



## TBF Digital Email Web Administration

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# 1. Introduction to Email Web Administration.

Thank you for selecting TBF Digital for your email needs.

Email services are provided through both a web interface and POP3/SMTP service. Web mail is provided to all clients subscribing to TBF Digital email services, while SMTP and POP3 are available for a nominal fee.

Web mail is an email service that uses a web browser as an interface allowing the viewing, sending, receiving editing and deleting of email, just as you would with your standard email clients such as Outlook or Eudora. Web mail is ideal for mobile users because it permits access to email from anywhere, anytime with any computer connected to the Internet.

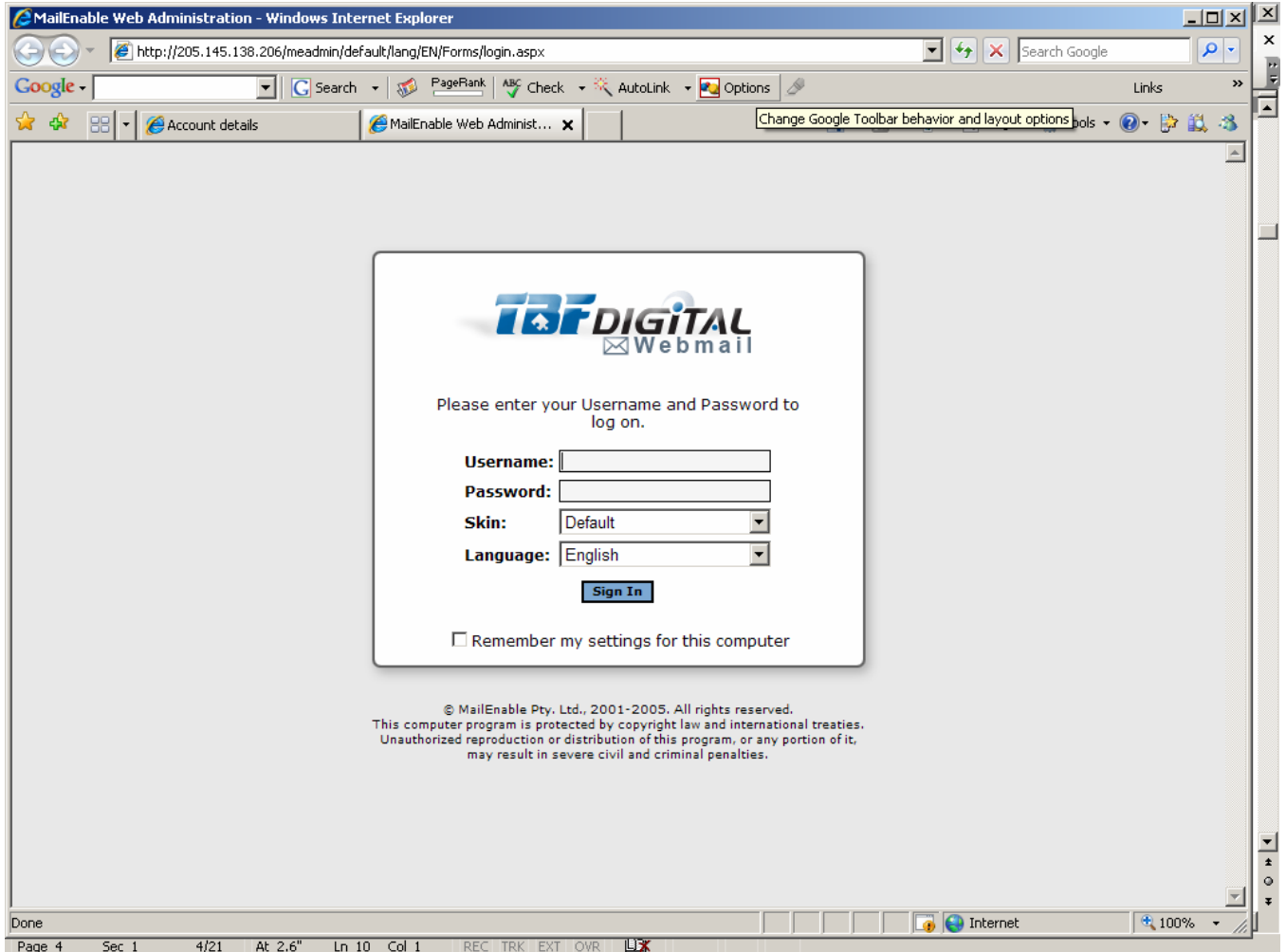
The TBF Digital web mail service is similar to clients such as Hotmail, Yahoo and other web mail services that are available on the Internet. With easy access, emails can be viewed while on a remote server instead of having to download messages with each account login, as would occur with a POP service

As part of your mail hosting package, TBF Digital provides a web-based interface for your designated company administrator to manage email accounts for you company.

