



Knight Web Services Inc.

EasyMailSetup

EasyMail Setup 3.0 User Guide



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Introduction





EasyMail setup is a full featured accessory that allows any novice user to easily manage their domain's email account and configure various email account features. These accounts can be accessed by traditional mail reading clients as well as over the web with WebMail.

Login to your WebsiteOS > E-mail> EasyMail Setup and click "Begin."

Welcome to
EasyMailSetup 

The "EasyMail" function allows you to manage your domain's email accounts. EasyMail setup is a full featured accessory that allows a novice user to easily configure various email account features. These accounts can be accessed by traditional mail reading clients as well as over the web with Webmail.

Supported Browsers

-  MS Internet Explorer 7
-  MS Internet Explorer 6
-  Mozilla
-  Firefox

Click Begin to get started! The application will open in a new window.

Begin

A) Navigation

There are three ways to navigate within EasyMail Setup:

- 1) Getting Started with EasyMail!
- 2) Main Menu
- 3) Sub Menu

I) Getting Started with EasyMail!

The "Getting Started with EasyMail" screen provides detailed options of the EasyMail application.

The EasyMail will launch a "Getting Started with EasyMail" screen as your initial menu. You may wish to disable this screen by clicking on the checkbox entitled





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“Do not show me this again. Go directly to my Home page on next startup.” Alternatively, the Main Menu bar remains static throughout all the application and you will be able to navigate to whichever section you wish by clicking on the menu options.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup 

Create Account Modify Account Dashboard Domain Settings Help

Getting Started with EasyMail


Quickly and easily manage email accounts.

-  **Create a new account**
Here you can create a new Email account or Alias account.
-  **Modify an existing Email Account**
Change your spam filter settings, such a filtering level, "always allow" and "always block" lists.
-  **Go to my Dashboard**
The dashboard gives you an overview of all your email accounts.
-  **Domain Settings**
You can upgrade your email features.
-  **Help**
Get help with email problems.

Do not show me this again. Go directly to my Home page on next startup.

II) Main Menu

The Main Menu is located in the top right corner of and consists of the following options: “Create Account”, “Modify Account”, “Dashboard”, “Domain Settings” and “Help”.





Main Menu	Description
<p>Create Account</p> 	<p>In this section you can create a new Email account or an Alias account.</p>



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Modify Account 	In this section you can change your spam filter settings, such a filtering level, "always allow" and "always block" lists.
Dashboard 	This section gives you an overview of all your email accounts and the option of making changes to your accounts.
Domain Settings 	In this section you can upgrade your email features.
Help 	In this section you will find email FAQ, automated troubleshooter and setup instructions.

III) Secondary Menu

The Secondary Menu is located in the top left corner of the EasyMail application and consists of the following links: Home, Getting Started, Help and Feedback.



Secondary Menu	Description
Home	The "Home" link will open the Dashboard section.
Getting Started	The "Getting Started" link will open the Getting Started with EasyMail page. You may enable/disable this page at any time.
Help	The "Help" link will guide you through creating and managing your email and alias accounts.
Feedback	The "Feedback" link allows you to submit comments, suggestions or report a problem to the product development team.



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B) Create Account



This section has two parts: “Create an email account” and “Create an alias account”. Depending on the type of account you chose to create in this section you will be able to create an account by following the 3 simply steps. The wizard will guide you through the necessary steps that need to be taken in order to create a regular email account or an alias account.etc.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Account Type

Please select which type of account you would like to create.

Create an Email Account
"Email" accounts are normal email accounts. This is most likely the type of account you want to create.

Create an Alias Account
"Alias" accounts are email addresses which forward mail to one or more email accounts. Aliases do not have their own inbox.

I) Create an email account

In order to create this type of account the user will have to take three simple steps. The section is setup as a wizard that will guide you through all the necessary steps.

A regular email account has a physical mailbox on the system that can be accessed by any POP or IMAP mail client as well as WebMail.





Step 1 Account Details

In this first step you are prompted to enter an account name and create a password.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

New Account Wizard - Progress ● ○ ○ : Account Details **Next >>**

Account Details

Create an email account.

Email Account Details

Please fill in your account details:

Account Name: @andrea.bluegenesis.com

Password:

Re-enter password:

To create an account:

1. Enter an account name: @domain.com will be appended automatically
2. Enter a password
3. Confirm password
4. Click "next" to proceed to the next step





Step 2 Optional settings

In this step you will receive confirmation that your account has been created and will be advised to choose your spam filtering settings. It is recommended that you choose your Spam Filtering settings. The recommended settings are already set for you. This will greatly reduce the amount of spam that you receive.

If you choose to keep these settings then click on “next” to proceed to the next step.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

New Account Wizard - Progress ●●○ : Optional Settings **Next »**

Optional Settings

Choose your spam filtering settings.

New account status

Your account has been created and is ready to use.

Optional Settings

It is recommended that you choose your Spam Filtering settings below. The recommended settings are already set for you. This will greatly reduce the amount of Spam that you receive. Click Next at the top of the page to accept these settings.

Email: alto@andrea.bluegenesis.com

Spam Filter Status: Standard

Filter Type: Quarantine

Delete Spam: After One Month

a) To change Spam Filtering status:

- Click on the drop down menu to view all the available options and select one.

