

Administrative interface for corporate mail management

<http://vmail.orbitel.bg>

Entry into the system

Management of all mailboxes in the domain: postmaster@domain.extension

Management of individual mailboxes: mailbox@domain.extension

status:	current	max
mailboxes	20*	20
mailing lists	3	15
disk quota	0	48 MB

You have several options:

1. Editing or creating new **mailboxes**
2. Editing or creating new **mailing lists**
3. Editing or creating new **Aliases & forwards**

At the bottom part of the menu you can see the current status of the domain:

■ Mailboxes

How many mailboxes have been used as portion of the maximum allowed (in this case 20*/20). If the number of currently used is coloured red and is followed by an asterisk this means there are mailboxes with a zero quota.

■ Mailing lists

If the current number of mailing lists (in this case 3) is coloured red this means they are more than the maximum allowed (in this case 15).

■ Disk quota, MB:

Shows the current and maximum disc space of the domain. If the currently used space exceeds the maximum allowed, it will be coloured red. If the maximum allowed space is red then the sum of the quotas of individual mailboxes has exceeded the domain quota.

Mailboxes

- In order to view the mailboxes created in this domain click **Manage:**

Mailboxes in **crm.crm** (add new)

mailbox	FullName	action			
alabala	space	change password	parameters	folders	delete
d.chakarov	dddd	change password	parameters	folders	delete
djidji	deanka	change password	parameters	folders	delete
ete	Mailbox User	change password	parameters	folders	delete
gb	gb@crm.crm	change password	parameters	folders	delete

The mailboxes in **red** are mailboxes with a **zero quota** and must be corrected.

The mailboxes in **orange** are mailboxes **over quota** which cannot receive new messages until the old ones are deleted.

- The **Change password** option allows you to change the password of the e-mail (the old one is not required).

Changing password for user **test@crm.crm**:

Password:

Repeat password:

[back](#) [next](#)

- The **Parameters** option shows the parameters of the mailbox.

- **Account status** – you can choose the mailbox to be temporarily **disabled** or enabled.

Parameters for **test@crm.crm**:

Account status: enabled disabled

Autoresponder: active (**disable**)

Spam filter: enabled disabled

Free domain space left: **0 MB**

Maximum mailbox size: MB /16 MB recommended

Current mailbox size: 17 MB

Messages in INBOX: 10

User password: **change**

[back](#) [next](#)

- **Autoresponder** (add) – you can record a message to be sent automatically when the sender receives an e-mail (once every two hours). If there already is such a message it can be disabled. The message can also be all in Latin script.
- **Spam filter** – shows if the filter is active or disabled. It depends on whether there is a *Spam* folder in the mailbox.
- **Free domain space left** – shows the free available space in the mail

domain.

- **Maximum mailbox size** – The system **recommends a quota** for the mailbox based on the package bought, usually around 100 MB. The maximum size of the mailbox is the whole space

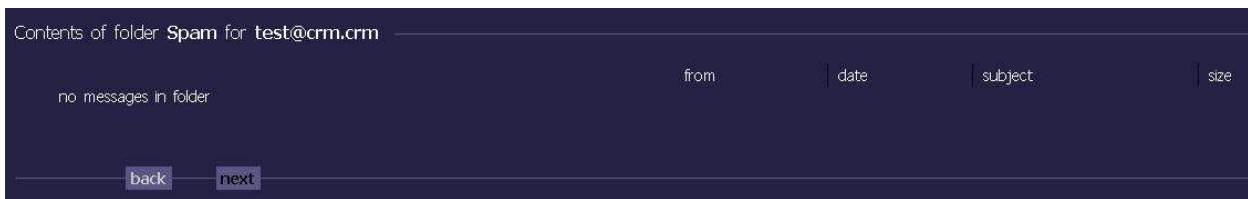
allocated for the domain. If you exceed the quota you have bought the system will generate an error. If you attempt to set a zero quota the system will generate an error.

- **Current mailbox size** – shows the taken-up space in the mailbox to date.
- **Total messages in mailbox** – shows the total number of mails in the mailbox.
- **User password** – gives you the opportunity to change the password for the mailbox.

■ Option **Folders** – shows the content of the mailbox.



- There is an option for viewing the folders and their contents.
- The information about the mails you can view is: **sender, date, title and size.**



- When you click on the mail you will be asked if you want to delete it.

■ Option **Delete at the list of mailboxes** deletes the mailbox itself.

Mailing Lists



■ **Subscribers** – includes the members of a mailing list. You can add or remove members from the list by marking the mailbox or deleting it from the list. (Subscribers: edit, add new).

- **Moderators** – these are users with more list management rights. You can add them following the same procedure as with Subscribers.
- **Delete list** – deleting a selected list.

Aliases & Forwards

Aliases in **crm.crm** (add new):

alias	destination	action
blah	blah@crm.crm	edit delete
crashtest	blah@crm.crm	edit delete
crashtest2	blah@crm.crm nov@crm.crm postmaster@crm.crm alabala @crm.crm	edit delete
crashtest3	phs@crm.crm	edit delete
crashtest4	batamata@crm.crm	edit delete

- **Aliases** – description of the rules for internal forwards. It is added to a name in the domain which forwards messages to an individual mailbox inside the domain.
- **Forwards** – these are the rules for forwarding. A mail received within the domain is automatically forwarded to a mailbox outside the domain.

Additional information

1. If a certain message cannot be deleted from the mailbox, all **pop3/imap** sessions to the server must be suspended for around **15 minutes**. After this the system will conduct the deletion.
2. When you create an Alias whose name is an existing mailbox, then this box must be **deleted** to guarantee the normal receiving of messages.