

Business Portal Instruction Manual

Ver. 1.0

Domain > Search > Domain information

Mail Basic Service Information (Company,Domain,Plan)

This is customer basic information of the currently usage service.

- Customer ID (four-digit-number)

It will be necessary when contacting Enterprise Mail help desk.

Option Contract Information

This is customer option service information of the currently usage service.

Mail Basic Service Information (Other)

Displays customer basic information of your use of the service.

■ The maximum number for the account(upper limit value of the contract)
Displays number for the mail account that you contracted(contract maximum number).

■ Logo image

The image will be displayed in the upper left corner of the top screen after Enterprise Mail login.

Standard image is [Enterprise Mail].

EnterpriseMail

- The logo needs to be specified as a GIF or JPEG format file.
(Any other file formats cannot be used)
- The image size for the logo is 200*28 pixels.

Group > Search > Group information

Group information

You can change the group name by entering information that you want to update and click Save.

Group > Search > Group information

Function settings

Main function	
Name	Description
Mail	Setting for the use of mail function in web mail. In the case of OFF, the Mail tab in the Web mail will not be shown.
Calendar	This section for Office Use Only.(Unselectable)
Briefcase	This section for Office Use Only.(Unselectable)
Address book	Setting for the use of address book function in web mail. In the case of OFF, the address book tab in the Web mail will not be shown.
Tasks	This section for Office Use Only.(Unselectable)
Preferences	Setting for the use of preferences function in web mail. In the case of OFF, the preferences tab in the Web mail will not be shown.

General function	
Name	Description
Tagging	Setting for the use of tagging function in web mail. In the case of OFF, you will not be able to tagging.
Change password	Setting for the use of change password function in web mail. In the case of OFF, the change password button in the preferences tab will not be shown.
HTML compose	Setting for the use of HTML mail compose function in web mail. In the case of OFF, you will not be able to create HTML mail.
Global address list access	Setting for the use of global address list function in web mail. In the case of OFF, you will not be able to use the global address list.
Sharing	This section for Office Use Only.(Unselectable)
Change UI themes	Setting for the use of change UI themes function in web mail. In the case of OFF, you will not be able to change themes.
Autocomplete from GAL	Setting for whether including global address list to auto-complete function of destination address when creating mails in web mail. In the case of OFF, global address list will not be included.

Mail function	
Name	Description
Message priority	Setting for whether being able to message priority setting when creating mails in web mail. In the case of OFF, you will not be able to message priority setting.
Conversations	This section for Office Use Only.(Unselectable)
Allow the user to set mail polling interval	Setting for whether being able to use mail forwarding function when filter settings in the web mail. In the case of OFF, mail forwarding settings will not be used. ※ If you want to use the mail forwarding function in filter set by the user, you must set "ON" not only "Allow the user to set mail polling interval" in group management but "Enable the forwarding settings" in the Account detail settings.
Mail filters	Setting for the use of mail filtering function in web mail. In the case of OFF, you will not be able to use mail filter function.
Out of office reply	Setting for the use of out of office reply function in web mail. In the case of OFF, you will not be able to use out of office reply function.
Flagging	Setting for the use of flagging function in web mail. In the case of OFF, you will not be able to use flagging function.
POP3 access	Setting for the use of POP3 access. In the case of OFF, you will not be able to access in POP3.
New mail notification	Setting for the use of new mail notification function in web mail. In the case of OFF, you will not be able to new notification setting.
Persona	Setting for the use of persona function in web mail. In the case of OFF, you will not be able to personal setting. ■ Personal is ... Set when you send e-mail as a specific role. You can easily switch the role when you send an e-mail if you set sender's name, address and reply name, address in advance.

Calendar function	
Name	Description
Group calendar	This section for Office Use Only.(Unselectable)

Group > Search > Group information

Detail settings

Mail option

Name	Description
Default Charset for mail composing and parsing	Select default character set when creating mails.

Attachment settings

Name	Description
Disable attachment viewing from web mail UI	Attachment file will not be displayed in web mail.
Attachments can be viewed in HTML only	Display attachment file only as HTML format in web mail. *You need to apply additional options if you want to see as HTML format.
Attachments can be viewed in their original format only	Displays an attachment file only in its original form in Web mail.
Attachments can be viewed in HTML and their original format	Displays an attachment file only in its HTML and original format in Web mail. *You need to apply additional options if you want to see as HTML format.

