



INTRODUCING THE PREMIUM BUSINESS EMAIL AND ENHANCED WEBMAIL SYSTEM

ADMINISTRATOR MAIL CONTROL PANEL DOCUMENTATION

from
WORLDWIDEB HOSTING NETWORKS
<http://www.wwwhosting.net>

To log-in into the administrative mail control panel, please log-in to any of the following:

- ★ <http://webmail.yourdomain.com>
- ★ <http://mail.whoosting.net>
- ★ <http://www.mailanyone.net>

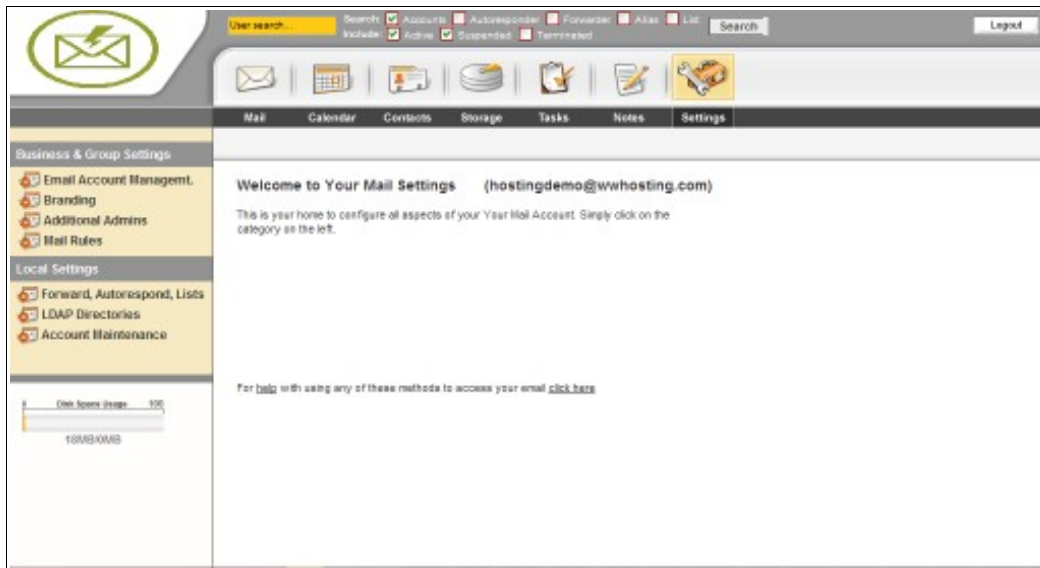


To log-in and check your mails, please log-in as:

- ➔ Username: `accountadmin@<yourdomain.com>`
- ➔ Password: `<your account password>`

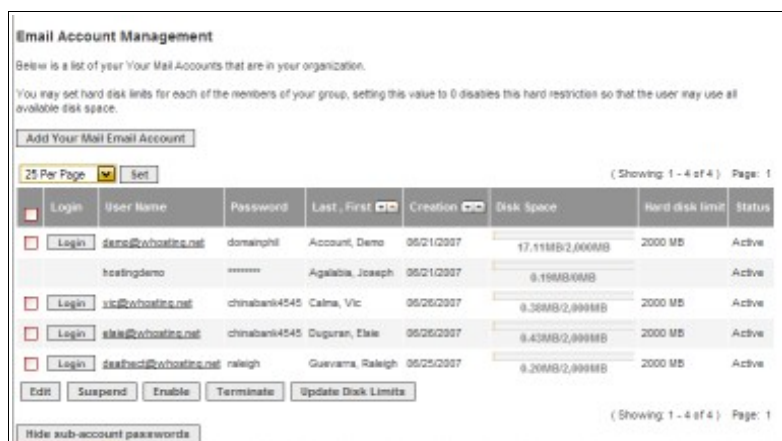
* replace `<yourdomain.com>` with your actual domain name

After successful logging-in, please click on the “SETTINGS” Menu to directly administer your email service. The “accountadmin” email is only intended to administer email accounts and not to be used as a mailbox that is why the quota of the account is 0MB/0MB. Please disregard all other functions found inside the control panel and go directly to the settings page.



➔ **EMAIL ACCOUNT MANAGEMENT**

This menu is the central control of email account services under your domain name. When you click on the link you will be provided with the list of all email accounts created under your account with their account details.