You can choose between three filtering modes: Off, Standard, Light and Aggressive. Light filtering uses a higher point total to classify spam, and therefore is less capable of detecting and filtering out spam; however, if you have set your





spam to be deleted automatically, you may want to use the lighter filtering mode to ensure that regular email classified as spam is not deleted.

Please note: There is always a risk that the spam filter may classify legitimate email as spam. You may not want to enable the automatic deletion of spam if you are concerned about this possibility.

b) To change Filter Type:

- Click on the drop down menu to view all the available options and select one.

The spam filter can be configured to deal with email flagged as spam in the following ways:

Delete Spam

Email which the filter classifies as spam will be deleted automatically after the specified period. *Email which is deleted in this manner is unrecoverable.*

Please note that there is always a risk that the spam filter may classify legitimate email as spam. You may not want to enable the automatic deletion of spam if you are concerned about this possibility.

Tag and Deliver Spam

Email which the spam filter classifies as spam will have ****SPAM**** added to the beginning of the subject heading. The tagged email is then delivered along with your regular email. This setting is useful if you would like to scan through the email classified as spam by the filter. You can set up an email rule which will place email with ****SPAM**** as part of the subject line into a different mail folder on your computer. Most email clients, such as Microsoft Outlook or the Advanced Webmail interface, support email sorting.

Quarantine Spam

Email which the spam filter classifies as spam will be held back by the mail server and placed in a "quarantine folder". This folder is called "SPAM.incoming". Email which is placed in the quarantine filter will not be delivered with your regular email.

Email in your quarantine folder can be viewed by any email client which is capable of maintaining an IMAP connection with your email server.





c) To delete spam:

- Click on the drop down menu to view all the available options and select one. Here you can choose among three time period after which the spam will be deleted: after one week, after two weeks, after one month.

Click "Next" at the top of the page to accept these settings and proceed to the next step.

Step 3 Setup Complete

In this step you will be notified that your account has been successfully set –up.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

New Account Wizard - Progress ●●● : Setup Complete **Finish**

You can check your email using Webmail here:
<http://webmail.testsites.hostopia.com>

To setup your new email account on your desktop, choose one of the following methods (try the EASIEST one first!):

Ease of Setup	Description	Instructions
EASIEST	This will install an easy to use Webmail link on your desktop that will bring you directly into Webmail. Best suited for those who do not use applications like Outlook, or who are using older computers.	Download and install Desktop Webmail here
EASIER	Download and run this application and it will automatically setup your email account in Microsoft Outlook. Best suited for those who use Microsoft Outlook.	Download and run the Easymail Setup application here
EASY	For Microsoft Outlook 2007 users only! Follow the instructions on the right to setup a POP email account. If you are not sure which version of Outlook you have, try the EASIER or EASIEST methods.	In the Microsoft Outlook 2007 menu: 1.Go to Tools 2.Go to Account Settings 3.Click on "New" ... 4.Select .Microsoft Exchange, POP3, IMAP, or HTTP, and click Next 5.Fill in your information and click Next 6.Outlook will now search for the server settings. The first attempt will fail and give an error, this is fine! Click Next 7.Outlook will try again, and this time succeed. Click Finish, then close the open windows. 8.Click on Send/Receive to start receiving mail.
INTERMEDIATE	This method provides detailed instructions on how to setup your email account in a wide variety of desktop email programs.	Click here for step-by-step instructions to setup your email account on your desktop.
ADVANCED	For advanced users who know their way around email applications. Your important mail server settings are provided to the right.	Username: cont POP Server: mail.yourdomain.com IMAP Server: mail.yourdomain.com SMTP Server: mail.yourdomain.com POP3 Port: 1025 IMAP Server: 143





To check your new email account using Webmail:

- Click on the webmail link provided on this page to go directly to the webmail login page and enter your newly created email address and password.
- Click on “Finish” to go back to the “Getting started with EasyMail” page.

To setup your new email account on your desktop:

- Choose one of the options offered on the page depending on your level of skills. Follow the links provided and follow the instructions. The level of skills required run from easiest to advanced.

II) Create an alias account

Alias accounts are email accounts that do not have a physical mailbox on the system, and must be forwarded to an existing regular account. To access the Aliases function, click the "Create an alias email account" section within the "Create Account" section from EasyMail navigation menu.
Note that autoresponders do not work for forwarded and alias accounts.





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Step 1 Account Details

[Home](#) [Getting Started](#) [Help](#) [Feedback](#) Email Health: **Excellent**

EasyMailSetup 



Create Account



Modify Account



Dashboard



Domain Settings



Help

New Account Wizard - Progress  : Account Details

Next »

Account Details

Create an alias account.

Alias Account Details

Please fill in your account details:

Account Name: @andrea.bluegenesis.com

Forward to:*

* comma separated list (no spaces)

To create an alias account

1. Enter an account name: @domain.com will be appended automatically.
2. Enter an email account you want your account to be forwarded to.
Note: You may enter more than one "forward to" email address(es) as long as they are comma separated.
3. Click on "Next" to proceed to the next step.