## 2. Getting Started with Email Web Administration

TBF Digital provides a Web interface to access your company post office to manage you mailboxes, this tool allows you to add and delete users as well as the password for your email users.

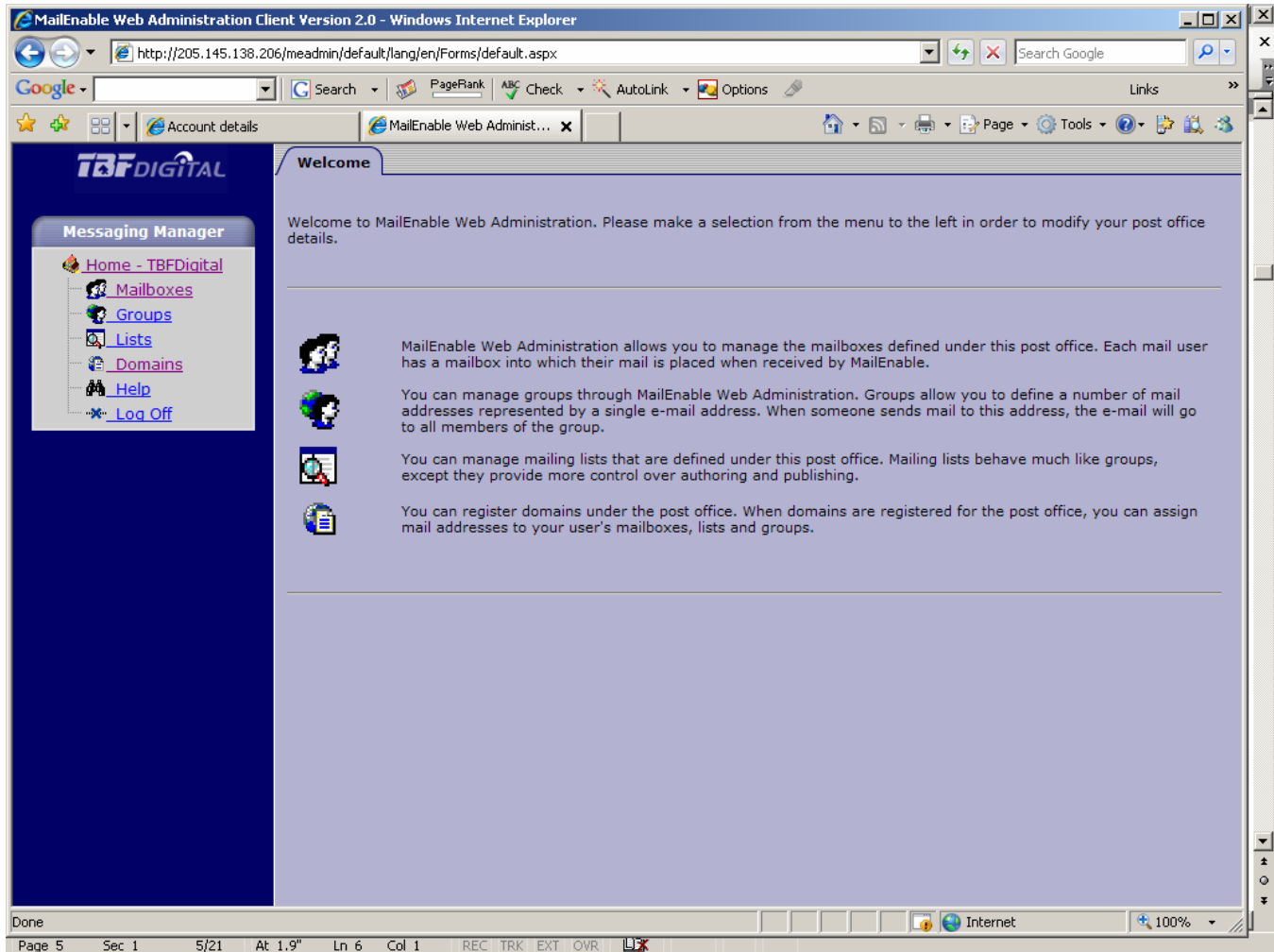
To access email web administration system, open your web browser and type `webadmin.yourdomainname.com` into the browser. You will be brought to a login screen asking for your user name and password.



Your login name is your "mailbox name"@"post office name"( For example, `bsmith@company`) this information was provided to you during your initial setup phase. You will also be required to enter your password.

## 3. Mail Administration Web interface

The mail web administration interface can perform various tasks including adding and deleting mail boxes, defining email groups, changing passwords and configuring forwarding.

