Intra Communication Solution -Email Domain Administrator Manual

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Catalogue

1. Purpose

It guides domain administrator to know the function and usage of Intra Communication Solution – Enterprise Email Administrator Manual.

2. Extension

For all domain administrator using Intra Communication Solution - Enterprise Email.

3. Abbreviation

Abbreviation	Name

4. Noun Definition

Noun	Definition

5. Product Introduction

5.1. Product Brief Introduction

Intra Communication Solution is a new mail service system created by USA Intra Corp. It provides a full range of Email application services which meet the growing demand for companies. Not only does Intra Communication Solution achieve the level of safety and stability in performance, but also become more comprehensive in functions. It fits enterprise users' needs-"co-ordination in office, effective management".

5.2. Product Function

Domain management platform is the management of a certain mail in mail system. The platform is operated by the domain administrator. Authorized mailbox can also enter this platform and do operation.

Domain management platform divides to following modules according to functions: login, logout, send notification mail to all, mail user management, mail system settings, address book management, group management, business mail follow up, information management and privilege setting.

- Login: Identify users who login the platform in domain management platform.
- Logout: Log out from domain management platform safely.
- Send notification mail to all: Send mails to every mailbox in same domain. It is often used to notify or bulletin etc.
- Mail user management: Users can add, delete, modify and suspend/ open mail accounts in the same domain, while they can import or export, check mail accounts etc.
- Mail System Settings: It includes mail system parameter setting, login page setting, logo/banner setting, filter setting, etc.
- **4** Address Book Management: Manage the public address book.
- Group Management: It includes mailbox division management, create/modify/delete mail group, etc.
- Business mail follow up: It provides mail tracking and monitoring.
- Information Management: The management of mail information and contact information are available.
- Privilege Setting: Modify administrator password, authorize mail accounts and modify privilege.

5.3. Operation Environment

Operating System Requirements: no

Browser Requirements: IE5.5 or above; or Firefox

6. Administrator Operation Description

6.1. User Login

6.1.1. Administrator Login

The mail administrator login the mailbox by default using the domain name. The login page of mail system user is shown as below:

Enterprise I	Mail@Intra m	telli-Antispam Mail Sys	🕮 i 💹
		teni Antispani Han Sys	item .
User Name:			
Password:			
	Login	S Login As Admin	istrator

Picture 1

Click "Administrator Login" to enter the domain administrator login entrance, as shown in below picture:

Administrator: Password:	Enterprise Mail@Intra Intelli-Antispam Mail System	
Password:	Administrator:	
	Password:	

Picture 2

[User Name] The default name is the domain bound by the mail system such as OnlineNIC Inc.. You can login by authorized mail account, such as <u>admin@domain.com</u>;

[Password **]** Corresponding login password:

(Login **)** Click this button, the system can be simulated to identify the user name and password. If the verification is passed, the system will automatically enter the domain management platform. If the user name and password are incorrect, the current page will show: Login failed and note possible reasons for login failure, as shown in below picture:

Enterprise Mail@ Intelli-Antispam Mail Sys	
Administrator: Password:	
Login Copyright © 2008 Intr Powered by	1 Is your Account is Correct 2 Is your mail office status on 3 Is your mail office out of date 4 Is your computer in the permitted area



Attention::

- 1. Another login manner: Input URL: http://Your Server IP/domain in browser;
- 2. If you choose to let system remember user name and password, others can also access your domain management platform via this machine. For the sake of security, we recommend that you do not choose this service to prevent others to access your management platform and cause loss.

6.1.2. Main Control Interface

6.1.2.1. Desktop

	Unit and Asian Parallelan	and the second
۵ 🕹 🚵 💭	You are here: Desidop	Screen ID
Management	Good Afternoon, istest.com Administrator. Welcome to use the powerful features	
Mailbox Users	of the Enterprise Mailbox Services!	
Organization Structure	You are now using the lastest 64-bit Email System Version 3.0	
Shared Contacts		
Email Group	Mailboxes currently in use:	
Email Alias	Total No. of Mailboxes: 1	
Sysadmin Accounts	Total Mail Space 3504M	
Settings	Total Portfolio Space 100M	
Email Account Settings	Mail service ordered at:2009-1-15	
Sign-In Screen Settings	Mail service activated at 2009-1-15	
Upload Logo/Banner	Mail service expires at 2010-1-15 Allocated Mail Space:08	
Filtering Rules	Allocated Portfolio Space 00	
Update Account Info		
Contact Info		
Change Password		



6.1.2.2. Interface Description

The content is on the left side of domain management platform is function list which lists the function operation links of domain management platform. The specific operation field is on the right side of domain management platform. Desktop shows the domain administrator' s welcome information and the status of current mail system.

There are five icons on the upper left side of domain management platform: send notification to all domains, mailbox user management, mailbox import and export, mailbox user inquiry and desktop. The details are as follows:

[Send Notification to All Domains]: It provides administrators with the function to send notification to all domains. The notification will be sent to all users' mailboxes of this enterprise mail system;

[Manage Mailbox User]: Add, delete, modify and suspend/open mail accounts, distribute them between the mailbox groups, etc;

[Import and Export Mailbox] : Import or export mail accounts in bulk;

[Search Mailbox User]: Check mailbox according to their belonged group, user name, mailbox name, mail status, mail space, briefcase space, creating time, etc.

[Desktop **]**: Return to desktop.

The relevant functions of the setting field are shown at the bottom of icon button, as follows:

[Set Mail System Parameter]: Set: the alert value of mailbox space, auto-disconnection time, whether to save new email or not, whether to cc to themselves or not, the mail number in every page. The setting will be saved as the initial setting for all new users. After opening this service, its parameter setting will be subjected to the user platform. It will not be affected by the parameter setting of the domain management platform.

[Login Page Setting]: It provides the function of login page style, and set welcome word in login interface:

[Upload Logo/Banner]: It provide the function for the domain administrator to upload their owner company' s logo/ banner

[Set Filter]: It includes black list/ white list setting, and the filter of mail system level:

[Manage Address Book]: It provides to add, delete, modify, check, import and export address book;

[Manage Group]: It provides the function to add, delete, and modify name / member/privilege;

[Track Business mail]: It provides mail tracking that the administrator can effectively track the sending and receiving mail status in this mail system;

(Update Account Info): It provides the function to modify the information of current mail system;;

[Contact Info]: It provides the function to manage mailbox contacts;

[Change Password]: It provides the function to modify administrator' s password;

[Systemadmin accounts]: It provides the function to authorize the privilege of domain manage

platform and privilege limitation to some mail accounts.

6.1.2.3. Operation Description

Click the link on the left frame of domain management platform page, and enter the corresponding page for the corresponding functional operation.

Attention:

If the prompt box "Sorry, you login overtime. Please login again!" comes out when you are operating, that means that you have signed in overtime. Please login again!

