

## Mail Administration

With our new server upgrade, our customers are given the flexibility and control of their domain name. This includes the customization of email accounts off your domain name, creating a mailing list of your customers, and email forwarding to an existing address. All of this can be done directly through your web browser and takes only a few minutes to begin to understand and putting to use. In this document we will lead you through the basics of these features. It is important to remember that you can always call us and ask any questions about these features. We will continue to provide you with the customer support that makes us who we are today.

### Logging in to your Mail Administration Account

If you own a domain name that CU Local Biz.com hosts, then you will be able to administer the account by visiting <http://mailadmin.usalocalbiz.com>. Figure 1 displays the page you should see after accepting the certificate of authenticity (your browser will ask if you wish to accept this certificate).

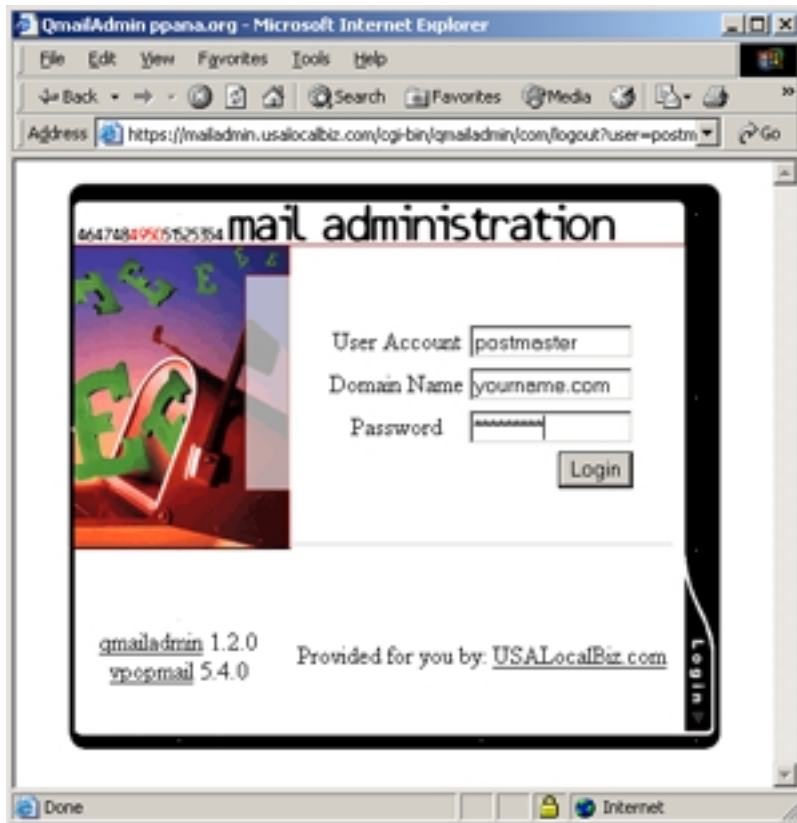


Figure 1 - Logging in to your account

As seen above, you will enter your business' domain name into the Domain Name field and enter the password into the required field. If you do not know your password, please contact us via phone and we'll set you up with one. The User Account information should stay as "postmaster".

## Main Menu

On the Main Menu screen you have all the options for administering your account. From top to bottom, you can access email accounts, set up forwarding of email to existing accounts, set up a mail robot, begin using mailing lists and much more. The Quick Links section allows you create all of these features if this is your first time using the admin area. We will begin by creating a new email address for your website, using the culocalbiz.com domain as an example.



Figure 2 - Main Menu Screen

## Setting up a New Email Account

If you decide you want to create a new email for a staff member or wish to create one for, say, artwork, then you would use the quick link for “Create New Email” on the Main Menu screen, which will take you to a page that looks like Figure 3. Under Email Account you will enter the prefix of the new email address into the box. For instance, if you have a staff member named Joe, then you would put “joe” into the box. The email would then be joe@yourbizname.com. Next you would create a password for Joe to use in order to access his email. The only other information to add is the Real Name of the individual. This can be left blank if it is for a contact or order email off a website. Then click on the add button and the email will be listed on the following screen as shown in Figure 4.

