

## Managing Email on USALocalBiz.com Servers

Email administration has never been easier. With our newly updated server, comes a whole new system for you to create email accounts, aliases, and automated response emails. The administration software handles tasks in a similar fashion to our previous software, with a few added benefits. Let's take a look at how to accomplish some of the more intrinsic tasks for mail administration.

### Create a New Email Account

To create a new email account off your domain, you first need to log into the web administrative area. The administrative area can be accessed by pointing your web browser to <http://admin.usalocalbiz.com>.

The password to the administration area remains the same as the Mail Administration area on our old server, so you should have that information. The login is as follows "admin.yourdomain.com" without the quotes. So for instance my login would be: admin.culocalbiz.com. If you have trouble logging into the administrative area, please email [request@usalocalbiz.com](mailto:request@usalocalbiz.com).

After logging into the system, the administrative panel will display the available options for you to configure. The navigation menu along the left hand side displays the options available for your domain. These options include administering the mail on the domain. To begin creating a new email account, select the Edit Mail and FTP Users link.

1. Select the Edit Mail and FTP Users Link.



2. The right panel content area should populate with existing user information. From the content area, select the link to "Add a User to this Server." Do not select FTP user unless that is the only

access you want the user to have. If you don't know what that means, do not create one.

Select all. | Invert selection. | Add a user to this server.

Name	IMAP/FTP login	Real name
<input type="checkbox"/> usalocalbiz.com	usalocalbiz.com	USA LocalBi

Select all. | Invert selection. | Add a user to this server.

Delete Selected Users

- The next screen identifies all information relevant to the new email address. Of course, you'll select the desired email, real name, and password. There are other options that can transform the standard email account into an automated response email. A domain might have info@ or sales@ accounts that include an autoresponder for anyone who emails using a web form. **If you want to create an automated response email, then go to the step four, learn how to create a forward in step five, otherwise, skip to step six.**

Virtual domain user mailbox details

Email address: newpersonalemail @usalocalbiz.com

Real name: My Name

Password: ●●●●●●●●

Login temporarily disabled

▶ Quota and home directory settings

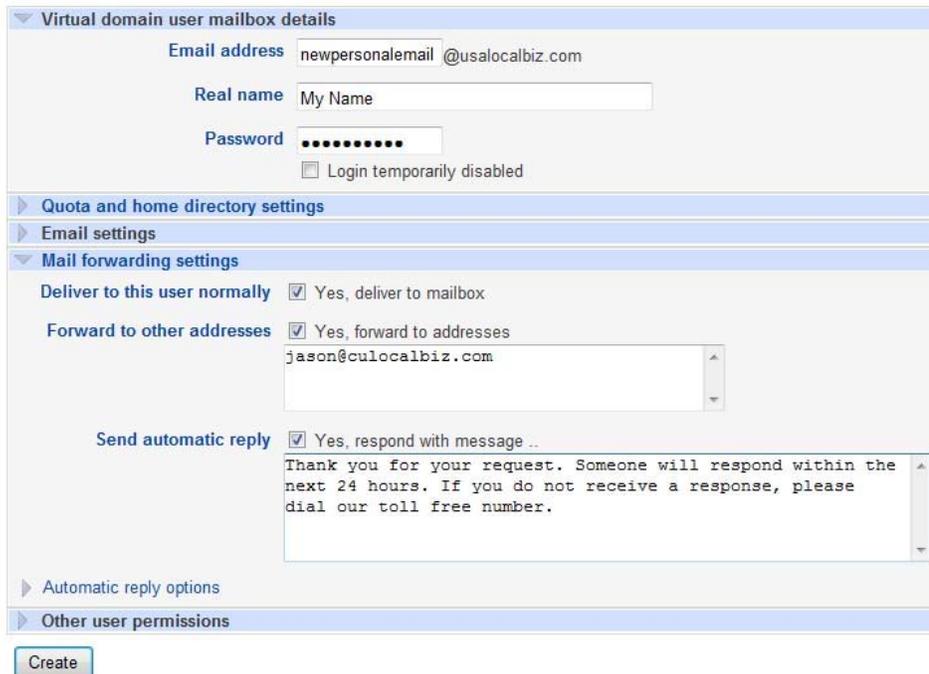
▶ Email settings

▶ Mail forwarding settings

▶ Other user permissions

Create

4. To create an automated response to any emailed requests, select “Mail forwarding options,” tick the “Send automatic reply” checkbox, and write a message in the content area.