6.2. The Function of Domain Management Platform

6.2.1. Send Notification to All Domains

It provides administrator with the function to send notification to all domains. The notification will be sent to all users' mailboxes under this enterprise mailbox, as shown in below picture:

Enterprise M	ail@Intra
-> sheetons mensor	n vou enti. 🕮 🛲 😥 🕂
T	You are here. Desidop-> Send notifications to all users in this domain Se
Management	Send notifications to all users in this domain
Mailbox Users	Subject Maximum 200 characters for subject
Organization Structure	X 🗟 🐧 🔥 B / U 新 著 潮 注 注 读 读 🛆 🔮 🔝
Shared Contacts	
Email Group	
Email Alias	
Sysadmin Accounts	
Settings	
Email Account Settings	
Sign-In Screen Settings	
Upload Logo/Banner	
Filtering Rules	Maximum 1000 characters for notification content and totol size must be less than 10MB
Update Account Info	Html/Text OK Back Attach
Contact Info	CONTRACTOR ON DUCK

Picture 5

Operating Method:

- 1) Click [Sent Notification to All Domains] (the red region in above picture);
- Input the subject of the notification to all domains; input the content of the notification to all domains in content box;
- Click button [Switch Edition Status], then you can switch the format between text and HTML;
- Click button 【Add Attachment】, then you could add attachment in the notification to all domain. It size can not exceed 10M (The actual size should be set by administrator);

5) Click button [Confirm] to send the mail.

Attention:

The subject of notification can not be more than 200 characters, and its content can not be more than 1000 character. It supports two formats text and HTML.

6.2.2. Mailbox User Management

All mailboxes in mail system are listed in mailbox user management list. Domain administrator can add, delete, and modify mailboxes, which includes adding mailbox user, deleting mailbox user, modifying the setting of mailbox user, modifying mailbox password, group setting and etc. The information displayed in list is: user name, mailbox name, status, mailbox space, briefcase space, creating time and group, as shown in below picture;

Enterprise M									
		You are here. Desktop-> Mailbox User's Management Screen							
Management	🚨 Add 🗙 Delete	💭 Update Profile 🧝 (Change Password	Alloc	ated to		~		
O Maillow Uspen	Category:	Sift according to mail group: Al Groups Sift according to organization; intest.com Sift according to organization; intest.com Since Space Category Time Created Details of Space Spa							
Organization Structure	Sift according to ma	ill group: All Groups	M Sift ac	conding to	or ganization:	stest.com	1		
Shared Contacts Email Oroup	🔲 Username	Mailbox Name	Status			Category	Time Created	Details	1
Email Alias				No such	n record found				
Sysadmin Accounts						End P	evious (Next) Last (Page 1 of 11	0
Settings									
Email Account Settings									
Sign-In Screen Settings									
Upload Logo/Banner									
Filtering Rules									
Update Account Info									
Contact Info									
Change Password									

Picture 6

Attention:

The mailbox user list is sorted by mailboxes name as default.

When you do the operations of deleting, modifying setting, modifying password and checking group, do not choose to mailbox and click relevant button directly, the system will pop up a box, as shown in below picture:





1. Add mailbox user

			ya	ed to ar	& Allocat	le 🙎 Change Password	📮 Update Profile	d 🗙 Delete	b Ad
Search Advanced		ailbox Name:	н	d	Category			p: All Groups	iros
Details Group	Time Created	Category	Briefcase Space	Mailbox Space	Status	a	Mailbox Name	Username	Ľ
View/Edit View Group	20080827		DM	3584M	0	6	text@istest.crv	test	17

Picture 8

The button of adding mailbox user is shown as above. Please click it and enter the page to add user, as shown in below picture:

Add User					
Besic Items					
Mailbox Name:		@istest.on *	Name:		
	No. of Remaining	Users: 1			
Password:		•	Retype New Password:	1	
Maibox Space:	0584	MB *	Briefcase Space:	0	MB *
				Remaining Briefca	se Space
In This Group:			Select		
Forbid sending mails to external mailboxes:	10		Forbid receiving mails from external mailboxes:	10 M	
Add to Public Address Book:	Z				
Advanced Items					
Nickname:			Telephone:		
Sex:	Ma •		Mobile:		
Date of Birth:	- • Year •	• Month - • Day	Common Mailboxes:		
Instant Messenger:	-				
Website:		(ht	φ://)		
Country/Region:			Street scene:		
Province/City/Municipality:			Zip/Postal Code:		
City/Country:					
Address:	[
Company:			Employee No.:		
Date of Employment:	- • Vear -	• Month • • Day	Department:	1	
Group:			Office Number:		
Position:			Fax:		
Role:			Category:		

Picture 9

Operating Method:

- 1) Click button [Add] in the page of mailbox user management;
- 2) The basic items is required: mailbox name, user name, password, confirm password, mailbox space, briefcase space. Click [Confirm] to finish the process. Click [Return] to return the page of mailbox user management.

Attention:

- 1) When you fill out the mailbox name and mail space, you will be noted that the remaining number of available mail accounts and the value of remaining space;
- 2) If the allocated space of mail system is 0M, the system will pop up a notice: the mailbox space is used up when you add mailbox user:
- 3) If the briefcase function is not opened, its default space is 0M;
- 4) For certain types of mails, the mailbox space does not to be filled out, and its default value is certain value;
- 5) Affiliated groups are considered to be no group as default. You can select their group via drop-down menu.
- 2. Delete Mailbox User

Domain administrator can delete the mailbox in its mail system.

Ad ad	d 🗙 Delete	🐺 Update Profile	😫 Change Password	Allocated to	enya		(*)				
Zroup	All Groups				Category	4	1	Mailbox Name:		PSearc	h Advanced
	Username	Mailbox Name			Status	Mailbox Space	Briefcase Space	Category	Time Created	Details	Group
13	test	test@istest.cn			0	3584M	50M		20080827	View/Edit	View Group
Ē1	test2	test2@istest.on			0	3584M	0M		20080828	View/Edit	View Group
171	test3	test3@istest.m			0	3584M	DM		20080828	View/Edit	View Group



Operating Method:

- Tick the mailbox you want to delete in mailbox user list, and then click button [Delete];
- 2) The system will note whether it is deleted or not. Click button [confirm], and then this account will be deleted completely from mailbox user list;
- 3) Click [Cancel] to cancel the deletion operation and return the page of mailbox user list.
- 3. Modify Configuration

The administrator of mail system can modify the configuration of mailbox. The page of configuration modification is as follows:

You are here: Deskt	1050 C - 05	date Profile		NEC /	rord 🗸 Al	ocated to		Screen	ID:1203001
Group: All Groups	-		Category	ra -		Mailbox Name:[Aseam	h Advanced
Usemame	Mai	ibox Name	Status	Mailbox	Briefcase	Category	Time Created	Details	Group
🕑 test	te	😭 Update	Profile			2.	20080825	View/Edit	View Group
			re Space: re Space: OK		4 Remainir		ext Last Page :	L of 1 Go	to page <u>1</u>

Picture 11

Operating Method:

- Tick the mailbox which needed to modify its configuration in mailbox user list, and then click button [Modify Configuration];

3) Click button [Cancel] to cancel the operation, and then return the page of mailbox page list.

Attention:

The added size of mailbox space and briefcase space does not exceed the size of mailbox remaining space and briefcase remaining space. Otherwise, the system will give the corresponding notes. In addition, the modified mailbox space and briefcase space is not less than the used space.

4. Modify Password

Mail system administrator can modify the password of mail account. Its page is shown in below picture:

I EPHELTINE W-SUMEVER	NOW PHILE		
🖙 🚨 📥 🔹 🕥	You are here: Desktop	-> Mailbox Users Manager	
Settings	🚨 Add 🗙 Delete 🚦	Update Profile Change Password & Alloc	ated to
Email Account Settings	Group: All Groups	Category: M	ailbex Name:
Screen Settings	Username	Mailbox Name Status	Category Time C
Upload Logo/Banner	C Oscimente	Change Password	l line c
Filtering Rules	☑ test	ter Criange Password	200806
Address Book		New Password:	Previous Next Last
Mail Group Manage		Retype New Password:	
Email Tracking			
Update Account Info		OK Cantel	
Contact Info		UN Califici	
Change Password			-l
Sysadmin Accounts			
eCom Group Manage			

Picture 12

Operating Method:

- Select the account you want to modify in mailbox user list, and then click button
 [Modify Password];
- 2) Input new password and confirm new password, and then click [Confirm];
- 3) Click [Cancel] to cancel the operation of password modification, and then return mailbox user list.