**Add Email account**

Email Account:  @culocalbiz.com

Password:

Password (again):

Real name:

---

**Subscribe the new user to the following mailing lists**

members@culocalbiz.com

---

[ [Email Accounts](#) | [Main Menu](#) | [Log Out](#) ]

Figure 3 - Adding an Email Address

culocalbiz.com **Email Accounts** [Used: 3/unlimited]

**CatchAll: Bounced**

Email Account	Comment	Used / Quota (MB)	Modify User	Delete Account	CatchAll Account
joe	Joe Yoder	0.00 / unlimited			<input type="radio"/>
postmaster	Postmaster	0.00 / unlimited			<input type="radio"/>
zhan1	zhan1	0.23 / unlimited			<input type="radio"/>

---

**Index:**  
[a](#) [b](#) [c](#) [d](#) [e](#) [f](#) [g](#) [h](#) [i](#) [j](#) [k](#) [l](#) [m](#) [n](#) [o](#) [p](#) [q](#) [r](#) [s](#) [t](#) [u](#) [v](#) [w](#) [x](#) [y](#) [z](#)  
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

---

[ [Set catchall email deleted](#) | [Set catchall bounced](#) | [Set remote catch all account](#) ]

---

[ [Create Email Account](#) | [Main Menu](#) | [Log Out](#) ]

Figure 4 - Email List Screen

## New Email Forward

If you would like to set up an email account that actually redirects to your existing email, then email forwarding is the answer. For instance, you may wish to create a contact@yourbizname.com that forwards to your existing Yahoo or AOL account. To do this, click on the “New Forward” link on the main menu screen (as shown in Figure 2). As shown in Figure 5, under the Name section you enter “contact” or whatever you wish the email address to be, and then in destination put your existing account. You can forward as many different names to one destination as you like. You can modify, delete, and add new forwards by clicking the “Forwards” link off the main menu.

**Add Forward Account:**

Name	Destination
<input type="text" value="contact"/> @culocalbiz.com forwards to	<input type="text" value="jason@yahoo.com"/> (Account name to forward to OR full email address if forwarding to another domain)
<input type="button" value="Add"/>	

---

[ [Forwards](#) | [Main Menu](#) | [Log Out](#) ]

Figure 5 - Adding Email Forward

## Adding a Mail Robot

Mail robots are the alternative to creating an email account. A Mail Robot will send an automatic confirmation that an email has been sent, and order has been placed, or a reservation has been entered. This feature is a little more advanced, but can be set up through the administrative features. Again, if you experience difficulties feel free to call us.

To add a new Mail Robot, click on the “New Mail Robot” link off the Main Menu. The next screen is shown in Figure 6. You enter the address of the robot, like “orders” @culocalbiz.com. You can not duplicate the name of an email address; this name has to be something new. You can also send a copy to your email address. The subject and text box below that are what the user will see in their email. For instance, you can tell a submitter thanks for submitting to your website and that you will get back with them as soon as possible. Anything goes here, just remember everyone who submits to this email address will get the same automatic message.

**Add Mail Robot:**

Mail Robot Name:  @culocalbiz.com

Send copy to:

Subject:

