



EasyMailSetup 


***User Guide
Version 3.9***



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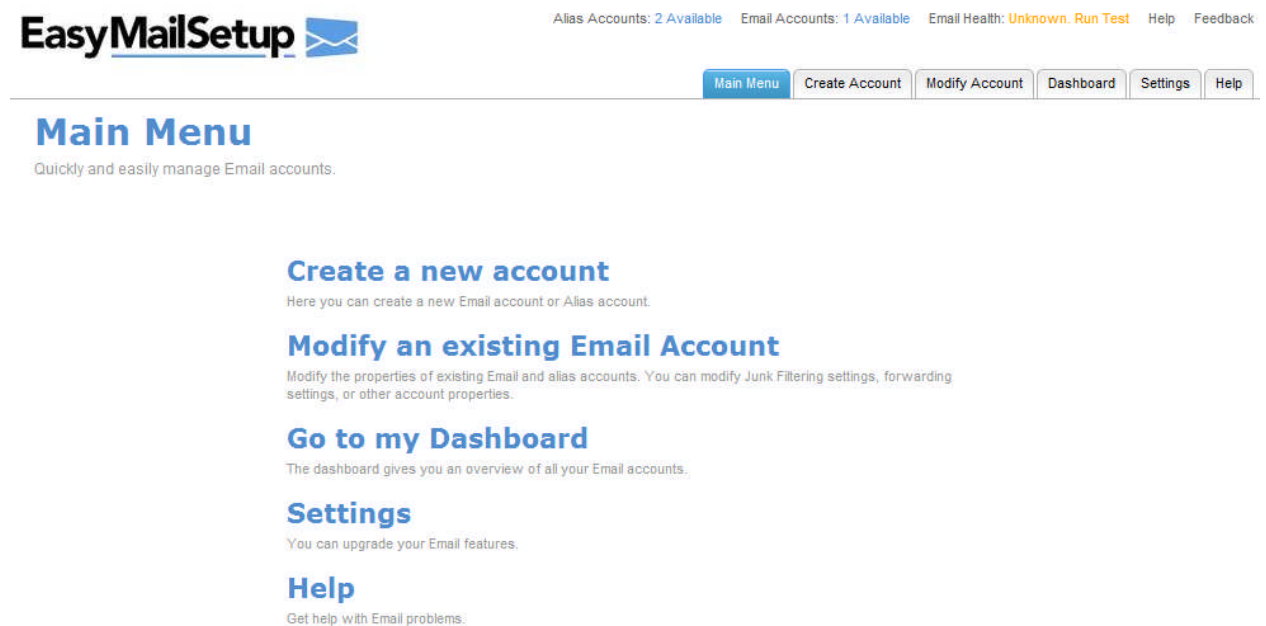
1 Introduction

EasyMail Setup is a simple and convenient email management tool. With EasyMail Setup you can create, configure various domain email accounts and email account features. EasyMail Setup allows users to access email through a preferred email client or by using Webmail. To get started with EasyMail Setup take the following steps:

TO LAUNCH EASYMAIL SETUP:

- Click on the **EasyMail Setup icon**.

The application opens in a new window.



1.1 Navigation

The main menu is located on the top-right corner of EasyMail Setup.

- **Main Menu:** links you to the main page within EasyMail Setup
- **Create a new account:** allows you to create a new Email account or a new Alias account
- **Modify an existing Email Account:** allows you to change email account settings or alias account
- **Go to my Dashboard:** allows you to list all domain email
- **Settings:** allows you to create a catchall email address and enable email virus scanning
- **Help:** allows you to access information on managing your email and alias accounts
- **Feedback:** allows you to send feedback concerning EasyMail Setup