Attention:

The inputted password must be same within 6-36 characters. It is composed by letters, figures and ".". Otherwise, the system will show corresponding note: the password does not meet the norms! It is displayed as follows:



Picture 13

5. Set mailbox group

Mailbox can be assigned freely in different groups; the page is shown as follows:

a Ac	id 🗙 Delete	📮 Update Profile	🗟 Change Password 🛛 🚨 Allocated to	Sales						
irou	p: All Groups	•		Category	ra		Mailbox Name:		Searc	ti Advanced
10	Username	Mailbox Name		Status	Mailbox Space	Briefcase Space	Category	Time Created		
	1445	test@istest.on		0	3584M	SOM		20080827	View/Edit	View Group
1	test2	test2@istest.on		0	3584M	0M		20080828	View/Edit	View Group
171	test3	test3@istest.on		0	3584M	0M		20080828	View/Edit	View Group



Operating Method:

- 1) Select mailbox you want to set in mailbox user list:
- 2) Click 【Assign to】, select the group in drop-down items and then click 【Assign to】 to finish the process. If the same user want to be added to several groups, it can be assigned many times..
- 6. Modify mailbox status

Domain administrator can change the status of any mailbox, as shown in below picture:

🕹 Add 🛛 🗙 Delete	😺 Update Profile	🗟 Char	nge Passw	ord 🛛 🚨 Allo	cated to enya		*	
Group: All Groups	*	Category	:	N	1ailbox Name:		Searcl	Advanced
Username	Mailbox Name	Status	Mailbox Space	Briefcase Space	Category	Time Created	Details	Group
test	test@istest.cn		3584M	100M		20080825	View/Edit	View Group

Picture 15

Operating Method:

Click the icon of mailbox status in mailbox user list, swift suspended or open status. The red

is suspended status, and the green is open status.

7. Check mailbox information

n and the second se	Environment of the	ere: Deskt		s Manae	er					ID:1203001
Settings	& Add		_	20000000		rand 🤷 Alla	cated to enva		~	
Email Account Settings	Group: Al	Groups	×	Category	d.		tailbox Name:		Psearc	h Advanced
Screen Settings Upload Logo/Banner	🗆 Use	rname	Mailbox Name	Status	Mailbex Space	Briefcase Space	Category	Time Created	Details	Group
Filtering Rules	🗌 test		test@istest.on	0	3584M	100M		20080825	VANUE OF	View Group
Address Book						First	Finitious No	et (Last) Page	L of 1 Go	to page 1 💌
Mail Group Manage										
Email Tradking										
Update Account Info										
Contact Info										
Change Password										
Sysadmin Accounts										
eCom Group Manage										



Mailbox administrator can check and modify the details of every mailbox. Its page is as follows:

View/Edit					
Basic Items					
Mailbox Name:	hangeboren		Name:	test	14
Mailbox Space:	(1684	ME *	Briefcase Space:	50 Remaining Briefcase	MB * Space:SOM
last login time is:			Used Hailbox Storage:		
Forbid sending mails to external mailboxes:	E	Forbid rec	iving mails from external mailboxes:	10	
Advanced Items					
Nickname:			Telaphone:		
Sect	Via 💌		Mobile:		10
Date of Birth:	- Vear-	* Month - * Day	Common Mailboxes:		
Instant Messenger:					
Website:		(http://)			
Country/Region:			Street scene:		
Province/City/Municipality:			Zip/Postal Code:		
City/Country:					
Address:					
Company:	1		Employee No.:		
Date of Employment:	• • Year •	• Month • • Day	Department:		
Group:			Office Number:		
Position:			Fax:		
Role:			Category:		
Notas:			C .		
		Update Back			
		Picture 17			

Click Modify, modify successfully, and then bounce to mailbox user list, as shown in below picture:

a 🤬 🔬 🚯 👘	You a	re here: Desk	top-> Mailbox Use	rs Manag	er.			
Settings	🗸 Ad	d 🗙 Delete	🐺 Update Profile	🙎 Cha	nge Passw	rord 🚑 Allo	cated to env	
Email Account Settings	Group	All Groups	~	Category	e	м	albox Name:	
Screen Settings Upload Logo/Banner		Username	Mailbox Name	Status	Mailbox Space	Briefcase Space	Category	Time Created
Filtering Rules		test	test@istest.cn	0	3584M	10014		20080825
Address Book						First	Previous N	ext Last Page
Mail Group Manage								
Email Tracking								
Update Account Info								
Contact Info								
Change Password								
Sysadmin Accounts								
eCom Group Manage								



Operation Method:

- 1) Click link [Check/ Modify] of the mailbox in mailbox user list;
- Enter page Check/ Modify, modify mailbox information and then click [Modify]; after modifying successfully, the system will automatically return to the page of mailbox user list.
- 3) Click **[**Return **]** to return the page of mailbox user list.
- 8. Check group information

a 🚨 🔬 👶 🏠	You a	re here: Desk	top-> Mailbox Use	rs Manag	107				
Settings	& Ad	d 🗙 Delete	🗊 Update Profile	🔐 Cha	nge Passw	nord 🕹 Alla	cated to	enya	
Email Account Settings	Grou	All Groups	~	Categor	/:	M	ailbex Na	me:	
Screen Settings Voload Logo/Banner		Username	Mailbox Name	Status	Mailbox Space	Briefcase Space	Catego	ry	Time C
Filtering Rules		test	test@istest.cn	0	3584M	DM			200806
Address Book						First	Previou	s I Ne	ot Last
Mail Group Manage									
Email Tracking									
Update Account Info									
Contact Info									
Change Password									
Sysadmin Accounts									
eCom Group Manage									

Picture 19

Domain administrator can check the group information of every mailbox. That means to check which group the users belong to. Its page is as follows;

a 🚨 🚓 🖏 🏠	You are here: D	esktop-> Mailbox Users Manager	
Settings	🗖 Group List		6
Email Account Settings	Group Name	Email Address	Note
Screen Settings		No such reco	rd found
Upload Logo/Banner		First F	Previous Next Last Page 1 of 1 Go to page 🚺
Filtering Rules			
Address Book			
Mail Group Manage			
Email Tracking			
Update Account Info			
Contact Info			
Change Password			
Bysadmin Accounts			
eCom Group Manage			

Picture 20

Operating Method:

- 1) Click the link 【Check Group】 in the page of mailbox user list;
- 2) Enter the page "check group". The system will show all group lists which the mailbox belongs to:
- 3) Click button "Close" to finish the process and return to the page of mailbox user list.

6.2.3. Import and Export Mailbox

Administrator can create or download mailbox users in bulk via importing and exporting mailbox.