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Step 2 Setup Complete

Home Getting Started Help Feedback Email Health: **Excellent**

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Create Account Modify Account Dashboard Domain Settings Help

New Account Wizard - Progress ●●● : Setup Complete **Finish**

Setup Complete

Your account is setup and ready to use.

Your account is setup and ready to use.

Click on “Finish” to go to “Getting Started” page.

Click on any of the icons within the main menu to proceed to different sections.



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C) Modify Account



In this section you will be able to make changes to your already existing accounts.

Using this section you will be able to:

- View and modify a regular email account
- View and modify an alias email account
- View your existing email accounts and passwords
- Change regular accounts password
- Forward your email accounts

The screenshot shows the EasyMailSetup web interface. At the top, there is a navigation bar with links for Home, Getting Started, Help, Feedback, and Email Health: Excellent. The main header features the EasyMailSetup logo and a navigation menu with icons for Create Account, Modify Account, Dashboard, Domain Settings, and Help. The main content area is titled "Account Type" and includes the instruction "Please select which type of account you would like to modify." Below this, there are two options: "Modify an Email Account" and "Modify an Alias Account", each with a descriptive paragraph.

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Account Type

Please select which type of account you would like to modify.

Modify an Email Account
"Email" accounts are normal email accounts. This is most likely the type of account you want to modify.

Modify an Alias Account
"Alias" accounts are email addresses which forward mail to one or more email accounts. Aliases do not have their own inbox. You can modify where the alias accounts forwards.





I) Modify an email account

Step 1 Select account

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Spam Filter Wizard - Progress ● ○ ○ : Select an Account **Next »**

Select an Account

Select an email account and click "Next" to continue.

Email Accounts

Select account to modify:

Email: **Search** **Reset**

Email	Usage	Filter level	Spam Action
<input type="radio"/> alto@andrea.bluegenesis.com	0%		QUARANTINE: 1m
<input type="radio"/> cont@andrea.bluegenesis.com	0%	OFF	OFF
<input type="radio"/> grape@andrea.bluegenesis.com	0%		QUARANTINE: 1m
<input type="radio"/> king@andrea.bluegenesis.com	0%		QUARANTINE: 1m
<input type="radio"/> lord@andrea.bluegenesis.com	0%	OFF	OFF
<input type="radio"/> postmaster@andrea.bluegenesis.com	0%		DELIVER
<input type="radio"/> red@andrea.bluegenesis.com	0%		QUARANTINE: 1m
<input type="radio"/> rubiks@andrea.bluegenesis.com	0%		QUARANTINE: 1m

To select an account:

- 1) When you first open this page you will see a list of all the existing email accounts. If you do not see it in the list enter partial or exact words contained in your email account name.
- 2) Click "Search" to search for your account within the existing email addresses.
- 3) Click "Reset" to dismiss the search.
- 4) When the system is done performing the search it will list all the accounts found matching your search words.
- 5) Select the wanted account.
- 6) Click "Next" to proceed to the next step.





Step 2 Quick Properties

Home Getting Started Help Feedback Email Health: Excellent

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Spam Filter Wizard - Progress ●●○ : Quick Properties < Previous Next >

Quick Properties

Modify your spam filtering settings.

Quick Properties

If the setting you would like to change is not here, click "More Settings..."

Email: cont@andrea.bluegenesis.com

Password:

Spam Filter Status:

Filter Type:

Delete Spam:

Whitelist:

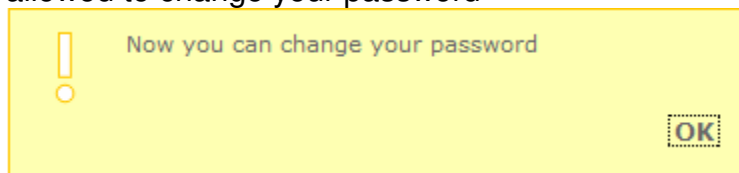
Blacklist:

Forward to:

Keep a copy of forwarded messages

To change your password:

- 1) Click on "Change" button
- 2) The system will prompt you with a message confirming that you will be allowed to change your password



- 3) Click on "Ok".
- 4) Enter a new password in the "password" text field
- 5) Click "Next" to proceed to the next step
- 6) Click "Previous" to go back to the previous step.





To change spam filtering settings:

Click on the drop down menu to select another setting.

Note: Please refer to *section B – Create account in Step 2* for a description of all available settings.

To add a Whitelist:

Add email addresses to this list if there are addresses you wish to be certain you receive email from, no matter how you have configured the spam filter. You may also allow email from an entire domain, i.e. if you want to let all email through which comes from domain.com, then add *@domain.com to your Whitelist.

When an email is received from an address placed on the Whitelist that email is delivered to your inbox as regular mail, despite anything the spam filter may find.

- 1) Enter email address that you wish to add to the whitelist
- 2) Click on “Add” button

To add a Blacklist:

Similar to the White list, except this list automatically blocks email sent from the specified addresses.

- 1) Enter email address that you wish to be blocked
- 2) Click on “Add” button

Email forwarding setup

This function allows you to forward your regular email accounts to another email address.

