

Virtual Mail Host Administration

Virtual Mail service provides the flexibility for businesses to make account changes without having to contact tech support. This guide will give detailed information on the different changes that can be made. You can access the administration via webmail. To access webmail go to the URL: <http://mail.domain.com:8383> and login with the admin username and password. If you are unsure please contact tech support at 973.590.5100 for further instructions.

User Administration

To access User Administration click on the Account Options pull down menu in the upper right hand side of the website and click on User Administration under Admin Options.

- Add New User:** To add a new user click the Add button and type in a User ID, Password and Confirm Password. If the new user plans on using the webmail feature of Virtual Mail then it is recommended that his/her First and Last Name are also entered. In addition, you can set User Attributes such as disabling password changes if you wish. If this new user needs access to make mailing list changes make sure the List Administrator box is checked.
- Display User:** This will show folder information as well as providing the ability to modify a user's attributes by select the user and click the Display button.
- Modify User Account:** Modify User Account provides the ability to modify a user's attributes by select the user and click the Modify User Account button.
- Change Password:** Select the user and click on the Change Password button.
- Delete User:** Select the user and click the delete button. Please note, you cannot retrieve the user's email after the account has been deleted.

Alias Administration

An Alias is useful replacement for email address which needs to forward to multiple addresses. An Alias is not an actual email account. It just forwards to other email addresses. To access Alias Administration click on the Account Options pull down menu in the upper right hand side of the website and click on Alias Administration under Admin Options.

Add New Alias:

To add a new alias click the Add button and type in an Alias ID. For example, if you would like support@domain.com then type support as the Alias ID. Leave Group FileName blank and set Alias Type as Standard. Type in the email addresses you would like the Alias forwarding to under the Destination field. Separate each email address with a comma.

Modify Alias:

To change forwarding information select the Alias and click on the Modify button.

Delete Alias:

Select the Alias and click the Delete button.

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