Quota settings

Name	Description
Percentage threshold for quota warning messages(%)	Setting for percentage threshold for quota warning messages among 1-99(%)

Password

Name	Description
Password locked	Lock so that users can not change the password by themselves.
Minimum password length	Setting for minimum password length of user among 6-128.
Maximum password length	Setting for maximum password length of user among 6-128.
Minimum number of upper case characters	Setting for minimum number of uppercase characters including the password among 0-128.
Minimum number of lower case characters	Setting for minimum number of lowercase characters including the password among 0-128.
Minimum punctuation symbols	Setting for minimum punctuation symbols including the password among 0-128.
Minimum numeric characters	Setting for minimum numeric characters including the password among 0-128.
Minimum password age (days)	Setting for minimum password age(days) among 0-365. *After changing/setting the password, you will not be able to change the age(days) again.
Maximum password age (days)	Setting for maximum password age(days) among 0-365. *After changing/setting the password, you need to change password again if you pass that days that you set.
Minimum number of unique passwords history	Setting for password among 0-10. *During change the password, you will not be able to set the password in password history.

Policy of Login Failure

Name	Description
Enable failed login lockout	When login fail, you can make accounts lock out and set not allowed to login.
Number of consecutive failed login that was allowed	When consecutive failed login beyond the number of times you have set your account will be lock out.
Time to lockout the account	Setting for the time to lockout among 1 second to 30 days.
Time window in which the failed logins must occur to lock the account	Setting for the time to keep the number of failed login history among 1 second to 30 days.

Policy of retained mail

Name	Description
Mail lifetime	Mail will be automatically deleted when the period that you set is passed. You can set 0 or 31-1000days. "0" means "Not set".
Trashed message lifetime	Mail in trash will be automatically deleted when the period that you set is passed. You can set 0 or 31-1000days. "0" means "Not set".

Account > Search

Search results

Accounts that are registered in each domain will be displayed.

You can download the file in CSV format as clicking download button after putting a check in the box.

Account > Search > Account information

Account basic information

You can change/update the “Account information” by entering information that you want to update and click Save.

If you do not want to change the password, you don't need to enter the password and password (for confirmation).

< Each type of status >

	Enterprise Mail Login	Web mail use		Mail client use		As available account	Reflect global address list	Purpose
		send	receive	send	receive			
Active	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	count	<input type="radio"/>	Normal use
Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	count	<input type="radio"/>	Suspension (temporary retirement)
Locked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	count	<input type="radio"/>	Suspension (Password error)
Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	count	<input type="radio"/>	Status before deleting account

* Undelivered mail returned to sender

Account > Search > Account information

Account detail (General information)

You can change/update the “Account information” by entering information that you want to update and click Save.

Account settings

Name	Description
Display name	Setting for display name to be displayed in the Global Address List.
Middle initial	Setting for initial middle name.
Non-linkage to the global address list	In the case of ON, it will not be displayed in the Global Address List.
Must change password	If you change to “ON”, you must change password when you login.

Notes

Name	Description
Description	Setting for information of Global Address List.
Notes	Setting for information of Global Address List.

Account > Search > Account information

Account detail (Contact information)

You can change/update the “Account information” by entering information that you want to update and click Save.

Account > Search > Account information

Account detail (Detail settings)

You can change/update the “Account information” by entering information that you want to update and click Save.

Mail option

Name	Description
View mail as HTML (if possible)	Setting for the use of viewing mail as HTML format. In the case of OFF, it will not be able to display HTML format.
Display external images in HTML mail	Setting whether displaying external image in HTML mail. In the case of OFF, external image will not be displayed.

Incoming message

Name	Description
Enable address for new mail notifications	Setting for the use of new mail notifications. In the case of ON, new mail will be notified to you.
Address for new mail notifications	Setting for address for new mail notifications. Address can be set less than 255 characters.
Enable the auto-reply message	Setting for auto-reply message. In the case of ON, auto-reply message will be sent.

Outgoing message

Name	Description
Allow only send mail from the following address	Setting for the “From” address. Alternative mail address will be sent not showing your original address.
Enable the forwarding settings	Setting for whether enable the forwarding. In the case of OFF, mail will not be forwarded even though the filter transfer is set.

Create message

Name	Description
Always create the message in the following format	Setting for default mail format. “Text” is set as initial format.

Skin (theme)

Name	Description
UI theme in current	Setting for UI theme in web mail. You can change the background color as well. “lake” is set as initial color.

Account > Search > Account information

Account detail (Aliases)

An email alias is simply a forwarding email address.

If you want to add the aliases, please enter the [information that you want] and click [save].

You can delete by selecting the trash icon.

■ *What is Alias ?*

It is function to set different name for a mail account.

Although the name of account is different, mails will be sent to original account mail box. Depending on your usage purpose, you can divide the mail.

Aliases

Name	Description
Current aliases	Set an alias (Up to three)

Account > Search > Account information

Account detail (Forwarding for Administrator)

You can add an administrator forwarding account by entering information that you want to update and click Save.

* Delete by selecting the trash icon

Please describe the e-mail address in forwarding address column.