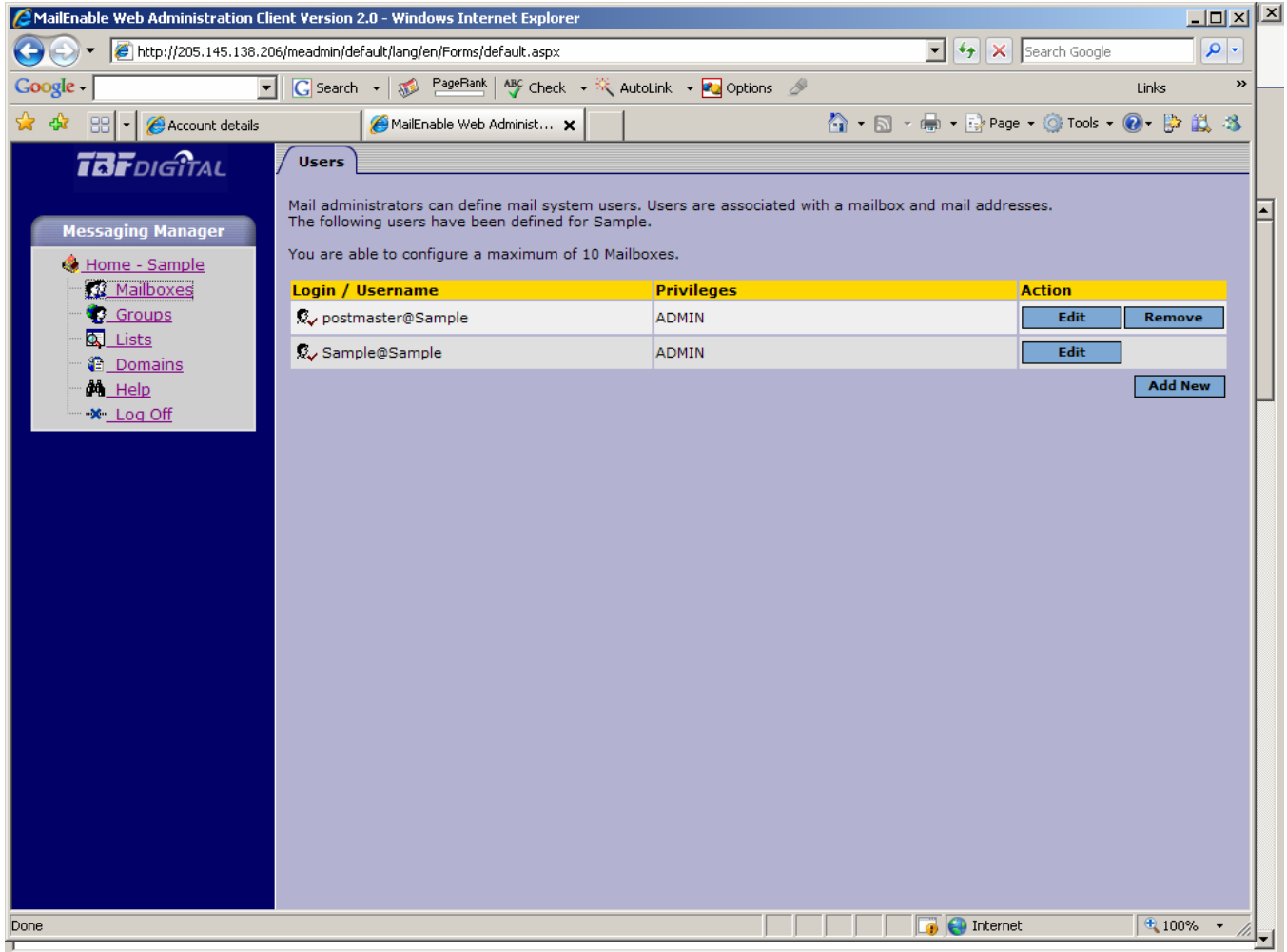


### 3.1 Mail Box Administration

Click on the mailbox link in the left panel and a new window will open displaying a list of all mailboxes associated with your post office. (See diagram below.)

Next to each mailbox in your post office you will see an **EDIT & REMOVE** button. The **EDIT** button allows you to change the characteristics of that particular user's mail box, e.g. password, redirection and aliases. The **REMOVE** button removes the mailbox from the mail system.

You will also see an **ADD NEW** button on the bottom right of your screen. This button will allow you to add a new mail box to your post office.



### 3.2 Edit mail box.

Click on the **EDIT** button following the mailbox and the edit window will open.

On the **LOGIN** tab you can change the password for the mailbox and change the level of rights a user has. Giving a user admin rights allows them to access the web mail administration screens and change or delete mailboxes.