S EHELTSIS HARMONE	NO. ME. 🕮 🛲 🙋
a 🚨 🙆 💲 🏠	You are here:Desktop-> Mail Users Manager-> Import & Export
Settings	Import & Export
Email Account Settings Screen Settings Upload Logo/Banner Filtering Rules Address Book Mail Group Manage Email Tracking Update Account Info	Import: You may batch create new users easily By importing a table that contains users info, you may import email accounts of the users. The should be in the following order: Malibox Name, Username, Password, Malibox Space (MB), Bi Space (MB), Add to public address book (V/N), Department, Telephone and Mobile. 1. Default Username is the same as Malibox Name; 2. Default Vsername is 111111 3. Default Password is 111111 3. Default Malibox Space is 20MB 4. Default Briefcase Space is 20MB 5. Default alue for 'Add to public address book' is 'V' 6. Other fields are left blank by default
Contact Info Change Password	7. You may import up to 500 accounts at one time Prowse Import Download Sample
Sysadmin Accounts eCom Group Manage	Export: You may export accounts of all the users in this domain to a xis file. The fields contain Nailber Password, Mailbox Space, Briefcase Space, Department, Telephone and Mabile Export Back

Picture 21

As below picture, users can export mailboxes in bulk via uploading .xls file. The interface will show a template download link. Click "download template" to open or save a Excel form with .xls in current

page. This form includes user's information: mailbox name, user name, password, mailbox space, briefcase space, add public address book, department, telephone, and mobile. When users fill out the form and export it to mailbox, the process is finished.

- 1. The default user name is mailbox name;;
- 2. The default password is 111111;
- 3. The default space of mailbox is 20. For certain type of mailbox, the mail space is certain value, no matter what you input:
- 4. The default value of internet briefcase is 0M;
- 5. The default value of adding public address book is "Y" which means "add";
- 6. The default value of other item is empty;
- 7. The parts of user information is divided as ";";
- 8. 500 mailboxes can be imported for one time.

Export: Exporting users refers to export all users in the domain. The exported format is a .xls file. The parameter of exporting is as same as the parameter of importing. If the result of exporting is more than one file, it will be packaged to a compressed file.

6.2.4. Search Mailbox User

Mailbox administrator can search the mailbox according to mail group, group name, mailbox name, mailbox status, mailbox space, briefcase space, creating time, and etc.

States wanted	I VOL RINE.				
→ <u>▲</u> <u>▲</u> (2) 12	You are here: Desktop-5 S	earch Mailhox			
Settings	Search Mailbox				
Email Account Settings	Email Account Name:	istest.cn		Email Account Status:	ON
Screen Settings	In This Group:		~	Usemame:	
Upload Logo/Banner	Mailbox Name:			Mailbox Status	④ CN ○ Pause
Filtering Rules	Mailbox Space Range:	M	14	Briefcase Space Range:	М-
Address Book	Created at:	2005 🖌 Year 8	Month 27	👻 Day 2008 💙 Year 9 💙	Month 27 🛩 Day
Mail Group Manage			OK	Back	
Email Tracking					
Update Account Info					
Centact Info					
Change Password					
Sysadmin Accounts					
eCom Group Manage					

Picture 22

Operating Method:

1) As shown in above picture, mailbox administrator input corresponding search condition according to his needs in the page of mailbox search, and then click button [Confirm];

2) The inquiry result will be listed in mailbox user list.

In addition, the administrator can select and search the mailbox in [Mailbox User Management] according to group name, mailbox name, as shown in below picture:

2 FARTING 199700.00	VEN PHIL										Help: O	ther Products*
a 🚨 📥 🖨 🏠	You a	You are here: Desitop-> Mailbox Lisers Manager										
Settings	& Ad	d 🗶 Delete	🗊 Update Pi	rofile	2 Cha	nge Passv	rord 🚨 Alic	cated to	ema		*	
Email Account Settings	Group	All Groups	~		Category	e		tailliox Na	me:		Bean	n Advanced
Screen Settings		All Groups enys	N	eme	Status	Mailbox	Briefcase	Catego	N.	Time Created	Details	Group
Upload Logo/Banner						Space	Space					
Filtering Rules		test	test@istes	tian	0	358444	0M			20080827	View/Edit	View Group
Address Book							First	t Previou	t Nei	t Last Page .	f of I Go	to page 1 👻
Mail Group Manage												
Email Tracking												
Update Account Info												
Contact Info												
Change Password												
Sysadmin Accounts												
eCom Group Manage												

Picture 23

Operating Method:

- 1) Select the group behind **[**By Group List **]**, then the mailbox which meets the condition will be listed out;,
- 2) Input mailbox name in [Mailbox Name], click [Search], and then the mailbox which meets the condition will be listed out;
- 3) Click [Advanced Search] to enter mailbox inquiry page—picture 24. This page supports more inquiry conditions;

Attention:

Mailbox name search supports vague inquiry. For example, please input "test", click buton [Search], then all mailboxes with name "test" will be listed out.

6.2.5. Set Mail System Parameter

Mail system administrator can set the default parameter of mailbox under the mail system in Mail System Parameter Setting. The details are as follows:

	You are here Desktop -> Email Account Settin		Screen ID
🖙 📥 👶 🛈	Tod are nere peskiop -* Email Account Serie	ngs	Screen ID.
Management	Email Account Settings		
Mailbox Users	Keep a copy of the sent emails:	O Yes ⊙No	
Organization Structure	Always CC to myself.	© Yes ⊕ No	
Shared Contacts	Session timed out after (minutes):	○ 5 ○ 15 ⊙ 30 ○ 80 ○ 90 ○ 120	
Email Group	Emails displayed per page:	⊙ 10 ○ 20 ○ 30 ○ 50 ○ 100	
Email Alias	Include original email when replying:	©Yes ONo	
	Font Size:	O Large ⊙ Small	
Sysadmin Accounts	Mailbox Space Threshold	0 MB	
Settings	inserted into the mail system information:	Yes O No Choice first When mail sended display the system message	
Email Acceptor Settings	Alias domain:		
Sign-In Screen Settings		OK Cancel	
Upload Logo/Banner			
Filtering Rules			
Update Account Info			
Contact info			
Change Password			



Operating Method:

- 1) Mail system administrator made the parameters setting of the mail system parameter according to his need. Click button [Confirm] to take effect;
- 2) Click [Resume] to return to the preservation of the parameters which is set previously.

Attention:

The modification to mail parameters which is made by mail system administrator only takes effect to the new-creation mailbox. After the mailbox has been created, the parameters setting should be in accordance to the user's setting on their panel and gain no influence from the setting of doman management panel.

Besides the item whether inserting the system information when user sends the mail, this item only can be set by domain administrator. After the setting has been made; the setting of all users in the domain will be updated at the same time and will be kept in the same with the domain parameters setting any time.

6.2.6. Set Login Page

Mailbox administrator can set login page and set welcome speech in login interface, as shown in below picture:

Sign-In Screen Settings	
Greeting Messages on Sign-In Screen	Greeting Hessages exceeds the maximum length (20 characters).
Style	Fore Avid * Size *2/f * Color Blank *
O reconcilence of the second s	@ Campact
	©Gisen Bythm
	C Blan Piervi

Picture 25

Operating Method: .

- 1) Login interface setting page, and then input welcome speech (not more than 50 characters) in welcome speech inputting box;
- 2) Select the interface you like, and then click **[**Confirm **]** to finish the process.