- Enter an existing email address in the “Forward To” textbox. This email address can be either an external address (e.g. a hotmail account) or one of your domain’s regular accounts. You can forward an account to multiple addresses by entering the addresses in the “Forward To” textbox separated by commas and with no space. To change the forward to account(s), enter the new email account(s) in the “Forward to” textbox.





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You have also the option of keeping a copy of email in the forwarded account mailbox after forwarding the account. Click the “Keep a copy of forwarded messages” checkbox to activate this option.

Email forwarding can be cancelled by deleting the “forward to” account(s).

More Settings

For more setting options click “More Settings” button. A new window will be displayed where you can make more advanced modifications.

This section includes the following five subsections:

- a) Spam Filter
- b) Webmail
- c) SyncSuite
- d) Autoresponder
- e) Message Rules



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a) Spam Filter

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Create Account Modify Account Dashboard Domain Settings Help

Dashboard
Configure

- Spam Filtering
- Webmail
- SyncSuite
- Autoresponder
- Message Rules

Spam Filter Settings

Email(s): cont

Spam Filter Status: OFF

Filter type: Quarantine

Delete after: After One Week

Blocked Languages:
Choose the options below to automatically block mail in these languages. If you received legitimate mail in one or more of these languages, be sure to uncheck that option.

<input type="checkbox"/> Arabic	<input type="checkbox"/> Czech	<input type="checkbox"/> Danish	<input type="checkbox"/> German	<input type="checkbox"/> Greek	<input type="checkbox"/> Hebrew
<input type="checkbox"/> Hindi	<input type="checkbox"/> Italian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Russian	<input type="checkbox"/> Turkish
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Chinese				

Cancel Apply

Always Block List

Always Block List is a collection of email addresses (or domains) that will always be blocked. Valid entries are address@domain.com (blocks only this sender) or *@domain.com (blocks all senders from domain.com).

Always Allow List

Always Allow List is a collection of email addresses (or domains) that will bypass filtering entirely. Valid entries are address@domain.com (allows only this sender) or *@domain.com (allows all senders from domain.com).

To change spam filtering settings:

Click on the drop down menu to select another setting.

Note: Please refer to *section B – Create account in Step 2* for a description of all available settings.

Blocked Languages

- 1) Choose from the languages listed to automatically block mail in these languages.
- 2) Click “Apply” to save the changes.
- 3) Click “Cancel” to dismiss the changes made.

Note: If you receive legitimate email in one or more of these languages, please be sure to uncheck them in this section of the settings.





Always Allow List

When an email is received from an address placed on the "always allow" list, that email is delivered to your inbox as regular mail, despite anything the spam filter may find. Add email addresses to this list if there are addresses you wish to be certain you receive email from, no matter how you have configured the spam filter. You may also allow email from an entire domain, i.e. if you want to let all email through which comes from *domain.com*, then add **@domain.com* to your Always Allow List.

- To add:**
1. Enter an email message you wish to add to the "always allow list".
 2. Click "add" to add the email address to the "always allow list".

- To remove:**
1. Select the email address you wish to remove from the list
 2. Click on "remove" to remove the email address from the "always allow list"

Always Block List

Similar to the always allow list, except this list automatically blocks email sent from the specified addresses.

- To add:**
1. Enter an email message you wish to add to the "always block list"
 2. Click "add" to add the email address to the "always block list"

- To remove:**
1. Select the email address you wish to remove from the list
 2. Click on "remove" to remove the email address from the "always block list"

b) Webmail


WebMail is a multi-featured, customizable, browser independent email system. Some of WebMail's many features include: contact list, daily schedule, to do list, spell checker and web bookmarks.

In this section you will be able to customize your settings for your account in Webmail.





Home Getting Started Help Feedback Email Health: **Excellent**

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Create Account Modify Account Dashboard Domain Settings Help

Webmail
Customize your settings in Webmail.

Webmail Settings

Full name:

Your signature:

Precede your signature with dashes

Place signature before replies and forwards

Webmail language: English

Mailbox interface: Enhanced

Message view count: 5

When messages are deleted: Move to trash

Time format: 00:11:31

Date format: 01/30/09

Time zone: America/New York

After Login, go directly to my inbox

Cancel Apply

To setup a signature and configure your webmail settings:

1. Enter your name and your signature message in the test box provided.
2. Choose whether to precede your signature with dashes and whether to place signature before replies and forwards by simply checking the check boxes provided.
3. Select the desired Webmail language using the drop –down menu.
4. Select in interface display using the drop-down menu.
5. Select the count of messages to be displayed in a window by using the drop-down menu.
6. Select the folder to which you wish to direct your deleted messages.
7. Select time and date format by using the drop-down menu.
8. Select time zone by using the drop-down menu.
9. Check the “After Login go directly to my inbox” box if after login you want to be taken directly to your inbox.
10. Click “Apply” to save the changes made
11. Click “Cancel to dismiss the changes made.





c) SyncSuite (optional)