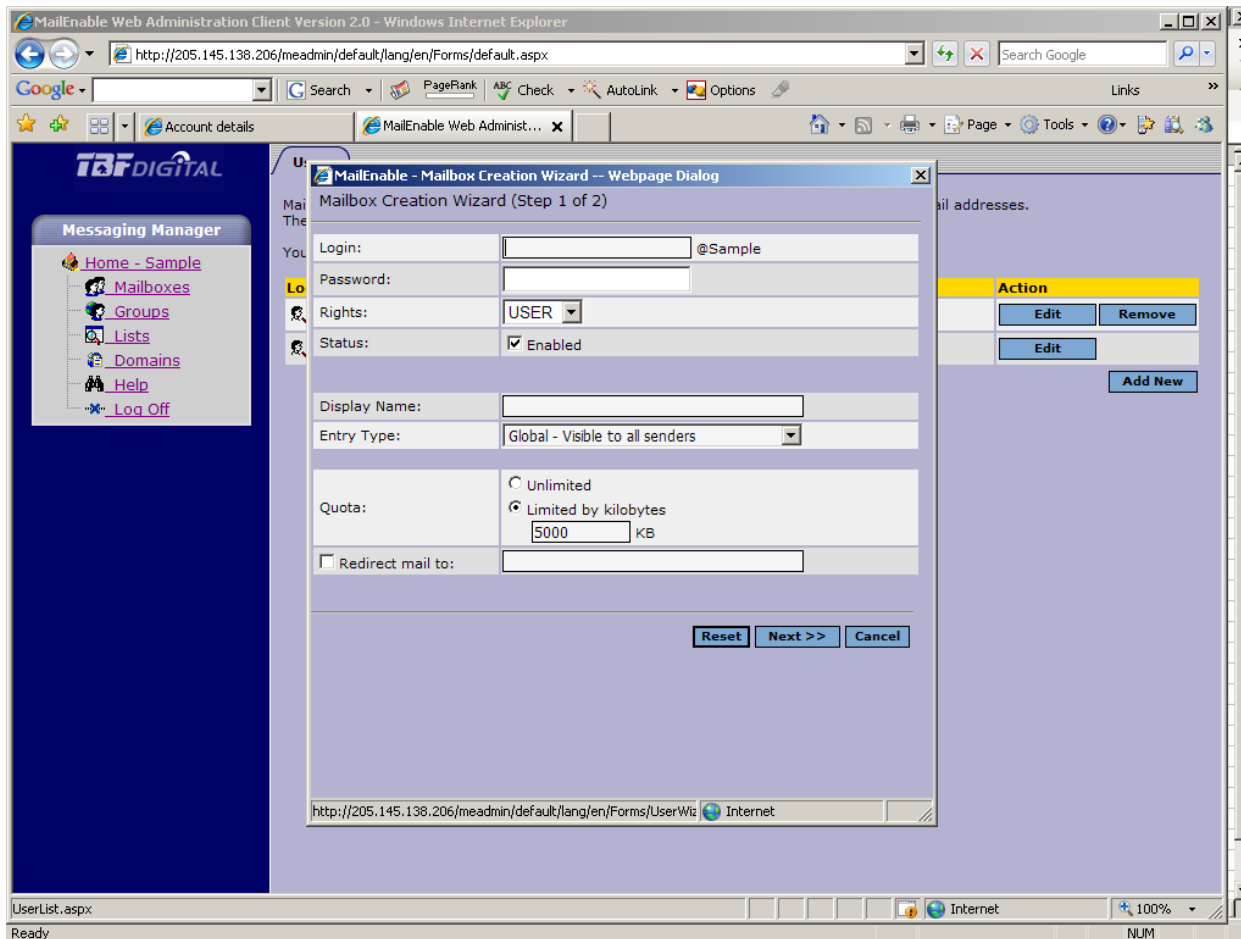
On the **MAILBOX** tab you can change the default size of the mailbox, redirect an email box and add mailbox aliases.

**REDIRECTION** allows you to redirect incoming mail to another email address. Useful if a mail user is on vacation or extended leave and incoming mail need to be monitored.

You can also add additional email addresses that you want this mail box to accept. For example if the same person is going to accept mail for [info@yourdomain.com](mailto:info@yourdomain.com) and [sales@yourdomain.com](mailto:sales@yourdomain.com), you could add these aliases in this screen.

### 3.3 Add new Mail box

The **ADD NEW** button will display the screen necessary to define your new mail box.



The login box will be the actual name of the mail box, i.e. *sales*, *bsmith*, *info*. In the password box enter the password that the user will need to access their email.

Display name is typically the full given name of the mail box user or description of the mail box use.

DO NOT change the “Entry Type” field; this should always be “Global”. Changing this option could stop outside emails from being received.

Changes to the Quota option will have no affect, as these options are controlled by TBF Digital.

The final box allows you to setup a redirection or forward of the incoming mail messages.

When you are finished entering mailbox details, choose next and finish. The mailbox you have just created is now ready to receive internet email.

Please refer to *TBF Digital Mail Services Web mail and Client Configuration* for instructions on how to send and receive mail using the accounts you have created.