2 Create a New Account

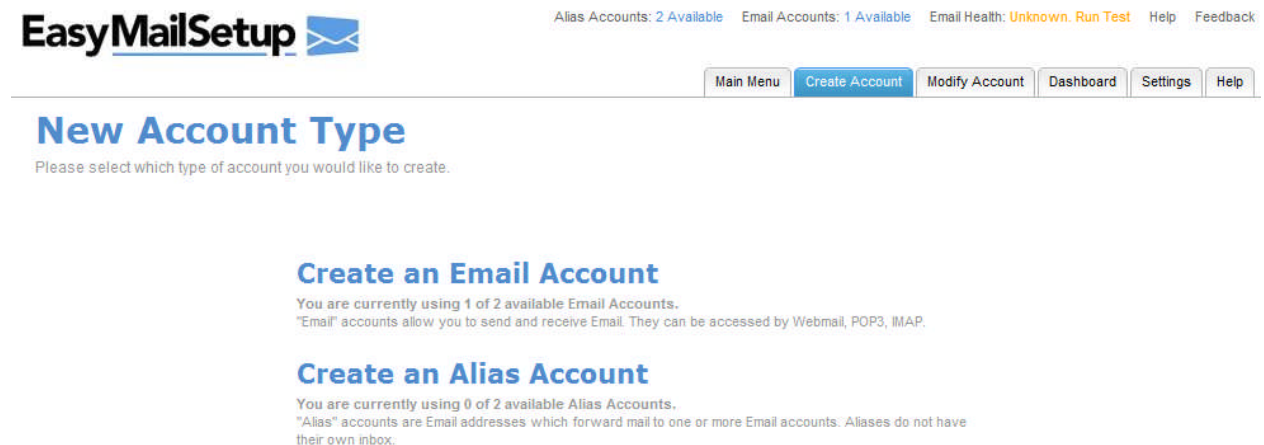
Here you can create a new Email account or Alias account.

2.1 Create an Email Account

The postmaster account is created automatically when your domain is registered. However, this account is not included as part of the total number of available mailboxes. It is very important that you not only keep this account, but also, periodically check it for messages. For example, emails that are addressed to a non-existent account will be sent to the postmaster account.

Note: Do not delete the postmaster account - email accounts under a domain on our system will not work unless the default postmaster account exists.

The EasyMail Setup wizard is a navigation guide through the email account creation process.



The setup wizard is designed to create email accounts and alias accounts. Please note the differences between an email account and an alias account when creating a new email address.

An email account has a physical mailbox on the system that can be accessed by any POP or IMAP mail client such as Outlook, Outlook Express, and Thunderbird etc.

An Alias accounts is an email address with no physical mailbox, the email address will forward email to an email address with a physical mailbox.

With EasyMail Setup creating a new email account takes just a few easy steps. First you begin by entering the new account details, secondly you will set your spam filter settings and then the process is complete.

TO CREATE AN EMAIL ACCOUNT:

1. Click **Create Account**.
2. Click **Create an Email Account**.
3. Complete the following:

Email Account Details

Please fill in your account details:

Account Name: @arassanov.test.com

Password:

Password strength: Not rated

Re-enter password:

Forgot Password Question: -- Select Question --

Forgot Password Answer:


- **Account Name** – enter the email account name.
 - **Password** – enter a new password
 - **Re-enter password** – confirm your new password
 - **Forgot Password Question** – choose a Forgot Password Question from the drop down menu
 - **Forgot Password Answer** – enter your Forgot Password Answer
4. Click **Next**.
 5. Select junk filtering settings:

Recommended Settings

It is recommended that you choose your Junk Filtering settings below. The recommended settings are already set for you. This will greatly reduce the amount of Junk that you receive. Click Next to accept these settings.

Email: test123@arassanov.test.com

Junk Filter Status: Standard

 Filter Type: Quarantine

Delete Junk: After One Month

- **Junk Filter Status** – allows you to select junk filter activity
 - **Off** – turn off any spam filtering.
 - **Light** – filtering uses a higher point total to classify spam, and therefore is less capable of detecting and filtering out spam; however, if you have set your spam to be deleted automatically, you may want to use the lighter filtering mode to ensure that regular email classified as spam is not deleted.
 - **Standard** – Indicates a custom level of spam filtering is turned on and email will be filtered to remove email from unfamiliar email addresses.
 - **Aggressive** – mode filtering will filter all email that is not in your contact or “safe” list as junk mail.

