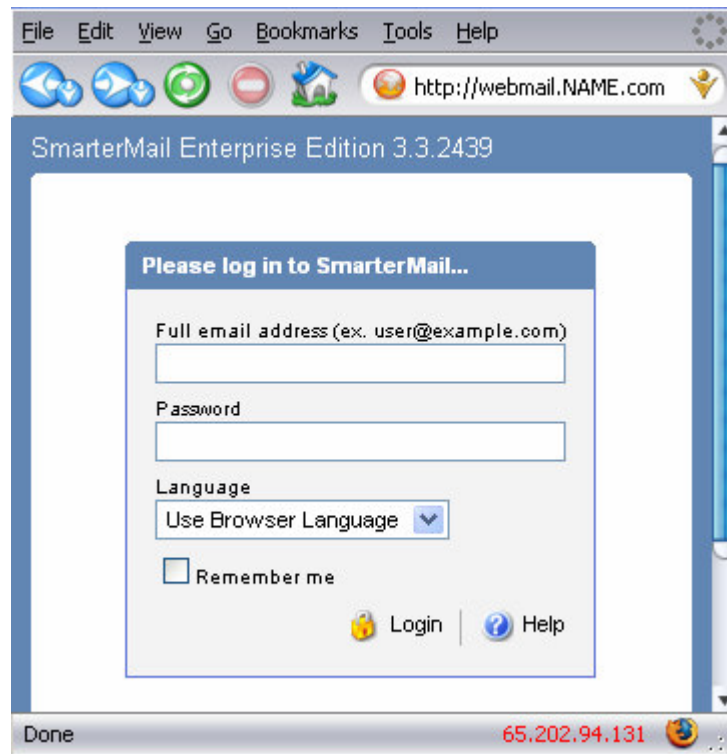


Smartermail Webmail Administration

1. Log onto webmail by typing in “HTTP://webmail.NAME.COM”. Example: if your website is HTTP://WWW.MYSITE.BIZ, then you would get into webmail by typing in HTTP://webmail.MYSITE.BIZ and hitting Enter. See Fig. 1.

Fig. 1



2. Once you log into your account, you should see the window shown below in Fig. 2a. The Domain Settings heading along with the Reports and Settings menus are only available to users granted Domain Administrator rights. Domain Administrators will be able to create new users and modify filter settings once email passes through the ACS Spam Filter. To add a new email user, click the Domain Settings menu and select Email Users. You will see the list of current users. If you click on the Add User option you will get a new user window shown in Fig. 2b.

Smartermail Webmail Administration

Edition 3.3.2430 acsadvance.com [Help](#)

Domain Settings

- Email Users
- Email Aliases
- Mailing Lists
- User Groups
- Default User Settings
- Domain Content Filtering
- Domain Spam Filtering
- Domain Folder Auto-Clean
- Domain Aliases

Email Users

[Add User](#)

User	Display Name	Role	
test957	Test	User	delete
test958	Test	User	delete
test959	Test	User	delete
test96	Test	User	delete
test960	Test	User	delete
test961	Test	User	delete
test962	Test	User	delete
test963	Test	User	delete
test964	Test	User	delete
test965	Test	User	delete
test966	Test	User	delete
test967	Test	User	delete
test968	Test	User	delete
test969	Test	User	delete
test97	Test	User	delete

991 accounts First << 61 62 63 64 **65** 66 67 >> Last

Fig. 2a

Fig. 2b

New User [Save](#) [Cancel](#)

Mailbox **Forwarding** **Display** **Compose** **Groups** **Plus Addressing**

Username: @acsadvance.com

Password:

Confirm Password:

Display Name:

Reply-to Address:

Time Zone:

Mailbox Size Limit: MB

Disable this user

Domain administrator

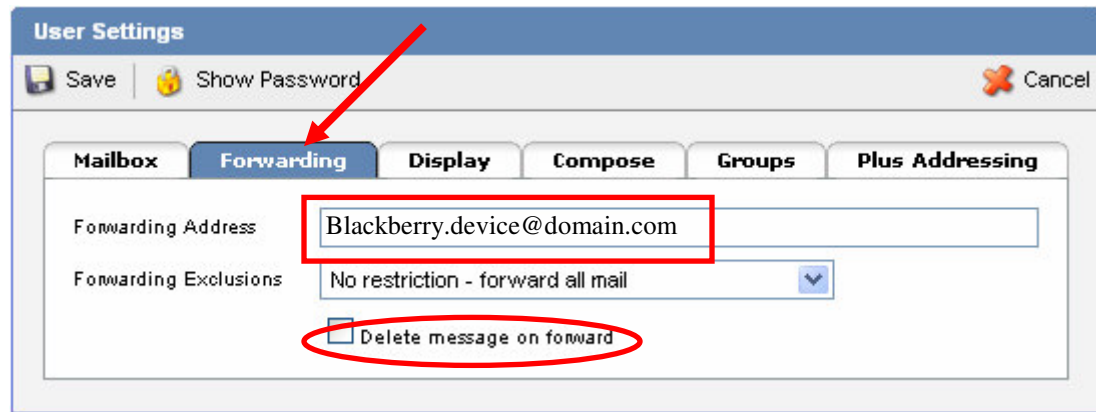
Lock password

Hide from Global Address List

Smartermail Webmail Administration

- The Forwarding tab can be used (either by an administrator or user) to forward emails including to a phone or blackberry device. Messages that are forwarded are also stored in the users' mailbox unless the "Delete Message on Forward" checkbox is selected. See Fig. 4.

Fig. 3



- Spam is filtered through a high level filter outside of SmarterMail and another filter inside the SmarterMail software. If an email is blocked by the SmarterMail spam filter software, you can place the senders email address to a list that bypasses that filter all-together. Go to the Domain Settings menu and select the Domain Spam Filtering. Then select the Trusted Senders tab and enter in the email addresses that need to be white listed. If the email is still blocked, then support will need to be contacted to be white listed on the high lever filter.

Fig. 4

