



WALDONET DOMAIN POSTOFFICE WEB ADMINISTRATION

17 March 2015

This is a guide on how to use the self service Web administration of your domain email addresses, also called a POSTOFFICE.

Not all users can have access to the Web administration and we recommend that few persons in your organization have access to this. Users that have access are known as Administrators, they can give other users ADMINISTRATOR permissions too.

To access your domain administration, use the following URL:

<https://mail.waldonet.eu/mewebadmin>

Use your full email address as a login and enter your password.

To the left you will notice the following five options:

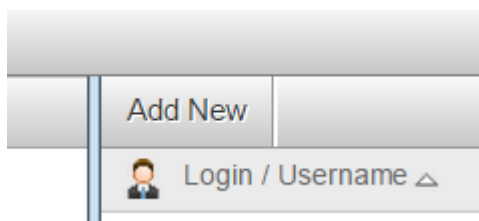
- MAILBOXES
- GROUPS
- LISTS
- DOMAINS
- BRANDING

MAILBOXES

Clicking on this lists all the mailboxes in your so called POSTOFFICE.

The mailbox called POSTMASTER, is a technical mailbox to be used by Waldonet, please do not make any changes to this mailbox.

By clicking on ADD NEW you will be able to create a new mailbox:



The number and size of mailboxes that may be created have to be agreed with Waldonet.

All functions are self explanatory, what may need some clarification is the following is step 2 when you click on NEXT. At this point, a list of email address is shown for this new user. If you only have one domain name (example.com) then leave the only option shown ticked and proceed.

If you have more than one domain you will be able to assign one or more addresses from different domains to the user. Any of these settings can be modified later.

Next to every mailbox there is an EDIT option. It is all self explanatory but the following may need some clarification:

STATUS:

Status Enable or Disable in the LOGIN section will allow or prevent the user access to the mailbox.

Status Enable or Disable in the MAIL section will allow or stop any new email from being received.

In this manner, a user may be prevented from access but the mailbox continues to function and the stored email remains. Or, an mailbox may be stopped from receiving or sending any email but access to any stored email remains.

NOTE: Any changes to the STATUS setting may take up to 2 minutes to take effect.

REDIRECTIONS:

This function automatically sends any email received to the email address you enter. Every user may set this from their own web interface too, even if they are not administrators.

WARNING – pay attention not to create mail loops by sending email to an address that sends email back to the original email address. Mail loops quickly fill up a mailbox with the same message.

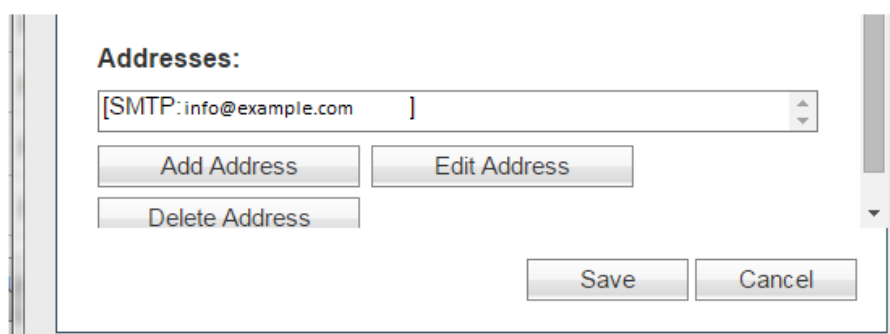
MULTIPLE ADDRESSES FOR ONE MAILBOX

The system also allows one mailbox to have multiple addresses, for example a mailbox called info@example.com, could also receive the email of sales@example.com, admin@example.com etc without the need to create a new mailbox with each name.

If you own multiple domains for example: example.com and sample.com

A single mailbox may receive email from info@example.com and info@sample.com

All this is done from this interface below:



The screenshot displays a web interface for managing email addresses. The title is "Addresses:". There is a text input field containing "[SMTP:info@example.com]" with small up and down arrow icons on the right side. Below the input field are three buttons: "Add Address", "Edit Address", and "Delete Address". At the bottom right of the interface are two buttons: "Save" and "Cancel".

GROUPS

In a nutshell, a group allows the creation of a single email address such as sales@example.com and the association of a list of email addresses (members of the group) with it so that any email received on sales@example.com will be automatically forwarded to the members. A member may be a user within the same domain or it may be any email address (technically called an SMTP address).

LISTS

This function allows the creation of mailing lists so that emails may be sent to all users in the list. The users may be any email address. This function is therefore good for communicating with customers or members of sports groups for example.

One benefit of Lists is that users may choose to subscribe to a list simply by sending an email to it. They may also unsubscribe from a list in the same easy manner.

This feature is not available by default. Communicate with Waldonet for further info.

DOMAINS

If you own multiple domains, these will appear on this list. If you wish to add a domain to your post office ask Waldonet. From this web interface you can assign specific email addresses to specific mailboxes and groups. The combinations are considerable. Keep it simple however or it becomes difficult to manage.

BRANDING

This option is not enabled.

For any assistance please do not hesitate to email support@waldonet.net.mt