Virtual domain user mailbox details

Email address newpersonalemail@usalocalbiz.com

Real name My Name

Password .....

Login temporarily disabled

▶ Quota and home directory settings

▶ Email settings

▼ Mail forwarding settings

Deliver to this user normally  Yes, deliver to mailbox

Forward to other addresses  Yes, forward to addresses

jason@culocalbiz.com

Send automatic reply  Yes, respond with message ..

Thank you for your request. Someone will respond within the next 24 hours. If you do not receive a response, please dial our toll free number.

▶ Automatic reply options

▶ Other user permissions

Create

5. Similarly an email account can be delivered to an actual mailbox on our server or to an existing account outside our server, like Yahoo, Gmail, Hotmail, AOL, or any other email address you have. Simply click the Forward to other addresses checkbox and enter the email address in the box provided. You can forward email to multiple addresses. You can also forward email while still having an actual mailbox on our server. As long as you keep the “Deliver to this user normally” checkbox ticked, then your account will gather emails on our server. Without that checkbox ticked, mail will only be forwarded on to your existing email address.
6. After setting these configuration details, click the create button. The mail account will be created at this point and begin collecting emails.

### Create an Email Alias

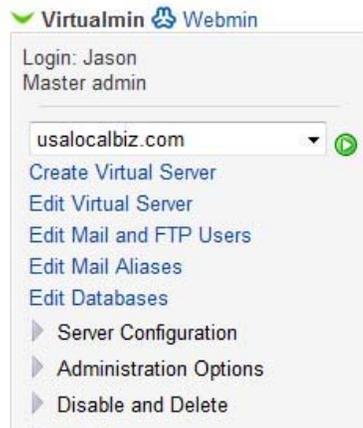
An email alias can be used when you want others to believe they’re emailing you through your domain, but in the background that email is routed to your existing email account. Let’s say for instance you have a Comcast email account you check every day. Rather than create a new email account off yourdomain.com, you want the email to go to the Comcast one. We would create an email alias that would route to the Comcast email address. Let’s take a look at the easy steps necessary to do this.

To create an email alias, you first need to log into the web administrative area. The administrative area can be accessed at the same URL as the prior admin area. Point your web browser to <http://admin.usalocalbiz.com>.

To login, use the same information as the previous mail administrative area. If you do not have these credentials, please email [request@usalocalbiz.com](mailto:request@usalocalbiz.com).

After logging into the system, the administrative panel will display the available options for you to configure. The navigation menu along the left hand side displays the options available for your domain. These options include administering the mail on the domain. To create a new email alias, select the Edit Mail Aliases link.

1. Select the Edit Mail Aliases Link.



2. The right panel content area should populate with existing user information. From the content area, select the link to “Add an alias to this domain.”

Select all. | Invert selection. | Add an alias to this domain.

3. The Name field is the email address you want to create on the domain. Commonly site owners create sales, webmaster, request, info, or personal name emails. You can choose whatever you want for this email alias. The checkbox next to Forward to other address also needs to be ticked. In the field below, you will input the email address where you would like to receive the emails.

In our example this would be your Comcast email address.

### Create Mail Alias

In domain usalocalbiz.com

[Basic mode](#) [Advanced mode](#)

#### Mail forwarding alias details

**Name**  All mailboxes  Mailbox  @usalocalbiz.com

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**Deliver locally?**  Yes, deliver to mailbox

**Bounce mail?**  Yes, send bounce reply

**Forward to other address?**  Yes, forward to addresses

**Forward to everyone in domain?**  Send to all mailboxes

**Send automatic reply?**  Yes, respond with message ..

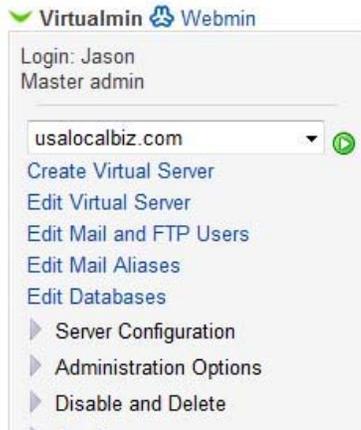
[Automatic reply options](#)

4. Once you have the email name and forward values in, hit the create button. You can immediately test the account. There's nothing else to do.