- ◆ Add Your Email Account - click this link to create a new email account under your domain name.
- ◆ Number of account list per page - select the no. of accountd to be listed on a page and press the “Set” button to reload
- ◆ Account List – Accounts that are currently active are listed per line. You may log-in to each

account by clicking on the “Login” button. Before logging into user accounts, please be sure you have permission or right to do so as it may be a privacy issue with the account owner.

Clicking on the checkboxes on an account enables the following option buttons:

- Edit – Edit the properties of the account, change user information, modify the account password, or add an alias to the account. You may also click on the email address directly to edit the properties.
- Suspend – Suspend the account.
- Enable – Re-activate a suspended account
- Terminate – remove the account from the system.
- Update Disk Limits – only used for upgrading quota of account, if allowed.

➔ **CREATING NEW ACCOUNTS**

SPECIAL NOTE IN CREATING EMAIL ACCOUNTS: Our system supports unlimited email aliases in one mailbox. You are provided limited numbers of premium mailboxes based on your subscribed plan. If you required more premium mailboxes, you may choose to upgrade your plan, or purchase additional premium mailboxes with 2.0GB space each.

Before you create the premium mailboxes for your users, check first how many physical mailboxes you really need. If you have to use two email addresses for yourself, you can consider creating only one mailbox as you can use unlimited mail aliases, mail rules and identities to process the emails without having to create multiple mailboxes. We would request that you do not create stale or unused mailboxes, as these will be deleted by the system automatically when detected as unused for a period of time.

Click on “Add your mail email account” button to create a new mailbox.

Back to Your Mail Account List

Account Information

User Name: * [Redacted]
This name is used for logging in to your mailbox, you may choose a single username or username@mydomain.com however if you use a full email address the domain must be added to your account first.

Password: * [Redacted]

Disk Limit: * 2000 MB

Personal Information

First Name: * [Redacted]

Last Name: * [Redacted]

Email Address: [Redacted]

Street Address: Suite 812 8/F Emerald

City: Quezon City

State: Metro Manila

Country: PHILIPPINES

Postal Code: 1109

Mail Aliases to add: Add [Redacted]@whosting.net alias

Create Your Mail Sub-Account

* Required Fields

- ◆ Username: In order for your account to be organized, we strongly suggest you use the complete email address as the username. This is important so that there will be no possibility of username duplicates. Enter the complete email address you are creating. (e.g. sales@company.com, vic@company.com)
- ◆ Password: Initial password. This can be changed the user by logging into his account
- ◆ Disk Limit: ALL Accounts are provided a generous allocation of 2.0GB which equates to 200,000 to 500,000 text emails in your inbox.
- ◆ Personal Information
 - ◆ First Name:
 - ◆ Last Name:
 - ◆ Email Address:
 - ◆ Street Address:
 - ◆ City:
 - ◆ State:
 - ◆ Country:
 - ◆ Postal Code:
- ◆ Mail Aliases to Add - ****IMPORTANT****: you need to ensure that you place a checkbox before the suggested alias name before creating the account. Otherwise, you will not receive any email. Mail aliases needs to be set to your account and this is where you can add them. To add more aliases to the account, edit the email account in the mail list menu.

The minimum entries required to create an account are the username, password, first name, last name, and alias fields. Click on “Create Sub-Account” button to create the mailbox.

➔ BRANDING


Another special feature of our webmail system is the ability to personalize or “brand” your own logo in the webmail interface both in the v2.0 and v1.0 lite interface. Just upload your own company logo and select it to be the default. Please observe the proper size for the images 129x78 pixels in JPG, GIF or PNG format. The lite interface logo must be 199x55 pixels also in JPG, GIF or PNG format. Unless re-branded we utilize default graphic images for the logos.

Branding
The Branding utility allows you to customize the webmail portion of this account and your sub-accounts.