Please note: There is always a risk that the spam filter may classify legitimate email as spam. You may not want to enable the automatic deletion of spam if you are concerned

about this possibility. It is recommended you frequently review your spam, trash and or junk folders to ensure a legitimate email has not been classified as spam. It is also recommended that you add email addresses to your Contact lists to ensure your email account receives all emails from the specified sender.

- **Filter Type** – options for identifying and flagging email as spam
 - **Quarantine Spam** – email which the spam filter classifies as spam will be held back by the mail server and placed in a "quarantine folder". This folder is called "SPAM. incoming". Email which is placed in the quarantine filter will not be delivered with your regular email. To review these emails you will need to visit the corresponding folder. Email in your quarantine folder can be viewed by any email client that maintains an IMAP connection with your email server.
 - **Delete Spam** – email which the filter classifies as spam will be deleted automatically after the period specified. **Email which is deleted in this manner is unrecoverable.**


Please note that there is always a risk that the spam filter may classify legitimate email as spam. We do not recommend enabling the automatic deletion of spam due to this possibility.
 - **Tag and Deliver Spam** - email which the spam filter classifies as spam will have "***SPAM**" added to the subject heading of incoming email. The tagged email is delivered along with regular email. This setting is useful if you would like to scan through the email classified as spam by the filter. You can set up an email rule which will place email with **SPAM** as part of the subject line into a different mail folder on your computer. Most email clients, such as Microsoft Outlook or Webmail, support email sorting
- **Delete Junk** – you can choose from various time periods after which email classified as spam will then be deleted.

Please note: Junk mail also accounts for email usage. Junk mail and spam emails will also take up space in your email account. It is recommended you frequently review and delete junk mail and spam emails to allow more space for your legitimate email correspondence and storage.

6. Click **Next**.

2.2 Create an Alias Account

An Alias accounts is an email address that does not have a physical mailbox or email storage space. Alias accounts must be forwarded to an existing email account with a mailbox and storage space. An alias email address acts as a "front" giving the appearance of unique email account when in actuality it is only an alternative email address to traffic emails through.

EasyMailSetup 

Alias Accounts: 2 Available Email Accounts: 1 Available Email Health: Unknown. Run Test Help Feedback

Main Menu **Create Account** Modify Account Dashboard Settings Help

New Account Type

Please select which type of account you would like to create.

Create an Email Account

You are currently using 1 of 2 available Email Accounts.
 "Email" accounts allow you to send and receive Email. They can be accessed by Webmail, POP3, IMAP.

Create an Alias Account

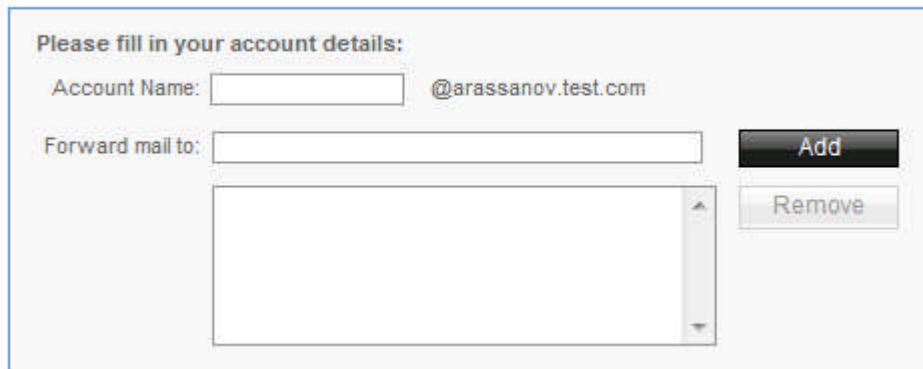
You are currently using 0 of 2 available Alias Accounts.
 "Alias" accounts are Email addresses which forward mail to one or more Email accounts. Aliases do not have their own inbox.

TO CREATE AN ALIAS ACCOUNT:

1. Click **Create Account**.

2. Click **Create an Alias Account**.
3. Complete the following:

Alias Account Details df df



The form is titled "Alias Account Details df df". It contains a section "Please fill in your account details:" with two input fields. The first is "Account Name:" followed by a text box and the text "@arassanov.test.com". The second is "Forward mail to:" followed by a text box and a larger text area below it. To the right of the text area are two buttons: "Add" (black) and "Remove" (grey).