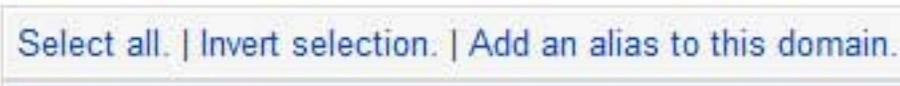
### Automated Response Emails

When you create an alias or email you can set it up to email anyone who sends a message to the address automatically. The auto response can be a vacation message – something to the effect of “I’m out of the office until such and such date.” The auto response feature can also be used to create generic replies to individuals who submit a form online, assuming the form emails the auto response email. You can also change a regular email account or alias to have an auto response for a period of time. Simply remember to return to the screen and remove the automatic reply settings once the time period has ended.

1. Select the Edit Mail Aliases Link.

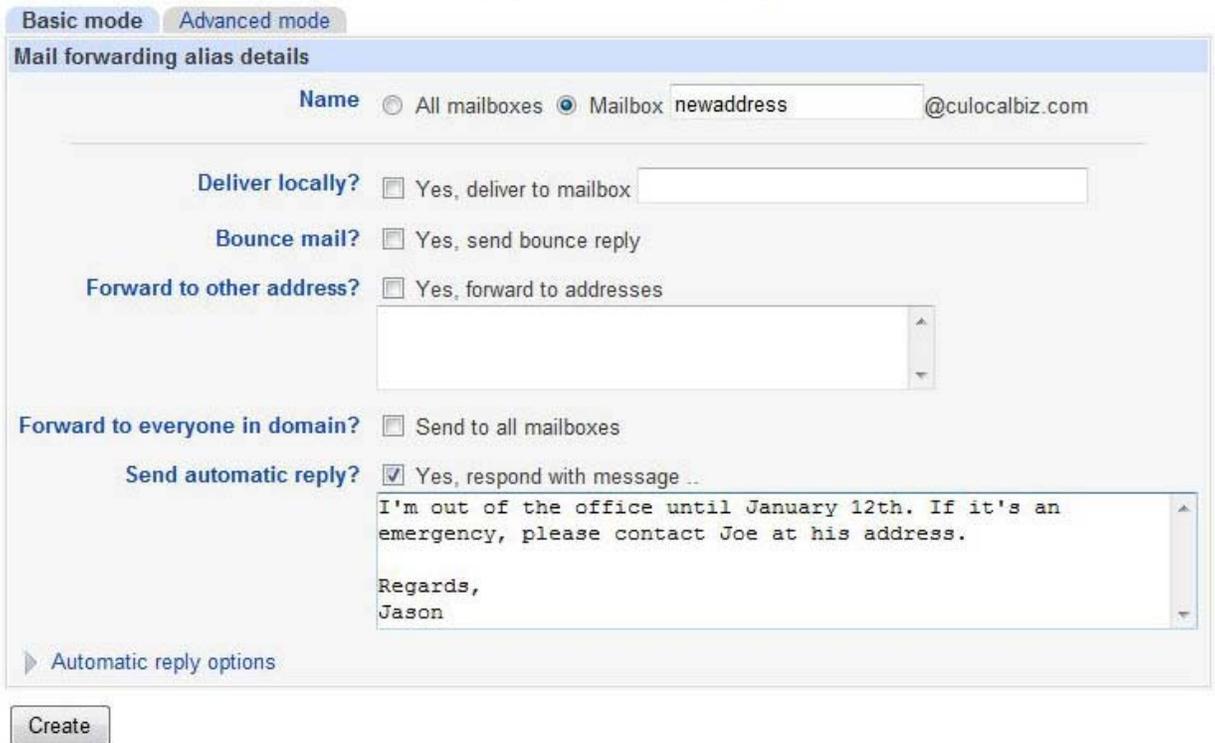


2. The right panel content area should populate with existing user information. From the content area, select the link to “Add an alias to this domain.”



NOTE: You can also perform the following steps if creating a new email address.

3. Enter the name of the email alias you would like to create.
4. Tick the checkbox to send an automatic reply. Enter the automated reply into the field.



5. Click Create to complete the automated response email.