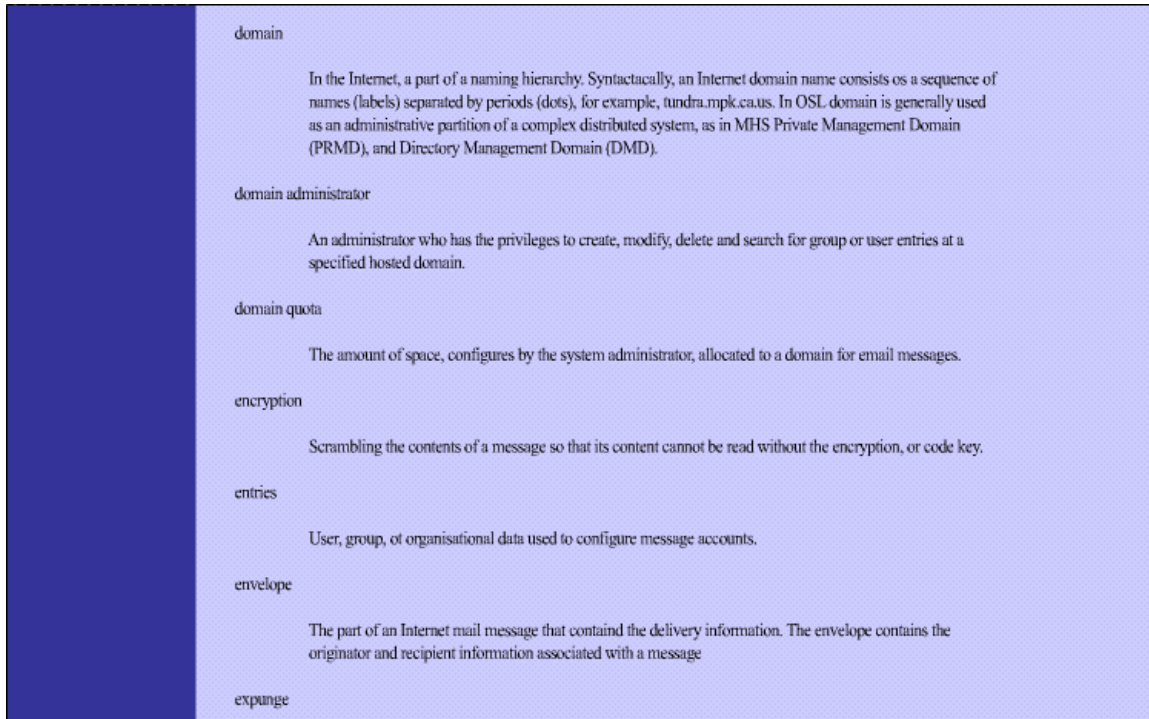
In the help screens, click on any underlined (hyperlinked) term to get a definition of that term from the glossary. In this example, click on <u>domain</u> to view its definition.

domain

In the Internet, a part of a naming hierarchy. Syntactacally, an Internet domain name consists os a sequence of names (labels) separated by periods (dots), for example, tundra.mpk.ca.us. In OSL domain is generally used as an administrative partition of a complex distributed system, as in MHS Private Management Domain (PRMD), and Directory Management Domain (DMD).

domain administrator

An administrator who has the privileges to create, modify, delete and search for group or user entries at a specified hosted domain.

domain quota

The amount of space, configures by the system administrator, allocated to a domain for email messages.

encryption

Scrambling the contents of a message so that its content cannot be read without the encryption, or code key.

entries

User, group, ot organisational data used to configure message accounts.

envelope

The part of an Internet mail message that containd the delivery information. The envelope contains the originator and recipient information associated with a message

expunge

Managing Email Accounts

To create and edit email accounts and distribution lists, sign in to the Domain Management Console, and click on the corresponding menu button on the left of the Management Home Page .
For example, to create a user, click on the Create User button to create a new email account.

Create a New E-mail Account

Home	
Create User	
Edit User	
Create Distribution List	
Edit Distribution List	
Personal Preferences	
Change My Password	
My Forwarding Rules	
My Vacation Rules	
My Distribution List Subscriptions	
Logout	

Login ID

First Name

Middle Initial (s)

Last Name

Password

RetypePassword

Prefered e-mail address

Additional e-mail addresses

Middle Initial (s) domain default **Megabytes**

[Create user] [Reset]

The "plus" sign ✚ indicates an optional input field

For help at any point, click on the ⑦ symbol to view help on the topic or the field where the symbol appears.

The symbol ✚ indicates that the field is optional.