- **Account Name** – enter an account name
- **Forward mail to** – enter the email address you would like emails to be forwarded to.

Please Note: You may enter more than one “forward to” email address. To add additional email addresses enter the email address in the Forward Mail to field and click **Add**.

4. Click **Next**.

3 Modifying an Existing Email Account

You can modify the properties of existing Email and alias accounts. You can modify Junk filtering settings, forwarding settings, or other account properties.

3.1 Modify an Email Account

"Email" accounts are normal Email accounts. This is most likely the type of account you want to modify.

TO MODIFY AN EMAIL ACCOUNT:

1. Click **Modify an Existing Email Account**.
2. Click **Modify an Email Account**.
3. Select an email account.

Email Accounts

Select account to modify:

Email:

	Email	Usage	Junk Filter	Junk Action
<input type="radio"/>	postmaster@arassanov.test.com	0%	Light	Deliver
<input type="radio"/>	test@arassanov.test.com	0%	Light	Deliver
<input type="radio"/>	test123@arassanov.test.com	0%	Standard	Quarantine: Never

4. Click **Next**.
5. Edit the following:

If the setting you would like to change is not here, click "More Settings..."

Email: test@arassanov.test.com

Password:

Forgot Password Question:

Forgot Password Answer:

Junk Filter Status:

Filter Type:

Delete Junk:

Forward mail To:

☐ Keep a copy of forwarded messages

- **Password** – allows you to edit email password
Note: To change the password click Change, enter new password and click Apply.
- **Forgot Password Question** – allows you to choose another Forgot Password Question
- **Forgot Password Answer** – allows you to enter new Forgot Password Answer
- **Junk Filter Status** – allows you to select junk filter activity
- **Filter Type** – allows you to select options for identifying and flagging email as spam
- **Delete Junk** – allows you to select various time periods after which email will then be deleted
- **Whitelist** – allows you to add email addresses to a Safe list
- **Blacklist** – allows you to automatically block email sent from the blacklisted email addresses
- **Forward mail to** – allows you to forward an email account to another email account

6. Click **Next**.

3.1.1 More Settings

For additional email account settings click **More Settings**.

3.1.1.1 Junk Filtering

Junk Filtering screen allows you to change the Junk Filter Status, set the Filter Type that lets you choose what is done with your junk and select time periods when will automatically delete all Email flagged as junk. You may also add emails to the whitelist and blacklist.

Junk Filtering?

Configure your account with advanced junk filtering options.

Junk Filter Settings

Email(s): test@arassanov.test.com

Junk Filter Status: Light

Filter type: Tag and Deliver

Delete after: After One Week

Cancel Apply

Blacklist

Blacklist is a collection of Email addresses (or domains) that will always be blocked. Valid entries are address@domain.com (blocks only this sender) or *@domain.com (blocks all senders from domain.com).

Remove

Add

Whitelist

Whitelist is a collection of Email addresses (or domains) that will bypass filtering entirely. Valid entries are address@domain.com (allows only this sender) or *@domain.com (allows all senders from domain.com).