The screenshot shows the EasyMailSetup web interface. At the top, there are navigation links: Home, Getting Started, Help, Feedback, and Email Health: Excellent. The main header features the EasyMailSetup logo and several icons: Create Account, Modify Account, Dashboard, Domain Settings, and Help. On the left, a sidebar menu includes Dashboard, Configure (selected), Spam Filtering, Webmail, SyncSuite, Autoresponder, and Message Rules. The main content area is titled 'SyncSuite' and includes a sub-header 'SyncSuite Downloads'. Below this, there is a section titled 'What is SyncSuite™?' followed by a description: 'SyncSuite™ synchronizes your Calendar and Contacts between your RIM BlackBerry™, Microsoft Outlook™, Microsoft Outlook Express™, and other mobile devices. This means that all your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office, and your Microsoft Outlook Express™ at home. You can also collaborate with your coworkers by sharing your Calendars, Contacts, Tasks, and Notes with each other.' Below the description, there are four sections, each with a 'Download', 'Install Instructions', and 'Help File' button: 1. SyncJe for RIM BlackBerry™ (Synchronizes: Contacts, Calendar to WEBMAIL); 2. SyncJe for Microsoft Outlook™ (Synchronizes: Contacts, Calendar to WEBMAIL); 3. SyncJe for Microsoft Outlook Express™ (Synchronizes: Contacts to WEBMAIL); 4. SyncJe for SyncML enabled wireless devices (Synchronizes: Contacts, Calendar to WEBMAIL).

SyncSuite™ synchronizes your Calendar and Contacts between your RIM BlackBerry™, Microsoft Outlook™, Microsoft Outlook Express™, and other mobile devices. This means that all your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office, and your Microsoft Outlook Express™ at home. You can also collaborate with your coworkers by sharing your Calendars, Contacts, Tasks, and Notes with each other.

In this section you can download and install the following:

SyncJe for RIM BlackBerry™

Synchronizes: Contacts, Calendar to WEBMAIL

SyncJe for Microsoft Outlook™





Synchronizes: Contacts, Calendar to WEBMAIL

SyncJe for Microsoft Outlook Express™

Synchronizes: Contacts to WEBMAIL

SyncJe for SyncML enabled wireless devices

Synchronizes: Contacts, Calendar to WEBMAIL

- Click “Download” to download the application
- Click “Install Instructions” for detailed instruction on installing the application
- Click “Help File” for a guide on how to use these applications

d) Autoresponders

The Autoresponder function allows you to automatically reply with a pre-written message to all or certain email sent to an email address. For example you could set up an autoresponder when you are out of office for a few days or alert those emailing you that you are away.

In this section you can create or modify an autoresponder for your email account


Note: Autoresponders do not work for forwarded and alias accounts.

The screenshot shows the 'EasyMailSetup' web interface. At the top, there is a navigation bar with links for Home, Getting Started, Help, Feedback, and Email Health (Excellent). Below this is a main menu with icons for Create Account, Modify Account, Dashboard, Domain Settings, and Help. The 'Autoresponder' section is active, showing a sub-menu on the left with options like Spam Filtering, Webmail, SyncSuite, Autoresponder, and Message Rules. The main content area is titled 'Autoresponder' and includes a description: 'Automatically reply with a pre-written message to all or certain email messages sent to your account.' There are two panels: 'Autoresponders' and 'Autoresponder Details'. The 'Autoresponders' panel shows a table with one entry: 'Add Autoresponder. Email: cont'. The 'Autoresponder Details' panel contains fields for 'Responder Name', 'Respond only if:' (set to 'Sender is anyone'), 'Is:', and 'Message:'. There are 'Cancel' and 'Apply' buttons at the bottom of each panel.





Home Getting Started Help Feedback Email Health: **Excellent**

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Create Account Modify Account Dashboard Domain Settings Help

Dashboard
Configure ▾

Spam Filtering
Webmail
SyncSuite
Autoresponder
Message Rules

Autoresponder

Automatically reply with a pre-written message to all or certain email messages sent to your account.

Autoresponders

[Add](#) Autoresponder. Email: cont

Responder Name

Cancel Apply

Autoresponder Details

Responder Name:

Respond only if:

is:

Message:

Cancel Apply

To create an autoresponder:

1. Click on "Add" button from the "autoresponder" panel.
2. When you click on "Add" the "Autoresponder details" panel will become active and it will allow you to create a new autoresponder for the specified account. You can create as many autoresponders as you need for each account.
3. Enter a name for the autoresponder in the "Responder name" textbox
4. Specify the email messages that you want this autoresponder to reply to by setting a condition. Email messages that meet this condition will receive this autoresponder as their reply.

Conditions:

- a) If you want the message sent to everyone who sends an email to the account, choose "sender is anyone" from the "Respond only if" drop down menu and leave the "is" textbox blank. This is the default.





- b)** If you want the autoresponder to reply to messages from a certain address, choose the "From an email containing" option from the "Respond only if" drop-down list and enter the desired words contained in the email address in the "is" textbox. You can enter multiple words in the "is" textbox. They must be entered comma separated with no space.
 - c)** You can set the autoresponder to reply to the email messages that are sent to a certain address. If you want the autoresponder to reply to email messages that are sent to a certain address choose the "To an email containing" option from the "Respond only if" drop down menu and enter the words contained in the email address in the "is" textbox. You can enter multiple words in the "is" textbox. They must be entered comma separated with no space.
 - d)** You can set the autoresponder to reply to the email messages that are sent to a certain address. For example, if an email has the specified address in its "CC:" field, the autoresponder will apply to it. Choose the "CC to an email containing" option from the "Respond only if" drop down menu and enter the words contained in the email address in the "is" textbox. You can enter multiple words contained in the email addresses in the "is" textbox. They must be entered comma separated with no space.
 - e)** You can reply to messages whose subject contains some specific text. Select "Subject contains" option from the "Respond only if" drop down menu and enter the text in the "is" textbox.
- 5. Enter the autoresponder's message in the "Message" text area
 - 6. Click the "Apply" button to save the changes made.
 - 7. Click "Cancel" to dismiss the changes made.






e) Message Rules

This functionality will let you set up certain rules and conditions for your incoming email messages in your account.