Select Active Logo

Select logo: Default

Select Active Logo (lite interface)

Select logo (lite):  Default

Custom Logo Settings

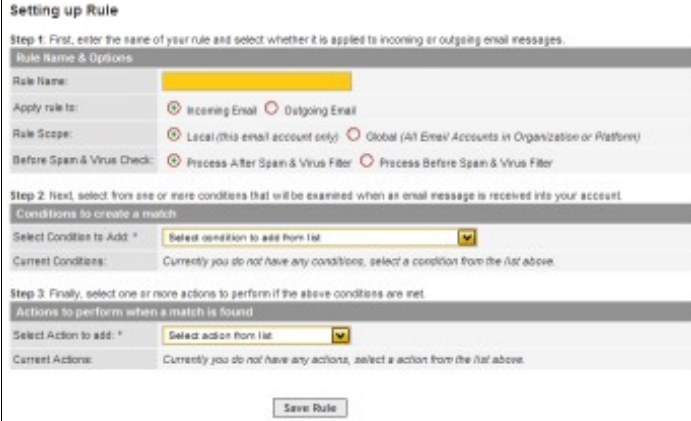
Upload your logo: Logo must be 129 x 78 pixels in JPG, GIF, PNG format only

Custom Logo Settings (lite interface)

Upload your logo (lite interface): Logo must be 199 x 55 pixels in JPG, GIF, PNG format only

➔ GLOBAL MAIL RULES

The accountadmin@yourdomain.com is a default account only intended to create and manage email accounts and set some specific global and local features. As such, the mail rules that you can set here is only usable when applied on a global setting (all accounts under your group). Any rules set here are processed independently from individual mail rules set by each user. This “global” setting applies to all emails both incoming and outgoing to all your mailboxes and aliases. This is a powerful feature intended only for emails administrator use, so use with caution, and proper ethics, to prevent accounts from being affected in a negative way. When creating mail rules here, always choose the “global” rule scope.



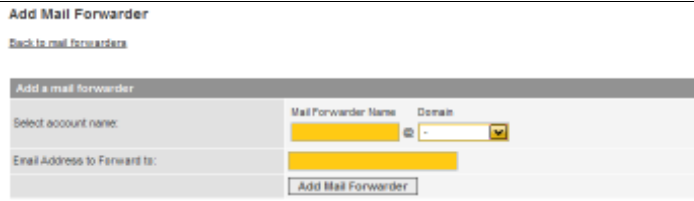
The screenshot shows a web form titled "Setting up Rule" with three main steps:

- Step 1: Rule Name & Options**
 - Rule Name: [Redacted]
 - Apply rule to: Incoming Email Outgoing Email
 - Rule Scope: Local (this email account only) Global (All Email Accounts in Organization or Platform)
 - Before Spam & Virus Check: Process After Spam & Virus Filter Process Before Spam & Virus Filter
- Step 2: Conditions to create a match**
 - Select Condition to Add: [Select condition to add from list]
 - Current Conditions: Currently you do not have any conditions, select a condition from the list above.
- Step 3: Actions to perform when a match is found**
 - Select Action to add: [Select action from list]
 - Current Actions: Currently you do not have any actions, select an action from the list above.

A "Save Rule" button is located at the bottom of the form.

➔ CREATING FORWARDERS

As the mail administrator, you are authorized to create forwarders for your users. Your users need to request for you to create a forwarder account for them. This is restricted to administrator to prevent improper use. You can forward any email address from your domain to any email address.



The screenshot shows a web form titled "Add Mail Forwarder" with the following fields:

- Back to mail forwarders
- Add a mail forwarder
- Select account name: [Redacted]
- Mail Forwarder Name: [Redacted]
- Domain: [Redacted]
- Email Address to Forward to: [Redacted]
- Add Mail Forwarder button

➔ CREATING MAILING LISTS

Mailing Lists allow you to send messages to a group of recipients by sending a single message to your Mailing List Address. For security purposes, only administrators are allowed to create mailing lists.

Your Mailing Lists

List Name: My Mailing List

List Address: my mailing list@whosting.net

Security Key: This security key will be required to be the first word of the subject of the message being sent to your mailing list. When the message is processed the security key is removed from the subject. If you do not wish to use this feature leave this field blank.
 Example: If your key is 'MySecretKey' your subject we need to be: MySecretKey Your Monthly Newsletter.

Private Mailing List: Use the private feature to only allow sending to this list from yourself.
 The Private Mailing List option allows only your email account to send email to this mailing list and no one else. All other email sent to this list will be rejected and returned to sender. If sending via an email client you must enable SMTP Authentication in order to send email to your private mailing lists.

Add Addresses: Add addresses one per line.
 Add These Addresses

Import Addresses: Import addresses from your contact folders.
 Contacts Import Folder
 This adds the address to the addresses to be added list above.