Remove

Add

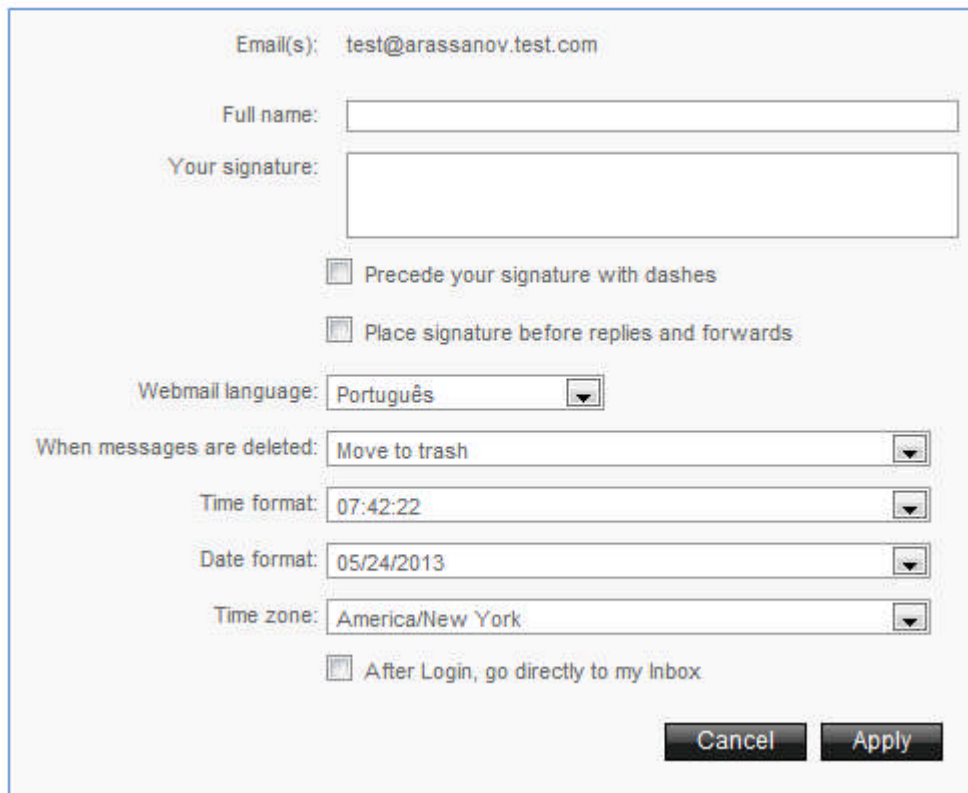
3.1.1.2 Webmail

Webmail is a multi-featured, browser independent email system. Easily customized some Webmail features include: contact list, daily schedule, to do list, spell checker and web bookmarks.

TO SETUP WEBMAIL:

1. Complete the following:

Webmail Settings



- **Full name** – enter the name you would like to display in your emails
- **Your signature** – enter a signature line or signature text if desired.
Note: You can choose to **precede your signature with dashes** and to **place signature before replies and forwards** by selecting the corresponding check box field.
- **Webmail language** – select your preferred Webmail display language
- **When messages are deleted** – select the folder to which you wish to direct your deleted messages.
- **Time format** – select your preferred time format
- **Date format** – select your preferred date format
- **Time zone** – select your preferred time zone

Check **After Login goes directly to my inbox** if after login you want to be taken directly to your inbox.

2. Click **Apply**.

3.1.1.3 SyncSuite

SyncSuite synchronizes your Calendar and Contacts between your RIM BlackBerry, Microsoft Outlook, Microsoft Outlook Express, and other mobile devices. Your Calendar and Contact information is the same when you use your Microsoft Outlook at work, your RIM BlackBerry out of the office, and your Microsoft Outlook Express at home. You can also collaborate with your coworkers by sharing your Calendars, Contacts, Tasks, and Notes with each other.

SyncSuite Downloads

What is SyncSuite™ ?

SyncSuite™ synchronizes your Calendar and Contacts between your RIM BlackBerry™, Microsoft Outlook™, Microsoft Outlook Express™ and other mobile devices. This means that all your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office and your Microsoft Outlook Express™ at home. You can also collaborate with your coworkers by sharing your Calendars, Contacts, Tasks and Notes with each other.