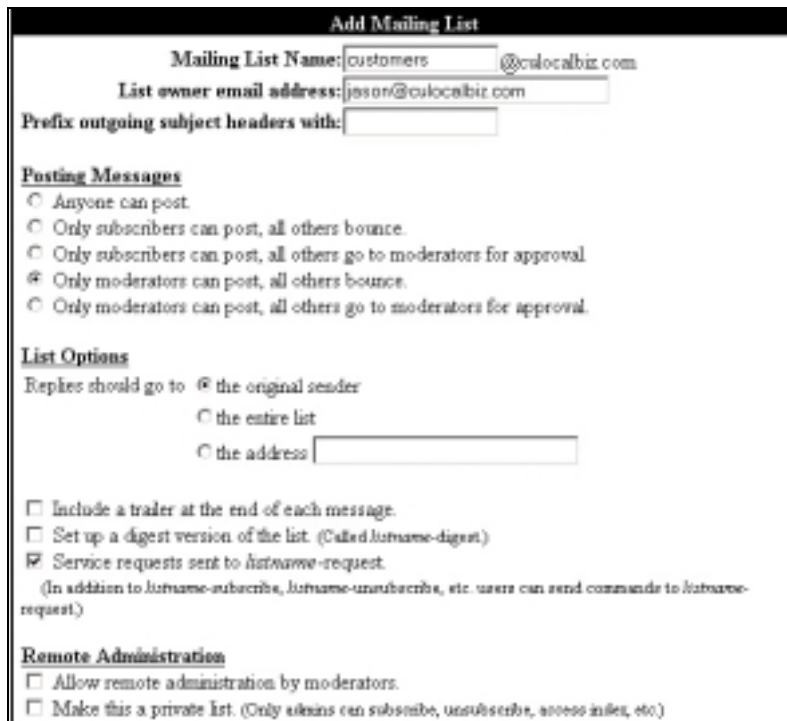
[ [Mail Robots](#) | [Main Menu](#) | [Log Out](#) ]

Figure 6 - Adding New Mail Robot

## Creating a New Mailing List

One of the most enterprising features of the new server is the mailing list feature. This allows you to have automatic subscriptions including thousands of people in a mass email list. This can be used to maintain contact with your customer base or to gather new interest in a product. The list can be set up in many different ways. We will try to explain all of these different settings in the following.

First, you must click on the “New Mailing List” hyperlink off the Main Menu. Please, look over Figure 7 before continuing on in this section. The first modification you’ll need to make is the name of your list. It can be something like customers@culocalbiz.com. Once that is finished, you choose the email address you want to use. You are the email list owner, unless you are setting up an employee as the point of contact for that purpose. But if you are the most experienced with the backbone of the list, you may want to keep this as your email address. “Prefix Outgoing Headers” will add whatever blurb you would like to the header of every email. It can be something about your business or how to unsubscribe from the mailing list. The Posting Message section is fairly self-explanatory. Basically, you can set it up so only subscribers post to the list or only moderators. This makes it very difficult for mail robots and spammers to compromise your mailing list. At the bottom of the page, do not input anything for the MySQL settings. After you have chosen your options for your list, click the add button at the bottom and you are underway.



The screenshot shows a web form titled "Add Mailing List". It contains several sections for configuring a new mailing list:

- Mailing List Name:** A text input field containing "customers" followed by a dropdown menu set to "@culocalbiz.com".
- List owner email address:** A text input field containing "jason@culocalbiz.com".
- Prefix outgoing subject headers with:** An empty text input field.
- Posting Messages:** A section with five radio button options:
  - Anyone can post.
  - Only subscribers can post, all others bounce.
  - Only subscribers can post, all others go to moderators for approval.
  - Only moderators can post, all others bounce.
  - Only moderators can post, all others go to moderators for approval.
- List Options:** A section with three radio button options:
  - Replies should go to  the original sender
  - the entire list
  - the address
- Three checkboxes:
  - Include a trailer at the end of each message.
  - Set up a digest version of the list. (Called listname-digest)
  - Service requests sent to listname-request.  
(In addition to listname-subscribe, listname-unsubscribe, etc. users can send commands to listname-request)
- Remote Administration:** A section with two checkboxes:
  - Allow remote administration by moderators.
  - Make this a private list. (Only akins can subscribe, unsubscribe, access index, etc.)

Figure 7 - Adding a Mailing List