6.2.7. Upload logo/banner

Mail system administrator can upload relevant logo/banner of his company, as shown in below picture:

🖙 🛦 💲 🏠	You are here.Desktop -> Upload Logo Barne	er				Screen ID.
Management	Upload graphic file					
Mailbox Users	Directory for the logo to be uploaded.	Browse	Delete	Preview		
Organization Structure		The file to be uploaded must be in J	PG or GIF for	mat and not e	iceed 30K, its recommended	size is 120
Shared Contacts	Directory for the banner to be uploaded:	Browse	Delete	Prevew	1)	
Email Group		The file to be uploaded must be in .J	PG or .GIF for	rmat and not e	sceed 30K, its recommended	size is 468
			i varan			
		Unicad or i	sonic tie			
Email Alias Sysadmin Accounts			and the			
			sons, tie			
Sysadmin Accounts Settings		00000.07	<u>ens, le</u>			
Sysadmin Accounts Settings Email Account Settings		00000.01	ens le			
Sysadmin Accounts Settings Email Account Settings Sign-In Screen Settings		0000001	ere, te1			
Sysadmin Accounts		0000101	<u>urre, tte</u>			
Sysadmin Accounts Settings Email Account Settings Sign-In Screen Settings Upload Logo Ranner Filtering Rules			<u>wrw, tte</u>			
Sysadmin Accounts Settings Email Account Settings Sign-In Screen Settings Upload Logo Samer			<u>urre, 192</u>			

Picture 26

Operating Method:

Mail system administrator click Browser to select logo/banner that he want to upload, and then click Confirm to finish the process:;

Attention:

1) Only the logo/banner with .jpg or.gif format can be accepted. Otherwise the system will show corresponding notes, as shown in below picture:

You are here:Desktop -> Upload logo/bann	er
Upload graphic file	
upidau graphic me	
Directory for the logo to be uploaded:	C:\Users\zhangjian\Des Browse Delete Preview
	The file to be uploaded must be in .JPG or .GIF format and not exceed 30K,
Directory for the banner to be uploaded:	Browse Delete Preview
	The file to be uploaded must be in .JPG or .GIF format and not exceed 30K, OK Note The logo file must be in .GIF or .JPG format
	ОК

Picture 27

2) The size of logo/banner which wants to upload can not exceed 30K. Otherwise, the system will show the note, as shown in below picture:

You are here:Desktop -> Upload logo/bann	er
Upload graphic file	
Directory for the logo to be uploaded:	C:\Users\zhangjian\Des Browse Delete Preview
	The file to be uploaded must be in .JPG or .GIF format and not exceed 30K,
Directory for the banner to be uploaded:	Browse Delete Preview
	OK 💿
	The file to be uploaded exceeds the maximum size allowed



3) The new login interface setting will take effect when you login next time.

6.2.8. Set Filter

Filer setting includes black list/ white list and domain filter setting. The emails which are added to black list or domain filter by mail system administrator will be filtered directly and not enter to users' mailbox. Thus the administrator should be very careful to set black list and domain filter. In addition, the priority of white list is higher than black list.

1. Black/ white list setting

Black list and white list setting will prevent or allow the emails from some special mail addresses, as shown in below picture:

> ID-BUTTING RE-REPORT	K VOLU MINIL	11 🖬 🖬 12
a 🚨 🚓 🎜 🏠	You are here:Dasktop -> Filtering	
Settings	🛃 Black list 😼 Whiteli 🗱 💩 Domain Filtering	
Email Account Settings Screen Settings	Input a Blacklist address (e.g. test@onlinenic.com): Blacklist	
Upload Logo/Banner	Add>>	
Filtering Rules	Delete	
Address Book		
Mail Group Manage		
Email Tracking		
Update Account Info		
Contact Info		
Change Password	OK	
Sysadmin Accounts		
eCom Group Manage		



Operating Method:

- 1) Add email address on the left side of inputting box, click (Add), then this email address will be added to black list and white list on the right side;
- 2) Select email address on the right side, click [Delete], then this email address will be deleted from black list or white list.;
- 3) Click **[**Confirm**]** to take the operation effect:

Attention::

- 1) Only clicking [Confirm] can make the previous operation to be save and take effect;
- 2) The mailbox in the domain can not receive the mails from the mail address which is filtered by black list;
- 3) The email in white list will not be restricted by black list setting.
- 2. Domain filter

The domain filter setting of mail system can prevent the emails from some domain mail system. The details are as follows

You are here:Desktop -> Filtering	Screen ID:1208001
🔱 Blacklist 🛛 😼 Whitelist 🛛 🚨 Domain Filtering	
Filtering/Blacklist	
Input a Blacklist address (e.g. test@onlinenic.com):	Blacklist:
Add> Dele	
	DK

Picture 30

Operating Method:

- 1) Add a domain on the left side of inputting box, click 【Add】, the domain will be added to domain filter list on the right side;
- 2) Select the domain on the right side, click [Delete], the domain will be deleted from domain filter list;
- 3) Click **[**Confirm**]** to make the operation to take effect.

6.2.9. Manage Address Book

Administrator can set the shared email address book through address book management which provides the functions to add. delete, modify, search, import and export. It is easy for administrator's unified management. Meanwhile, the mailbox users of this mail system can share this public address book.

You are here: Desk	top -> Addres	s Book Manager	Screen ID:1209001
🚨 Add 🛛 🗙 Delete	🔯 Update	& Import & Export	
Search: Name	v	Search	
Username		Email Address	
🔲 test		test@istest.cn	
			First Previous Next Last Page 1 of 1 Go to page 1 💌

Picture 31

1. Add address book

Click the link 【Add】 in the interface of address book, the system will show the page to add address book;

d Contact				
Brief Info				
Name:	*	Email Address:		*
Detailed Info				
Employee No.:		Department:		
Position:		Sex:	Male 💌	
Telephone:		Fax:		
Mobile:		Instant Message:		
Date of Birth:		Address:		
Group:		Date of Employment:		
Note:				
Note:	0	DK Back		

Picture 32

Operating method:

- 1) Input the details of contacts in inputting box;
- 2) Click [Confirm] to add this address to shared address book in this mail system;
- 3) Click [Return] to return address book without operation.

Attention:

[Name] and [Email Address] are required; the other items are optional.

2. Delete address book

Operating Method:

1) Select the contacts you want to delete on the left box, click the link 【delete】, and then pop up a note box:

You are here: Desktop ->	• Address Book Manager	Screen ID:1209001
🚨 Add 🗙 Delete 🗔 U	Ipdate – 🚨 Import & Export	
Search: Name	soft Internet Explorer	
✓ test	Are you sure you want to delete the Public Address Book?	
	确定 取消	: Next Last Page 1 of 1 Go to page <u>1 👻</u>

Picture 33

- 2) Click 【Confirm】, the contact that is deleted will not be in shared address book, but this mailbox will still in mail system user management list.
- 3. Modify address book

You are here: Desktop -> A	ddress Book Manager	Screen ID:1209001
🚨 Add 🗙 Delete 🗔 Upd	late 🚨 Import & Export	
Search: Name		
Username	Email Address	
(test	test@istest.cn	
		First Previous Next Last Page 1 of 1 Go to page 1 💌

Picture 34

Select the contact which you want to modify on the left box, click link [Modify], and then enter the page to modify contact information:

ou are here: Desktop -> Address Book Manager -> Update Contact					Screen ID:1209003	
date Contact						
Brief Info						
Name:	test	*	Email Address:	test@is	stest.cn	*
Detailed Info						
Employee No.:			Department:	1		
Position:			Sex:	Male	~	
Telephone:			Fax:			
Mobile:			Instant Message:			
Date of Birth:			Address:			
Group:			Date of Employment:			
Note:						
Note:		ок	Back			

Picture 35

Operating Method:

 Modify the detailed information of the contact on the inputting box; "Birthday" and "The date of entering the enterprise" is in the form of calendar icon, as shown in

below picture:

1207 N 17 10 1 10				_		_					
date Con	itact										
Brief Ir	nfo				1	Last	/ear			Last Mon	ith
		Nar	me:	test	1			*	Email Address:	test@istest.cn	*
Detaile	d Inf	Fo		1	/						
Er	nploy	vee N	lo.:	1					Department:	ň	
	F	ositi	on:	(Sex:	Male 💌	
	Tele	epho	ne:						Fax:		
		Mok	ile:			/	_		Instant Message:		
C	Date	of Bi	rth:	2007-87-27			Address:				
			/		2007	2		×	Date of Employment:		
	~	5			day		\rightarrow	»			
	wk				Wed		Fri	Sat			
	26	1	2	3		5	6	7	OK Back		
	27	8	9	10		12	13	1 1 2 2 2 1			
	28	15	16	17		19	20	21			
	29	22		24	25	26	27	28			
	30	29	30	31	1	2	3	- 4			
	31	5	6	7	8	9	10	11			
				Selec	t date				Drag C	alendar	

Picture 36

- 2) Click **[**Confirm**]**, save the modified information in the shared mail address book, and then return to the page o address book list:
- 3) Click **[**Return **]** to return address book list without operation.

Attention:

[Name] and [Email Address] are required; the other items are optional.

4. Search address book

	1209001
🔩 Add 💢 Delete 🛛 Update 😂 Import & Export	
Search: Group	
Email Address Email Address	
te Position test@istest.cn Department	
Group First Previous Next Last Page 1 of 1 Go to	page 🚺 💌

Picture 37

Operation Method:

- Select inquiry condition on the left box: name, Email address, position, department and group; input corresponding content on the right side of inputting box;
- 2) Click Search to search the contact which meets the conditions in mail system address book;
- 5. Import and export address book

Click link 【Import and Export】 to enter operation interface which provides the importing and exporting functions in the address book of outlook or other mail receiving tools, as shown in below picture:

Import Address Book	
You may import Address Book in ICSV or VCARD format. Instructions below:	
1. For .CSV Address Book	
a. Please use the first Worksheet (Sheet1) in Excel for the address book	
b. Maximum 500 rows for the worksheet;	
c. The column fields must be placed strictly in this order (Name, Email Add	
d. The data in first row will not be imported. So it's strongly suggested th	hat you input the title of fields in the first row.
 For VCARD Address Book Please pack the VCARD files (VCF) to a ZIP file; 	
 b. You may pack up to 500 VCARD files into one. ZIP file. 	
	Browse
1. Select the file to be imported:	Browse
	Browse
1. Select the file to be imported.	Browse
1. Select the file to be imported:	
1. Select the file to be imported 2. For duplicate records: O Do not import @ Import & replace Expart the Address Book	
1. Select the file to be imported: 2. For duplicate records: O Do not import O Import & replace	
Select the file to be imported: Select the file to be imported: On not import @ Import & replace Export the Address Book Select the exported file format: CSV(Cast)	

Picture 38

Operation Method:

- 1) Click button [Browse] to select the address book you want to import; the same order will not be imported or covered;
- 2) Click button [Begin to Import] to import the address book with the format of CSV or VCARD;
- 3) Select the file with the format CSV or VCARD, then click button [Begin to Export] to export shared address book in enterprise mail system. The files can be open or saved in hard disk at once.

6.2.10. Manage Group

Group management authorizes administrators to add and delete group, modify name/ member/ privilege and etc. The main aim is to facilitate to manage divided group and send mail in bulk including to add and delete groups, check/edit groups, check / edit group members, and etc. The interface is shown as follows:

You are here: Desktop ->	Group Manager		Screen ID:1210001
🚨 Add 🗙 Delete 🙈 Vi	ew/Edit Group 🛛 🙆 View/Edit	t Group Members 🛛 🔂 View/Edit	t Group Permissions
		ail sending and easier group m	r team in the company, you may also anagement.
Group Name	Email Address	Group Members	Note
🗌 enya	enya@istest.cn		35
		First Previous N	Next Last Page 1 of 1 Go to page 1 💌

Picture 39

1. Search group

It provides vague search to group name or mail address.

Operation Method:

- 1) Select the category on the right side of drop-down box: group name or mail address;
- 2) Input some parts or all parts of the group name/ mail address you want to search in th inputting box;
- 3) Click button [Search] to search all group lists with inputted condition.

Attention:

Group search supports vague inquiry. If you input "a", click button [Search], all groups including all groups' name /email addresses with "a" will be displayed.

2. Add group

Click link 【Add】 at upper side of group management to enter the page of group management:

You are here: Desktop ->	roup Manager -> Add Scree	n ID:1210002
Add		
Group Name:	*	
Email Address:	@istest.cn*	
Note:		
	OK Back	

Picture 40

Operation Method:

- Input group name in the inputting box on the right side of 【Group Name】; input mail address in the inputting box on the right side of 【Mail Address】; input the explanation in the inputting box on the right side of 【Explanation】;
- 2) Click button [Confirm] to this group to the mail system; click button [Return] to cancel the operation.

Attention:

The mail address can not be the same as the existing mail address and the name of the group is also unique.

3. Delete group

Operation Method:

Select the group that you want to delete in the optional box on the left side of group management, click link 【Delete】, and the pop up note:



Picture6.1-40

Click **[**Confirm**]** to delete selected group.

4. Check/ edit group

Select the group which you want to check/ edit in optional box on the left bar of group

You are here: Desktop ->	Group Manager -> View/Edit Group Info	Screen ID:1210003
View/Edit Email List		
Group Name:	enya	
Email Address:	enya @istest.cn	
Note:	35	
	OK Back	

management, click [Check/ Edit Group Info] to enter the interface of group information modification.



Operation Method:

- Input group name in the inputting box on the right side of 【Group Name】, input address in the inputting on the right side of 【Mail Address】, input explanation in the inputting box on he right side of 【Explanation】;
- 2) Click button [Confirm] to add this group to mail system, and then click [Return] to cancel the operation.

Attention:

- 1) The mail address can not be the same as the existing mail address and the group name must be unique;
- 2) When you select several groups to modify, the system will note: only one group is available each time.
- 5. Check/ edit group member

Select the group you want to modify in the optional box on the left side of group management, and click [Edit Group Members] to enter the page to check or edit group member:

t Group Members/This Domain	
All Contacts 🔷	Current Group: enya@istest.cn
Search	Search
test@istest.cn	Add>>
	OK Back
t Group Members/External Domain Input an Email Address:	Current Group: enya@istest.cn
	Add>>

Picture 42

Operation Method:

- Select the email address you want to add on the upper left side and click button [Bottom] to add this email to current group on the right box;
- Select the email address you want to delete on the upper right side and click button [Delete] to delete the email from this group;
- 3) Input complete Email address to do adding or deleting operation when editing group member out of domain;
- 4) Click buttons [Confirm] in domain or out of domain to edit group member successfully; click [Return] to cancel the operation, and return to the page of group management;
- 5) Search emails through search bar.