SyncSuite for RIM BlackBerry™

Synchronizes: Contacts, Calendar to WEBMAIL

For over the air downloads point your RIM BlackBerry™ browser to <http://webmail.hostopia.com/downloads/bb.php>

[Download](#)
[Install Instructions](#)
[Help file](#)

SyncSuite for Microsoft Outlook™

Synchronizes: Contacts, Calendar to WEBMAIL

[Download](#)
[Install Instructions](#)
[Help file](#)

SyncSuite for Microsoft Outlook Express™

Synchronizes: Contacts to WEBMAIL

[Download](#)
[Install Instructions](#)
[Help file](#)

SyncSuite for Windows Mobile™

Synchronizes: Contacts, Calendar to WEBMAIL

[Contact Sales](#)

SyncSuite for SyncML enabled wireless devices

Synchronizes: Contacts, Calendar to WEBMAIL

[Install Instructions](#)

The following SyncSuite downloads are available:

- **SyncSuit for RIM BlackBerry™**
Synchronizes: Contacts, Calendar to WEBMAIL
- **SyncSuit for Microsoft Outlook™**
Synchronizes: Contacts, Calendar to WEBMAIL
- **SyncSuit for Microsoft Outlook Express™**
Synchronizes: Contacts to WEBMAIL
- **SyncSuit for Windows Mobile™**
Synchronizes: Contacts, Calendar to WEBMAIL
- **SyncSuit for SyncML enabled wireless devices**
Synchronizes: Contacts, Calendar to WEBMAIL

3.1.1.4 Autoresponders

The Autoresponder function allows you to automatically reply to incoming email with a pre-written message. This function can be enabled to auto respond to all or specific email addresses sent to your email account.

Please note: Autoresponders do not work for forwarded and alias accounts

- **CC to an email containing** – the Autoresponder will auto reply to email messages that are sent to a certain address. For example, if an email has the specified address in its "CC:" field, the Autoresponder will apply to it. Choose the "CC to an email containing" option from the "Respond only if" drop down menu and enter the words contained in the email address in the "is" textbox. You can enter multiple words contained in the email addresses in the "is" textbox.
 - **Subject contains** – you can reply to messages whose subject contains some specific text. Select "Subject contains" option from the "Respond only if" drop down menu and enter the text in the "is" textbox.
 - **Is** – allows you to select a keyword for autoresponder
 - **Message** – Enter the auto response message
3. Click **Apply**.

3.1.1.5 Message Rules

The Message Rule functionality allows you to set rules and conditions for incoming email messages to your email account.

Message Rules

Create rules and conditions for your incoming Email messages.

Rules

Rules window showing a list of rules. The first rule is "Add Rule. Email: test". Below the list is a large empty text area for a rule name. At the bottom are "Cancel" and "Apply" buttons.

Rule Details

Rule Details window showing configuration options. Fields include: Rule name, Name, Conditions (Field: To, Match: Contains, Value:), Case-sensitive checkbox, and Action (COPY, nbox). Buttons at the bottom: Add condition, Cancel, Apply.

TO SETUP A RULE:

1. Click **Add Rule**.
2. Complete the following:

Rule Details

Rule name
Name:

Conditions
Field:
Match:
Value:
☐ Case-sensitive

Action

- **Name** – Enter the rule name
- **Field** – select one of the following: To, From, CC, Subject
- **Match** – select one the conditions provided
- **Value** – enter the text that would be contained in the selected field

For example if you want **To:** field containing specific text, you would choose **contains** and under value enter the text that would be contained in the field selected. If you want to setup the condition for case-sensitive text contained in the field check **Case-sensitive**.

- **Action** –select from the two drop-down menus the desired action.

For example if you want all email messages satisfying the condition set above, choose **Copy** and choose **Junk**. This would mean that all messages satisfying the condition chosen will be copied into the Junk folder.

3. Click **Apply**.

TO EDIT A RULE



1. Select the desired rule.
2. Edit parameters.
3. Click **Apply**.

TO DISABLE/ENABLE A RULE

- Click **green colored circle icon**.

Rules

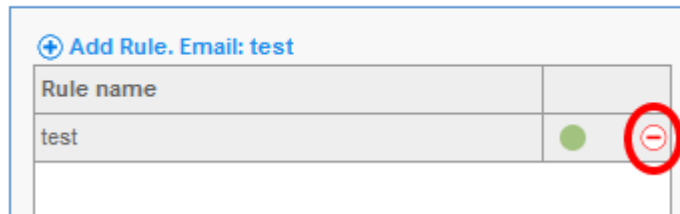
[+ Add Rule. Email: test](#)

Rule name	
test	 



TO DELETE A RULE:

- Click **red negative circle icon**.