It is recommended that you use as complete a name as possible in creating email accounts. For example, to create an account for Ali Ahmed at Media Inc, it is suggested that you use ali.ahmed. Therefore, if the domain for Media Inc. is www.media.co.ae, Ali Ahmed's email address is ali.ahmed@media.co.ae

Aliases

When you create an email account, you have the option of using the account itself as the email address, or you can create one or more aliases to correspond to the email account. For example, if Ali Ahmed at Media Inc. is also the marketing manager, you may have the following scenario.

Email account: ali.ahmed
Preferred email address: ali.ahmed
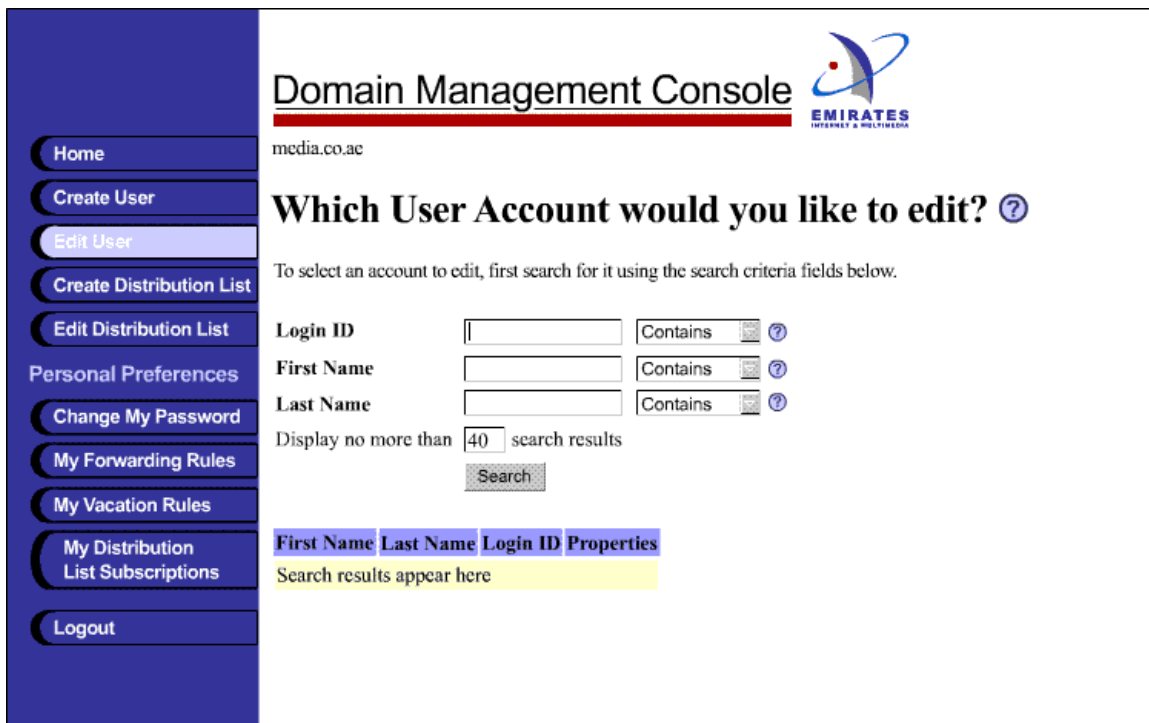Additional email addresses: marketing

Therefore, emails sent to ali.ahmed@media.co.ae, and emails sent to marketing@media.co.ae would both go to the email account of ali.ahmed. Since the preferred email address is ali.ahmed, whenever Ali Ahmed sends an email message, the sender's address will be ali.ahmed@media.co.ae

Defining the Postmaster

It is important your domain have a designated postmaster. The postmaster email address is the one that is used by convention to report abuse of email services or other improprieties originating from your domain, i.e., your web address.

It is recommended that you decide which user will be the designated postmaster, and add the postmaster alias to that user's profile. Use the following procedure to create the postmaster alias:

From the Management Home Page of the Domain Management Console, click on the Edit User menu button.

- Press the Search button to list all users in your domain.
- Click on the Edit Properties link for the user's name you wish to make your designated postmaster.
- Scroll down to the Additional E-mail Addresses field and enter the following additional email address:

postmaster@*yourcompany.co.ae* (replace *yourcompany.co.ae* with your domain name)

- Press the Apply button.

Changing the mail administration password

To change the mail administration password, click on the Change Password menu button on the left of the Domain Management Console. The change password screen appears.

Passwords must be at least 4 characters long, and are case sensitive.

Please note that changing the mail administration password will not affect the Domain Administration password, or the Router Configuration password.

Exiting

To exit from the Domain Management Console, you can either close the browser window, or click on Logout at the bottom of the menu buttons on the left of the Management Home Page.

Please note that if you are signed on to the Domain Management Console, and you leave it unattended, the session will expire and you will need to repeat the login procedure.