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EasyMailSetup 

Create Account Modify Account Dashboard Domain Settings Help

Dashboard
Configure

- Spam Filtering
- Webmail
- SyncSuite
- Autoresponder
- Message Rules

Message Rules

Create rules and conditions for your incoming email messages.

Rules

[Add Rule](#)

Rule name

Cancel Apply

Rule Details

Rule name
Name:

For an incoming message that matches:
 All of the following Any of the following

Conditions
Field: To
Match: Contains
Value:

Case-sensitive

Action
COPY Inbox
Add condition Cancel Apply





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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Dashboard
Configure

- Spam Filtering
- Webmail
- SyncSuite
- Autoresponder
- Message Rules**

Message Rules

Create rules and conditions for your incoming email messages.

Rules

[+ Add Rule](#)

Rule name

Cancel Apply

Rule Details

Rule name:

For an incoming message that matches:
 All of the following Any of the following

Conditions

Field:

Match:

Value:

Case-sensitive

Action

Add condition Cancel Apply

Done

To setup a message rule:

1. Under “Rules” section click “Add” to add a new message rule.
2. When you click on “Add” the “Rule Details” panel will become active and will let you set up the new rule. In this panel you can configure your message rule.
3. Enter the rule name in the “Rule Name” text box.
4. Under the heading “For incoming message that matches” select the option desired:” All of the following” or “Any of the following”. This selection is related to your condition that you will setup in the following steps.
5. Under “Condition” select from the “Field” drop down menu on of the following: To, From, CC, Subject. The condition set will apply to the filed selected here.





6. From “Match” drop down menu select one the conditions provided. For example if you want “To:” field containing specific text, you would choose “contains” and under “value” enter the text that would be contained in the field selected. If you want to setup the condition for case-sensitive text contained in the field check the check box next to “Case-sensitive”.
7. Now select the action to be performed under the conditions entered above. Under “Action” select from the two drop-down menus the desired action. For example if you want all email messages satisfying the condition set above , choose “Copy” from the drop down menu and choose “Junk” from the second drop down menu. This would mean that all messages satisfying the condition chosen will be copied into the Junk folder.
8. If you want to add more conditions under the same rule name click “Add condition” and you will be able to create another condition under the same rule name.
9. If you are done click ”Apply” to save your work. Once you click “Apply” you will notice your rule being displayed in the “Rules” panel on the left on the same page. Here you can see your rule and can make modifications to it.
10. In the “Rule” panel click on the bullet next to the rule name to enable or disable your rule. If the bullet is green it means your rule is enabled. If the bullet is grey it means your rule is disabled.
11. Click on the magnifying glass next to the bullet in order to see the details of your rule. The “Rule details” window on the right on the same page will display your conditions under the rule selected.
12. To remove a rule, click the red button next to the rule.
13. Click ”Apply” to save the changes made.
14. Click “Cancel” to dismiss the changes made

To edit a message rule:

Under “Rules” section you will see all the currently existing rules for your email account. In order to edit an existing rule select the desired rule and click “Apply”.





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Click “Cancel” to dismiss the selection. When you click “Apply” the “Rule Details” section will become active and will let you edit the selected rule.

Step 3 Setup Complete

This step confirms that you have completed all the steps in the modification process.

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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Spam Filter Wizard - Progress : Complete **Finish**

Complete

[Modify spam filtering for another account](#)

[Click here to go to your dashboard](#)

[Back to "Getting Started"](#)

“**Modify spam filtering for another account**” takes you back to step 1 and lets you start modifying another account.

“**Click here to go to your dashboard**” will take you to “Dashboard” section where you can quickly manage all your accounts.

“**Back to getting started**” will take you back to “Getting Started” page. Clicking “Finish” will take you back to “Getting Started with EasyMail” page.

Clicking “Finish” will take you back to “Getting Started with EasyMail” page.




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II) Modify an alias account

Step 1 Select account

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Create Account Modify Account Dashboard Domain Settings Help

Modify an Alias Wizard - Progress ● ○ ○ : Select an Alias **Next »**

Select an Alias Account

Select an alias account and click "Next" to continue.

Alias

Select account to modify:

Alias: **Search** **Reset**

Alias	Forward to:
<input type="radio"/> fact@andrea.bluegenesis.com	lord@andrea.bluegenesis.com
<input type="radio"/> fain@andrea.bluegenesis.com	king@andrea.bluegenesis.com
<input type="radio"/> yupi@andrea.bluegenesis.com	alto@andrea.bluegenesis.com

To select an alias account:

1. Select the alias account to be modified from the list of the existing alias accounts.
2. If the alias account is not displayed in the list enter the alias account in the text field provided and click "search" to look for your alias account.
 - Click "Reset" to dismiss the search.
3. When you have found the account select it by checking the check box next to the alias account.
4. Click "Next" to proceed to the next step.