Rules



⊕ Add Rule. Email: test

Rule name	
test	 

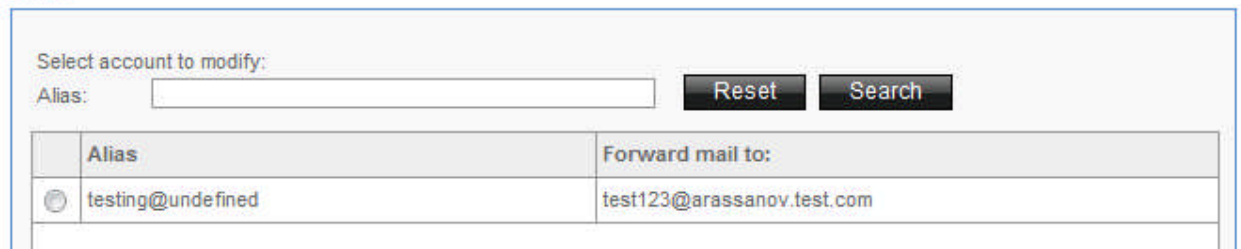
3.2 Modify an Alias Account

Alias accounts are Email addresses which forward mail to one or more Email accounts. Aliases do not have their own inbox. You can modify where the alias accounts forward.

TO MODIFY AN ALIAS ACCOUNT:


1. Click **Modify an Existing Email Account**.
2. Click **Modify an Alias Account**.
3. Select an alias account.

Alias



Select account to modify:

Alias:

Alias	Forward mail to:
 testing@undefined	test123@arassanov.test.com

4. Click **Next**.
5. Add or remove **Forward mail to**.
6. Click **Next**.

4 Go To My Dashboard

The dashboard gives you an overview of all your Email accounts.

4.1 Email accounts

Email Accounts | Alias Accounts

Email: Search Reset

+ Add Email Account

<input type="checkbox"/>	Email	Usage	Junk Filter	Junk Action	Web
<input type="checkbox"/>	postmaster@arassanov.test.com	0%	Light	Deliver	
<input type="checkbox"/>	test@arassanov.test.com	0%	Light	Deliver	
<input type="checkbox"/>	test123@arassanov.test.com	0%	Standard	Quarantine: Never	

Settings Overview

Email: not selected

Usage:

Password: Change

Forgot Password Question:

Forgot Password Answer:

Junk Filter Status:

Filter type:

Delete after:

Whitelist: Add

Blacklist: Add

Forward mail to:

☐ Keep copy of message

Delete Apply More Settings...

TO EDIT EMAIL ACCOUNT:

1. Select an email account.

Email Accounts | Alias Accounts

Email: Search Reset

+ Add Email Account

<input type="checkbox"/>	Email	Usage	Junk Filter	Junk Action	Web
<input type="checkbox"/>	postmaster@arassanov.test.com	0%	Light	Deliver	
<input type="checkbox"/>	test@arassanov.test.com	0%	Light	Deliver	
<input type="checkbox"/>	test123@arassanov.test.com	0%	Standard	Quarantine: Never	

2. Edit the following:

Email: test@arassanov.test.com
Usage: 0%

Password: [Change](#)

Forgot Password Question: -- Select Question --

Forgot Password Answer:

Junk Filter Status: Light

Filter type: Tag and Deliver

Delete after: Never

Whitelist: [Add](#)

Blacklist: [Add](#)

Forward mail to:

☐ Keep copy of message

[Delete](#) [Apply](#) [More Settings...](#)

- **Password** – allows you to edit email password
Note: To change the password click Change, enter new password and click Apply.
- **Forgot Password Question** – allows you to choose another Forgot Password Question
- **Forgot Password Answer** – allows you to enter new Forgot Password Answer
- **Junk Filter Status** – allows you to select junk filter activity
- **Filter Type** – allows you to select options for identifying and flagging email as spam
- **Delete Junk** – allows you to select various time periods after which email will then be deleted
- **Whitelist** – allows you to add email addresses to a Safe list
- **Blacklist** – allows you to automatically block email sent from the blacklisted email addresses
- **Forward mail to** – allows you to forward an email account to another email account