Attention:

- 1) When you select several groups to modify members, the system will note: only one group is available each time.
- 2) Click buttons [Confirm] on upper and bottom sides to confirm members separately in domain and out of domain. Please be careful to use it.
- 6. Check and edit group privilege

Manage the privilege of the user of mail system. Only the authorized users can send mails in bulk. Please select the group the user wants to modify in optional box on the right page of group management, and click [Edit Group Members] to enter the page of group member modification:

	> Group Manager -> Edit Gro		Screen ID	,,12100
dit Group Members/T	his Domain			
	All Contacts 🛛 👻		Current Group: enya@istest.cn	
	Search		Search	
tent@istes	i.un	Add>> Delete OK Back		
lit Group Members/E	xternal Domain			
Ir	nput an Email Address:		Current Group: enya@istest.cn	
		Add>> Delete		

Picture 43

Operation Method:

- Select the email address of member on the left side of the box, click button [Add] to add email address to the right side of the box;
- Select the mail address that you want to delete its privilege on the right box of the upper side of interface, and then click button [Delete] to delete this mail address from this privilege group;
- 3) Add or delete privilege through inputting complete email address when the member privilege outside domain is authorized the privilege;
- Click the top and bottom 【Confirm】 in the inner and outside domains to edit group members successfully. Click 【Return】 to cancel the operation and return to the page of group management;
- 5) Search the email address by the right and left searching bar .

Attention:

- 1) The two button **[**Confirm**]** on the top and bottom are used to respectively determine the members in domain or outside domain. Pease use it carefully
- 2) I the administrator does not select any person, the system confirms all members have the privilege by default, which means that all members have right to send mails to this group. The administrator needs to add members if he wants to limit the members.

6.2.11. Track Business Mail

Business mail tracking provides the function to track mails. Administrator can effectively track the sending and receiving situation. The special mail will be cc to receiver. The mail will not be displayed to sender and original receiver, which will not affect the original email. The picture is shown as follows

You are here: Desktop -> Email Tra	icking Manager	Screen ID:1211001
🕹 Add 🗶 Delete 🛛 🗔 Update Prof	ïle	
Target Email Address	Tracking Email Address	Time Created
	No such record fou	ind
	Firs	t Previous Next Last Page 1 of 1 Go to page 🔝

Picture 44

1. Add business mail tracking

Click button [Add] to enter the page of business mail tracking:

You are here: Desktop -> E	mail Tracking Manag	er -> Add Email Tracking		Screen ID:1211002
Add Email Tracking				
Target Email Address:		All Users 🛩		
		Search		Search
	test@istest.	Ad	d>>	
Tracking Email Address:		Select User		
Tracking Rules:	Track all emails	*		
	⊙ Track all emails (Tracking emails by Rules		
If you select 'Tracking ema	ils by Rules', please	fill out the rules below		
Recipient contains:		(input the criteria, not case s	ensitive)	
Sender contains:		(input the criteria, not case s	ensitive)	
Subject contains:		(input the criteria, not case s	ensitive)	
		OK Back		

Picture 45

Operation Method:

- Select the tracking target on the left box, click 【Add】 to add the tracking target, press
 "Ctrl" to select several target one time; click 【delete】 to delete the targets.
- 2) Click button [Select User] on the right side of [Track Mail Address] to select the user in the domain, and then enter below interface:

n this Group:	All Users 💌	Mailbox Name:	Psearch
Username	Mailbox Name		Status
test	test@istest.cn		0

Picture 46

- 3) Select tracking condition: track all mails, track sent mail, track received mail.
- 4) Select the mail rule to track all or track in box;
- 5) If you select to the mail of tracking rule, please input our receiver tracking condition in 【Characters are Includes in Receiver】, and then input subject tracking condition in 【Characters are Includes in Subject】; click 【 ok 】 to finish the process; click 【 Return 】 to return the page of mail tracking.

You are here: Desktop -> E	mail Tracking Manag	er -> Add Email Tracking	Screen ID:1211002
Add Email Tracking			
Target Email Address:		All Users 👻	
		Search	Search
	test@istest.c	n test	@istest.cn
Tracking Email Address:	test@istest.cn	Select User	
Tracking Rules:	Track all emails	×	
	Track all emails Track sent emails	cking emails by Rules	
If you select 'Tracking ema		ut the rules below	
Recipient contains:	test	(input the criteria, not case sensitive)	
Sender contains:	info	(input the criteria, not case sensitive)	
Subject contains:	name	(input the criteria, not case sensitive)	
		OK Back	

Picture 47

Attention:

- 1) The tracking mail address must belong to its mail system;
- 2) In step 4, if you select to track all mails the setting is finished; if you select to track regular mails, please follow step 5.
- 2. Delete business mail tracking

Operation Method:

 Select the records of business mail tracking you want to delete on the left side of optional box, click link [Delete], an then pop up note



Picture 48

- 2) Click **[**Yes **]** to delete the records of business mail tracking.
- 3. Modify business mail tracking

Add 💥 Delete 🥒 Update Profile		
Target Email Address	Tracking Email Address	Time Created
wangli@test.com	dongbf@test.com	2007-04-04 13:56:40
] test@test.com,new1@test.com	admin@test.com	2007-04-04 15:08:35

Picture 49

Select the records of business mail track you want to modify, click [Modify Configuration] to enter the page of business mail tracking modification:

pdate Profile		
Target Email Address:	test@istest.cn	
Tracking Email Address:	test3@istest.cn	Select User
Tracking Rules:	Track all emails	▼
	() Track all emails	s () Tracking emails by Rules
f you select 'Tracking emails by F	Rules', please fill ou	ut the rules below
Recipient contains:		(input the criteria, not case sensitive)
Sender contains:		(input the criteria, not case sensitive)
Subject contains:		(input the criteria, not case sensitive)

Picture 50

Operation Method:

- 1) Select tractor in **[**Target Mail Address**]**;
- 2) If you select mail to track regular mails, please input tracking condition;;
- 3) Click Confirm to finish the process; click Return to cancel the operation and return to main Interface.

6.2.12. Modify Mail System

"Mail System" refers to the parts of information in login page including company name, zip code, etc. Mail system administrator can modify the details of his mail system, as shown in below picture:

te Email Account Info			
Sign-In IP:		Add IP Delete	
	Cautious:0.0.0.0 or l	eft blank means no restriction for sysadmin sign-in	IP
Company:	test	Postcode:	
Telephone:		Fax:	
Address:			
Note:			



Operation Method:

- 1) Click link 【Update Email Accont Info】 on the left side of homepage, and enter to the page of administrator information modification for mail system;
- 2) Click 【Add IP】 to input login IP which is restricted to login, as shown in below picture:

You are here:Desktop -> Update Email	Account Info	
Update Email Account Info		
Sign-In IP:	Add IP Delete	
Caut	ous:(🚱Add IP 🛞	admin sign-in IP
Company: test	Access Based On: Single IP Address	Postcode:
Telephone:	IP Range	Fax:
Address:	IP Address:	
Note:		
	OK Cancel	

Picture 52

3) Delete IP: Select the IP you want to delete; press "Ctrl" plus IP addresses if you want to delete more; click the button "Delete" to delete this IP, as shown in below picture:

late Email Account Info			
Sign-In IP:	192.168.0.1-192.168.0	1 Add IP Delete	
	Cautious:0.0.0.0 or l	eft blank means no restriction for sysadmin sign-in	IP
Company:	test	Postcode:	
Telephone:		Fax:	
Address:			
Note:			

Picture 53

4) Modify the information and click button **[**Confirm**]** to finish the process.

Attention:

There is nothing limitation for Login IP 0.0.0.0. If you set it to another IP, the system will only allow this IP to login. For example, if the IP addresses are set to 192.168.10.11 - 192.168.10.22, the system will only allow these IP addresses to login.