Step 2 Quick Properties

Here you will see your alias account and the mail address to which it's currently being forwarded to.

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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Modify an Alias Wizard - Progress ●●○ : Quick Properties << Previous Next >>

Quick Properties

Modify the email address that your alias account is being forwarded to.

Quick Properties

Alias: fact@andrea.bluegenesis.com

Forward to:*

* comma separated list (no spaces)

1. Under “Forward to” you can change the existing email address by simply entering a new email address or a list of email addresses separated by comma and no spaces.
2. Click “Next” to proceed to the next step.
3. Click “Previous” to go back to the previous step.





Step 3 Complete

This step confirms that you have completed all the steps in the modification process.

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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Modify an Alias Wizard - Progress ●●● : Complete **Finish**

Complete

[Modify another alias settings](#)

[Click here to go to your dashboard](#)

[Back to "Getting Started"](#)

"Modify another alias settings" takes you back to step 1 and lets you start modifying another alias account.

"Click here to go to your dashboard" will take you to "Dashboard" section where you can quickly manage your email and alias accounts.

"Back to getting started" will take you back to the splash screen.

Clicking "Finish" will take you back to "Getting Started with EasyMail" page.





D) Dashboard



This section will let you manage your email and alias accounts.

I) Email accounts

The screenshot shows the EasyMailSetup Dashboard. At the top, there are navigation links: Home, Getting Started, Help, Feedback, and Email Health: Excellent. The main header includes the EasyMailSetup logo and navigation icons for Create Account, Modify Account, Dashboard, Domain Settings, and Help. The dashboard title is "Dashboard" with the subtitle "Quickly manage email and alias accounts." Below this, there are two main sections: "Email Accounts" and "Settings Overview".

Email Accounts

Email	Usage	Filter	Spam Action
<input checked="" type="checkbox"/> cont@andrea.bluegenesis.com	0%	OFF	OFF
<input type="checkbox"/> grape@andrea.bluegenesis.com	0%	ON	QUARANTINE: 1m
<input type="checkbox"/> king@andrea.bluegenesis.com	0%	ON	QUARANTINE: 1m
<input type="checkbox"/> lord@andrea.bluegenesis.com	0%	OFF	OFF
<input type="checkbox"/> postmaster@andrea.bluegenesis.com	0%	ON	DELIVER
<input type="checkbox"/> red@andrea.bluegenesis.com	0%	ON	QUARANTINE: 1m
<input type="checkbox"/> rubiks@andrea.bluegenesis.com	0%	ON	QUARANTINE: 1m

Email Accounts: 6 Used - 54 Available

Settings Overview

Email: cont@andrea.bluegenesis.com

Usage: 0%

Password: cont

Spam Filter Status: OFF

Filter type: Quarantine

Delete after: After One Month

Allow list:

Block list:

Forward to:

Keep copy of message

To manage your email account:

1. Click "Email Accounts" tab on the left panel, to see a list of all your email accounts.
2. Click "Add email account" if you would like to add a new email account. A new window will open which will take you to "Create Account" section where you can set up your email account.





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3. If the email account is not displayed in the list enter the email account in the text field provided and click "search" to look for your email account.
 - Click "Reset" to dismiss the search.
 4. Choose the email account you want to modify by clicking on the check box next to the account. Once you have chosen an email account the right hand side "Settings Overview" will become active and it will display all the current settings of the email account chosen.
 5. Click "Change" to change your password.
 6. To change the spam filter status, click on the drop-down menu and choose a new state.
 7. To change filter type click on the drop-down menu and choose a new filter type.
 8. To change "delete after" period click on the drop-down menu and choose a new time frame.
 9. To add to allow list, enter the email address(es) you wish to be certain you receive email from, no matter how you have configured the spam filter and click "Add".
 10. To add to black list, enter the email address(es) you wish to automatically block and click "Add".
 11. Click "Change" to change to forward to email address.
 12. Click "More Settings" for more advanced spam filtering options.

Note: Please refer to section "*Modify an email account*" described in this document for a full description of "More settings" capabilities.
 13. Click "Apply" to save all the changes made.
 14. Click "Delete" to delete the email account. By deleting an account, its entire mailbox contents are deleted as well. This process cannot be reversed.





II) Alias Accounts

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Dashboard
Quickly manage email and alias accounts.

Email Accounts **Alias Accounts**

Email: Search Reset

Add Alias

<input type="checkbox"/>	Alias	Forward to:
<input checked="" type="checkbox"/>	fact@andrea.bluegenesis.com	lord@andrea.bluegenesis.com
<input type="checkbox"/>	fain@andrea.bluegenesis.com	king@andrea.bluegenesis.com

Alias Accounts: 2 Used - 58 Available

Settings Overview

Alias: fact@andrea.bluegenesis.com

Forward to:
* comma separated list (no spaces)

Delete Cancel Apply

Done

To manage your alias account:

1. Click "Alias Accounts" tab on the left panel, to see a list of all your alias accounts.
2. Click "Add alias" if you would like to add a new alias account. A new window will open which will take you to "Create Account" section where you can set up your alias account.
3. If the alias account is not displayed in the list enter the alias account in the text field provided and click "search" to look for your alias account.
 - Click "Reset" to dismiss the search.