3. Click **Apply**.

4.2 Alias Accounts

Email Accounts **Alias Accounts**

Alias: **Search** **Reset**

[+ Add Alias](#)

<input type="checkbox"/>	Alias	Forward mail to:
<input type="checkbox"/>	testing@arassanov.test.com	test123@arassanov.test.com

Settings Overview

Alias: not selected

Forward mail to: **Add**

Remove

Delete **Cancel** **Apply**

To EDIT ALIAS ACCOUNT:

1. Select an alias account.

Email Accounts **Alias Accounts**

Alias: **Search** **Reset**

[+ Add Alias](#)

<input type="checkbox"/>	Alias	Forward mail to:
<input type="checkbox"/>	testing@arassanov.test.com	test123@arassanov.test.com

2. Add or remove **Forward mail to**.

Settings Overview

Alias: testing@arassanov.test.com

Forward mail to: **Add**

test123@arassanov.test.com

Remove

Delete **Cancel** **Apply**

3. Click **Apply**.

5 Settings

You can upgrade your Email features.

5.1 Catchall

This function allows you to redirect improperly addressed email sent to your domain to a catch-all email address. We define an improperly addressed email as an email message sent to your domain to an undefined email account.

Example: If your domain is "mycar.com" and you have not defined an email account for bill@mycar.com through EasyMail, all email sent to the 'bill@mycar.com' address is considered improperly addressed and will be redirected to your catch-all email address.

Catchall ?

☐ Enable ☒ Disable

Forward all Email caught by the catchall to:

Cancel Apply

TO ENABLE CATCHALL:

1. Click **Enable**.
2. Enter email address to **Forward all Email caught by the catchall to:**
3. Click **Apply**.

TO DISABLE CATCHALL:

1. Click **Disable**.
2. Click **Apply**.

5.2 SPF (Sender Policy Framework)

SPF allows you to activate Sender Policy Framework (SPF) to protect against sender address forgery.

Sender Policy Framework (SPF) ?

☐ Enable/Disable SPF

SPF Mode: ☒ Neutral ☐ Strict

Cancel Apply

TO ENABLE/DISABLE SPF:

1. Check **Enable/Disable SPF**.
2. Select SPF Mode.

3. Click **Apply**.

5.3 Email Settings

This section provides you with all the necessary information that you need in order to setup your email account on your computer.

Email Settings

This information is for those who are very comfortable manually configuring email settings.

Username: Your email account:	user@arassanov.test.com
POP3 Server:	mail.arassanov.test.com
IMAP Server:	mail.arassanov.test.com
SMTP Server:	mail.arassanov.test.com
POP3 Port:	110
IMAP Port:	143
SMTP Port:	1025

In the Outgoing Server Settings, set SMTP Authentication on, and 'Use same settings as incoming server' should be enabled.

5.4 Virus Scanning

Email virus scanning protects your computer from computer viruses which can be transmitted by email attachments; some of these viruses are designed specifically to spread by email, while others are accidentally spread when an unsuspecting user sends a legitimate file via email which has been infected with a virus. To help protect your computer from these viruses using EasyMail you have to activate virus scanning.

Virus Scanning ?

<input type="radio"/> Enable	<input checked="" type="radio"/> Disable
<div>Cancel Apply</div>	

TO ENABLE/DISABLE VIRUS SCANNING:

1. Click **Enable/Disable**.
2. Click **Apply**.

6 Help

Get help with Email problems.

EasyMail Help	
Email Setup	<
Troubleshooting	<
Reduce Junk Mail	
Setup instructions	

EasyMail Help

Download the EasyMail Setup program

Download and run this application and it will automatically setup your Email account in Microsoft Outlook. Best suited for those who use Microsoft Outlook.

Email Setup

Get help setting up Email on your desktop Email client.

Troubleshooting

Having trouble? Try our automated troubleshooter.

Reduce Junk Mail

Get help eliminating junk from your inbox.

Email FAQ

Easy answers for frequently asked questions.

<< DOCUMENT END >>