6.2.13. Mail System Contact Information

Click **(**Contact Info**)** to enter the setting interface of mail system contact information. The function of "Send notification to all" allows the administrator to send the notification to all domains. Administrator can send the suggestion about the mail system to the suggestion mailbox, as shown in below picture:

You are here:Desktop -> Contact Info	Screen ID:1213001
Contact Info	
Sender's Email Address:	
Feedback Email Address:	
OK Cancel	

Picture 54

Operation Method:

Input email addresses for notification receivers in all domains, and then click button [Confirm] to finish the process;

Attention:

The information you input should meet Email format.

6.2.14. Modify Administrator's password

Mail system administrator can modify administrator' s password, as shown in below picture:

You are here:Desktop -> Change Password	Screen ID:1214001
Change Password:	
Old Password:	
New Password:	Password consists of 6 to 36 numbers , letters or "." (case sensitive)
Retype New Password:	
	OK

Picture 55

Operation Method:

- 1) Click link [Change Password] on the left side of homepage to enter the page of password modification;
- 2) Input original password one time and new password two times, and then click button [Ok].

Attention:

- 1) The password should be 6-36 characters, number, letters or ".". It is different for the capitals and small letters you input;
- 2) The new password you input tow times must be same. Otherwise, you will be informed by corresponding note.

6.2.15. Manage Administrator Account

1. User selection

Mail system administrator can select some users and authorize them some privileges, as shown in below picture:

· ENERTINE INERVENIE	a veu ana		
	You are here: Deskt	op -> Sysadmin Account M	lanager
Settings	Super Selection	View/Edit Permissions	
Email Account Settings	Account	Mailbox Name	
Screen Settings			No such record found
Upload Logo/Banner			First Previous Next Las
Filtering Rules			
Address Book			
Mail Group Manage			
Email Tracking			
Update Account Info			
Contact Info			
Change Password			
Sysadmin Accounts eCom Group Manage			



Click button "User Selection" to enter below interface;

a 🚨 🔬 🚨 🏠	You are here	Desktop -> Sysadmin Ac	count Manager		
Settings	EUser List				(*
Email Account Settings	Group: All Users	*	Mellbox Name	c.	Search
Screen Settings	Username	Mailbox Name	Status	Time Created	Permissions
Upload Logo/Banner	test	test@istest.cn	0	20080827	Permissions
Filtering Rules			First Previous Next Last	Page 1 of 1 G	o tu page 1
Address Book					
Mail Group Manage					
Email Tracking					
100 million and a state of the					
Update Account Info					
Email Tracking Update Account Info Contact Info Change Password					

Picture 57

Administrator can select users and authorize them some management privilege. Then click button "Authorize" in above user list to enter below picture.

You are	here:Desktop -> Sysadmin Permissions	Screen ID:1215001
	Send notifications to all users in this domain	
	Address Book	
	Mail Group Manage	
	Email Tracking	
	Update Account Info	
	Contact Info	
	Change Password	
	Sysadmin Accounts	
	eCom Group Manage	
	Mailbox Users	
	Import & Export	
	Search User	
	Email Account Settings	
	Screen Settings	
	Upload Logo/Banner	
	Filtering Rules	
	OK Back	



Select the privilege and click button "Confirm", the system will note: Administrator authorizes successfully." The users can login the administrator control panel through their mail account to do the management which is authorized by administrator.

A RHEETCHIG AND REAL OF	t vou eng.			프 🛲 😂
a 🖴 🚓 🐔 🕥	You are here:Deskte	op -> Sysadmin Account Mana	ger:	
Settings	Suser Selection	view/Edit Permissions		
Email Account Settings	Account	Mailbox Name		Sta
Screen Settings			No such record four	nd
Upload Logo/Banner			. See a	Previous Next Last IPage 1
Filtering Rules		D Note	(9)	
Address Book				
Mail Group Manage		🥲 Permissions assign	ned successfully for	
Email Tracking		sysadm	in	
Update Account Info		OK		
Contact Info				
Change Password				
Sysadmin Accounts				

Picture 59

2. Check/ Modify privilege

Mail system administrator can check/ modify the authorized management privilege for mailbox, as shown in below picture:

S DEFENSE OF ANELLES	VEL MILE.		ai 🛥 ai
a 🖴 🚓 🖨 🏠	You are here:Desktop	o -> Sysadmin Account Ma	nager
Settings	Super Selection	View/Edit Permissions	
Email Account Settings	Account	Mailbox Name	Stat
Screen Settings			No such record found
Upload Logo/Banner			First Previous Next Last Page 1
Filtening Rules			
Address Book			
Mail Group Manage			
Email Tracking			
Update Account Info			
Contact Info			
Change Password			
Sysadmin Accounts			

Operation Method:

- Tick the mail account that you want to modify its privilege in the page of administrator account management, and then click button [Check/ modify privilege];
- 2) Modify the privilege for the mail account, and then click **[**Confirm**]** to finish the process;
- 3) Click button [Return] to cancel the operation, and return to the page of administrator account management.

6.2.16. Logout

Click button [Logout] on the upper right side of homepage to logout mail system, as shown in below picture.

🧑 Enterprise N	ail@Intra				-
· · · · · · · · · · · · · · · · · · ·	IN VELL PARE.			11 11 12	Help More Product
🖙 🛦 🖨 🏠	You are here Desktop -> Sysadmin Accounts Management			Screen ID 1215001	
Management	🚑 User Selection	View/Edit Permissions	SeeModify the Range of Mana	geable User	
Mailbox Users	Account	Mailbox Name		Status	Time Created
Organization Structure	💽 test	tent@stent.com		0	2009-01-15
Shared Contacts				First(Previous)Next(Last)Page 1	ef t Go tu põge 🚺 🛩
Email Group					
Email Alias		Sign Out	(1)	Ĩ.	
Email Tracking					
O Sysadmin Accounts		Are y	ou sure you want to sign out?		
Sottings					
Email Account Settings			OK Cancel		
Sign-In Screen Settings					
Upload Logo/Banner					
Filtering Rules					
Update Account Info					
Contact Info					
Change Password					

Picture 60

Operation Method:

- 1) Click button [Return] on the upper right side of homepage;
- 2) Click button [Confirm] to logout mail system;
- 3) Click button [Cancel] to cancel this operation.

7. Technical Support

If you met any questions while using Intra Email Solution V3.0, please contact OnlineNIC Inc. directly and gain technical support.

8. FAQ

Ÿ Mail system login interface can not be displayed

Input URL : <u>http://mail.domain.com</u> (domain.com is the domain of your mail system) in IE browser, and can not login.

- I Check the internet connection;
- I Check the resolution for the domain of this mail system.

Ÿ Mail system administrator can not login

Input the administrator's login password, ID verification failed, and then the system will show relevant note. The reasons are as follows:

- I The account ID or password is incorrect;
- I This mail system has been suspended;
- I This mail system has been expired:
- I This mail system has been restricted to IP login, please login with appointed IP address.

Ÿ The parameter setting of mail system is invalid.

The parameter setting of mail system is a module for the parameter setting of mailbox. After administrator finished the process, the parameter setting takes effect for new mailbox which uses the parameter setting of mail system by default. The later parameter setting should take the modification on user platform as standard, and is not affected by the parameter setting in domain management panel.

Except of the insert of system information option, this section only could be set by domain administrator or system administrator. After domain administrator have this option set, all the configuration in domain users get refreshed, and in accordance with domain parameter anytime.

Ÿ Address book can not export

The format of imported address book must be standard csv/vcard. If the format does not meet the rule, it may cause that some characters can not be imported.

<Over>