<Example> example@xxxx.xxx

Forwarding settings for Administrator

Name	Description
Does not leave a copy of the message on the inbox during the transfer	Setting for whether you leave a copy of the message on the inbox during transfer. In the case of ON, message will not leave in mail BOX. *If you want to use this function(when you put a check in the BOX), please be sure to enter mail address into "Current forwarding address" as well. Although you check the BOX, if you do not enter your e-mail address, incoming mail will be deleted because the destination is unknown.
Current forwarding address	Set the administrator forwarding destination (maximum five)

Account > Search > Account information

Account detail (IMAP settings)

* ONLY customer who have IMAP contracts can use

「Step1」

- Person in charge of setting up : Enterprise Mail Admin
→ Admin needs to set up at “mail service control panel”.
 - Customer who have contracted to IMAP option needs to IMAP settings. If it is not checked at “Enable of IMAP”, IMAP settings are not completed.
→ Enable of IMAP : Required
- If customer put a check in the “Display in IMAP search folder”, Enterprise mail' search folder also will be shown at customer client application.
- Display in IMAP search folder : Depending on customers preference

「Step2」

- Person in charge of setting up : End user
→ End user needs to set up at End user's mail client application (ex:Outlook etc.).
→ Please input following information at customer mail client application(ex:Outlook etc.).
- IMAP(incoming server setting)
 - User Name : {user account}
 - IMAP server : mail01.a-enterprise-mail.com
 - Port : 993
 - Security : SSL/TLS
 - Authentication method : Normal password
- SMTP(outgoing server setting)
 - User Name : {user account}
 - SMTP server : smtp01.a-enterprise-mail.com
 - Port : 465
 - Security : SSL/TLS
 - Authentication method : Normal password

Mailinglist > New registration

Mailing list information

You can create a new mailing list.

If you choose to “Non-linkage to the global address list”, it does not appear to the global address list.

Mailinglist > Search

Search results

You can download the registered mailing list information in CSV format as clicking download button.

Mailinglist > Search > Mailing list information

Mailing list information

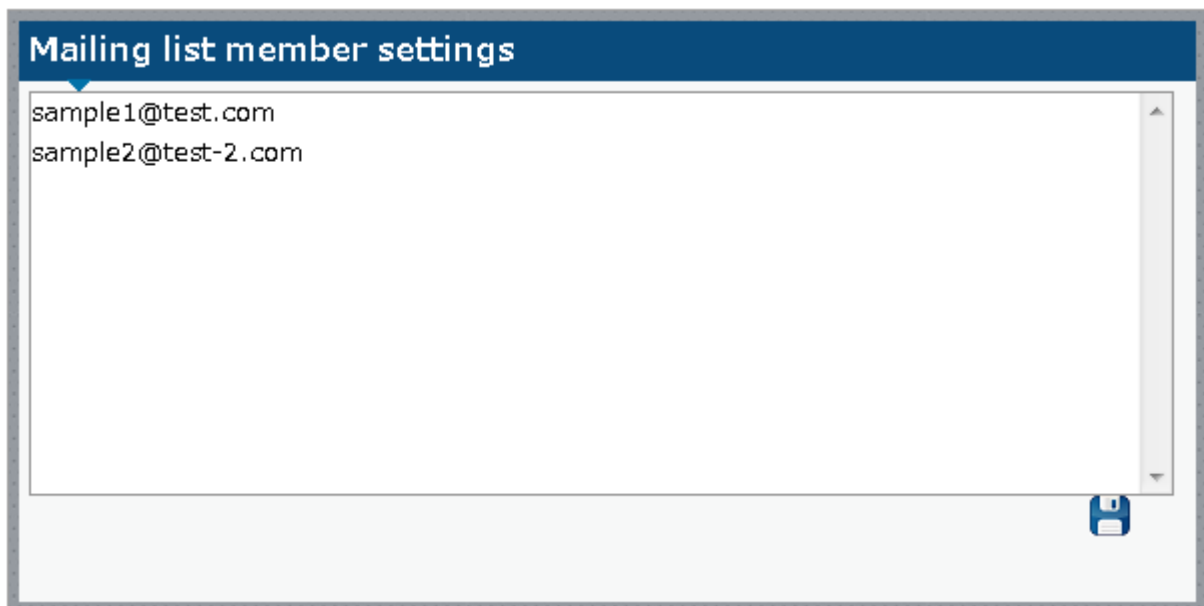
You can download the registered mailing list information in CSV format as clicking download button.

You can register the mailing list members by selecting a “Member setting”.

Mailinglist > Mailing list member settings


Mailing list member settings

You can add mailing list members.
Please click the save button when editing is completed.
Setting example as follows ;



Mailing list member settings

sample1@test.com
sample2@test-2.com



Mailinglist > Mailing list member settings

Member list

You can see a member list registered to a mailing list.

If you want for someone to remove from the mailing list, please select the members that you want to delete and click delete button.

Bulk processing > New registration

Select update target

Batch registration of account is available.

Bulk processing > Show status

Show status

You can confirm account processing status.

If the process does not complete successfully, it will appear in the error column. And you can also see more details as clicking the “Download”.

Operation log > Search

You are able to get an operation log.

* For more details, please click the "Operation details".