Current Addresses: No Addresses

Save List

- ◆ List Name – descriptive name of your mailing list
- ◆ List Address – mail email address to use as a mailing list. You can only use an “unused” email address. If the address is already created as an alias, you cannot create it as a mailing list.
- ◆ Security Key – used to prevent spam in your mailing list. You need to use the Key as the first word of your mail subject in order for the system to accept your message. The system will automatically remove the security key upon acceptance and broadcast to members.
- ◆ Private Mailing List – you can choose this to only accept messages from your admin account “accountadmin@yourdomain.com”
- ◆ Add addresses – you can add the members of the mailing list here
- ◆ Import from Contact: - cannot be used as the main account is not intended to be used as a mailbox.
- ◆ Current Addresses – list of currently subscribed members.

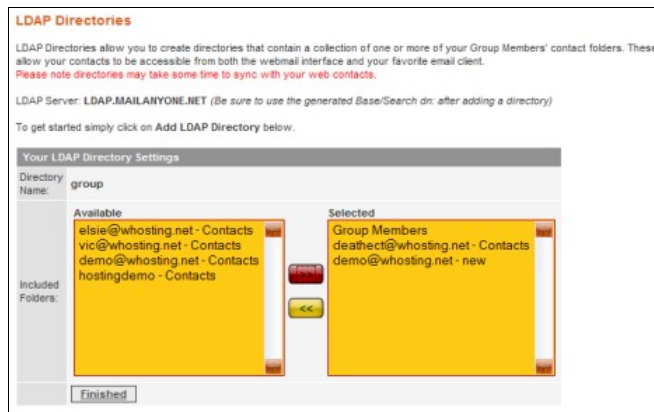
➔ **CREATING LDAP DIRECTORIES**

Lightweight Directory Access Protocol (LDAP), is an Internet protocol that email and other programs use to look up information from a server.

Every email program has a personal address book, but how do you look up an address for someone who's never sent you email? How can an organization keep one centralized up-to-date phone book that everybody has access to?

That question led software companies such as Microsoft, IBM, Lotus, and Netscape to support a standard called LDAP. "LDAP-aware" client programs can ask LDAP servers to look up entries in a wide variety of ways. LDAP servers index all the data in their entries, and "filters" may be used to select just the person or group you want, and return just the information you want. For example, here's an LDAP search translated into plain English: "Search for all people located in Chicago whose name contains "Fred" that have an email address. Please return their full name, email, title, and description."

The system LDAP Directories allow you to create directories that contain a collection of one or more of your Group Members' contact folders. These allow your contacts to be accessible from both the webmail interface and your favorite email client.



To create an LDAP database, create a unique name and select contacts of users you wish to add into the database. Please note that it may take a few minutes for the system to update all the contacts into the created LDAP database. LDAP databases are publicly available, although if the user does not know the base/search dn, he cannot use the search.

A sample LDAP database:



You just need to setup your mail reader to connect to ldap.mailanyone.net, (port 389 by default) and enter the search/base dn created by the system. You should be able to search the database already.

➔ ACCOUNT MAINTENANCE

You can modify the main password of the “accountadmin@yourdomain.com” here.

*Please refer to the end user documentation for an explanation of other features not found here.

These are basically all the things that can be done in the administrative panel. Please contact us if you have any questions.

➔ **SERVER CONNECTION REFERENCES:**

SERVICE	HOSTNAME	TCP PORTS & REMARKS
IMAP	imap.whoosting.net / imap.yourdomain.com	143, 80 & 993 for SSL
POP3	pop.whoosting.net / pop.yourdomain.com	110, 80 & 995 for SSL
OUTGOING SMTP	smtp.whoosting.net / smtp.yourdomain.com	25,2500,25000 w/ TLS Negotiation 2501 & 463 w/ TLS On Connect SMTP Authentication Required
LDAP	ldap.whoosting.net / ldap.mailreply.net	389
FTP (for Storage)	mailftp.whoosting.net / mailftp.yourdomain.com	39
Webmail Access	mail.whoosting.net / webmail.yourdomain.com	80, 443 for SSL

- please use your complete email address and password when checking or sending mails.
- For domains not under our DNS, you need to point your MX record to “*MX.WHOSTING.NET*”