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4. Choose the alias account you want to modify by clicking on the check box next to the account. Once you have chosen an alias account the right hand side "Settings Overview" will become active and it will display all the current settings of the alias account chosen. In this case it will display the current list of email address(es) that your alias account is being forwarded to.
 5. Under "Forward to" you can change the existing email address by simply entering a new email address or a list of email addresses separated by comma and no spaces.
 6. Click "Apply" to save all the changes made.
 7. Click "Cancel" to dismiss all the changes made.
 8. Click "Delete" to delete the alias account. By deleting an account, its entire mailbox contents are deleted as well. This process cannot be reversed.





E) Domain settings



The following functions are available in this section:

- Catchall
- Troubleshoot
- Outlook Setup
- Virus Scanning

I) Catchall

This function allows you to redirect improperly addressed email sent to your domain to a catch-all email address. We define an improperly addressed email as an email message sent to your domain to an undefined email account.

Example:

If your domain is "mycar.com" and you have not defined an email account for bill@mycar.com through EasyMail, all email sent to the 'bill@mycar.com' address is considered improperly addressed and will be redirected to your catch-all email address.

You can create, change and remove a catch-all email address using the "Catch-All" function.





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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Catchall

Redirect improperly addressed email sent to your domain to a catchall email address

Catchall Enable Disable

Forward all email caught by the catchall to:

Cancel Apply

Done

To create a catch-all email address:

1. Enter an existing email address in the "Forward all email caught by the catchall to" textbox.
2. Check the "enable" button to activate this feature.
3. Click "Apply" button to save the changes made.
4. Click the "Cancel" to dismiss the changes made.

Note: You can only set one catch-all email address per domain.
The existing email address that you set as your catch-all can be either an external address (e.g. a hotmail account) or one of your domain's email regular accounts.



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To change a catch-all email address:

1. Enter another existing email address in the "Forward all email caught by the catchall to" textbox.
2. Check the "Enable" button to activate this feature.
3. Click "Apply" to save the changes made.
4. Click "Cancel" to dismiss the changes made.

To remove a catch-all email address:

1. Leave the "Forward all email caught by the catchall to " textbox blank or click the "Disable" button to disable this feature.
2. Click "Apply" to save the changes made.
3. Click "Cancel" to dismiss the changes made.



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II) Troubleshooting

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Create Account Modify Account Dashboard Domain Settings Help

Troubleshooting
Having trouble? Try our automated troubleshooter.

Start Email Troubleshooting

Summary
No issues were found

Done

This function is an automated troubleshooter which will check a domain for possible problems and will display any issues that were found.



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III) Outlook Setup

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EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Outlook Setup

Setup an email account on your computer:

- Catchall
- Troubleshooting
- Outlook Setup**
- Virus Scanning

Outlook Setup

How to set up an email account on your computer:

For assistance with accessing your email account on your computer, choose one of the following options:

The Easymail Setup Application automates the process of setting up and configuring your desktop email client for you. For instructions on manually configuring a desktop email client, click on the button below to view the setup guide.

[View the setup Guide](#) [Download Easymail Setup](#)

Server Settings

POP3 Server:	mail.yourdomain.com
IMAP Server:	mail.yourdomain.com
SMTP Server:	mail.yourdomain.com
SMTP Port:	1025
IMAP Port:	143

Done

This function will guide you through how to set up your account on your computer.

The Easymail Setup Application automates the process of setting up and configuring your desktop email client for you.

- Click on “Download EasyMail Setup” to automatically setup and configure your desktop email client.
- For instructions on manually configuring a desktop email client, click on the “View the Setup Guide” button to view the setup guide.





IV) Virus Scanning

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Create Account Modify Account Dashboard Domain Settings Help

Virus Scanning
Activate virus scanning to help protect your computer from viruses.

Virus Scanning ⓘ

Enable Disable

Cancel Apply

Done

Email virus scanning protects your computer from computer viruses which can be transmitted by email attachments; some of these viruses are designed specifically to spread by email, while others are accidentally spread when an unsuspecting user sends a legitimate file via email which has been infected with a virus. To help protect your computer from these viruses using EasyMail you have to activate virus scanning.

1. To activate the virus scanning select the “Enable” button and click “Apply” to save the changes.
2. To deactivate the virus scanning select “Disable” button and click “Apply” to save the changes.






F) HELP








The help icon will take you to the help page where you will be able to read help content and FAQ regarding the functionality of this application.

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EasyMailSetup 

Create Account Modify Account Dashboard Domain Settings Help

Easymail Help

-  **Email Setup**
Get help setting up email on your desktop email client.
-  **Troubleshooting**
Having trouble? Try our automated troubleshooter.
-  **Email FAQ**
Easy answers for frequently asked questions.
-  **Reduce my SPAM**
Get help eliminating spam from your inbox.
-  **Setup instructions**
View setup instructions.

Done

