

Mail Overview

(version 2.4 and up)

INDEX

Related Docs: • [Mail before version 2.4](#) • [Mailboxes](#) • [Mail Forwards](#) • [Mailbox Aliases](#) • [Autoresponders](#) • [Mailing Lists](#) • [Mail Domain Aliases](#) • [AntiSpam](#) • [AntiVirus](#)

Questions Considered:

- [mail resources](#)
- [navigation](#)

Mail Resources

Your hosting plan may provide the following mail resources:

- [mailbox](#) to send, receive, read and store e-mails
- [mail forward](#) to automatically forward all incoming mail to a list of remote addresses
- [mailbox alias](#) to have an alternative address to an existing mailbox
- [mail autoresponder](#) to automatically reply to senders with a uniform response when mail arrives in a mailbox
- [mailing list](#) to send mail to multiple recipients
- [mail domain alias](#) to have an alternative domain name to a mail domain
- [antispam](#) to trace, filter out and delete spam messages coming to your mailbox
- [antivirus](#) to check incoming mail for viruses and delete the virus mail
- [SPF](#) or [Sender Policy Framework](#) (version 2.4.3 and up) to set rules for your correspondents' mail servers to determine whether e-mails received from your maildomain are forgery or not.

Navigation

Click the *Mail Info* menu to manage your account mail services from the *Mail controls* page:

Mail controls

Mail domains

Mail Service

Incoming POP3 Server	mail.bulo1.mmm.com
Outgoing (SMTP) Server	mail.bulo1.mmm.com
Login	The e-mail address you use (e.g. user@domain.com)
Mail traffic	0 KB used (since Jun 22, 2004)
Mail relay	mail1.hs.psoft.net -> mail2.hs.psoft.net
AntiSpam	preferences applied to mail resources
	for all mailboxes for all mail resources (box,forward,alias,responders)
AntiVirus	preferences applied to mail resources
	for all mailboxes for all mail resources (box,forward,alias,responders)

Mail domain aliases

bulo1.mda












bulo1sdns.ali

E-mail Setup Functions

[New E-mail](#)
 [New Mailing List](#)
 [New Mail Domain Alias](#)

E-mail	Resources included	Properties
postmaster@bulo1.mmm.com		10 MB (Unchangeable) Store To: sdfdf
sdfdf@bulo1.mmm.com		0.03 MB of 1 MB Subscriber: olesya@pssoft.lviv.ua

- **Mail domains:** a mail domain whose mail resources you can manage and view on the mail domain controls page. To manage mail resources on your other domains, choose it from the drop-down list and click the *Go* button next to the drop-down list.
- **Incoming POP3 Server** and **Outgoing (SMTP) Server:** servers to deliver mail from and to your mail resources.
- **Login:** login to [sign into your mailbox](#) or [change its password](#) from outside your control panel.
- **Mail traffic:** traffic run up by incoming and outgoing mail on the mail domain it is displayed for.
Mind that it also includes traffic generated by incoming [spam](#) or [virus](#) messages the system deletes. [More on traffic.](#)
- **Mail relay:** switch the option on to ensure incoming mail is kept on the mail relay server, if your primary mail server goes down.
- **AntiSpam:** this resource filters and deletes incoming spam messages. Since 2.4.1 [antisпам](#) can be added for *for all mailboxes* or *for all mail resources*.

- **AntiVirus:** this resource checks incoming mail for viruses. Since 2.4.1 [antivirus](#) can be added *for all mailboxes* or *for all mail resources*.
- **SPF:** determines rules to be used by your correspondents' mail servers to check whether e-mails received from your maildomain are forgery or not.
- **Mail domain aliases:** aliases of your mail domain. [More on maildomain aliases](#).
- **[Prev] [1] [2] ... [Next]** navigation links (appear if there are more than 10 mail resources on the maildomain) to the rest of your mail resources
- **New E-mail** and **New Mailing List:** links to create [new mail resources](#).
- **E-mail:** e-mail address of mail resources on the mail domain.
- **Resources included:** mail resources working on this e-mail address:
 -  - mailbox ([more](#))
 -  - forward ([more](#))
 -  - mailbox alias ([more](#))
 -  - autoresponder ([more](#))
 -  - antispam ([more](#))
 -  - antivirus ([more](#))
- **Properties:** properties of mail resources working on this e-mail address:
 - **12 MB of 20 MB** - mailbox quota usage ([more](#))
 -  - sign in the mailbox ([more](#))
 -  - catch all
 -  - discard all incoming emails ([more](#))
 -  - add subscribers/moderators/trailer to a mailing list ([more](#))
 -  - delete all mail resources working on the e-mail address

Mailboxes

(version 2.4 and up)

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- Questions Considered:
- [understanding mailboxes](#)
 - [creating mailboxes](#)
 - [removing mailboxes](#)
 - [mailbox storage quota](#)
 - [mailbox password](#)
 - [discarding all incoming mail](#)
 - [signing into a mailbox](#)

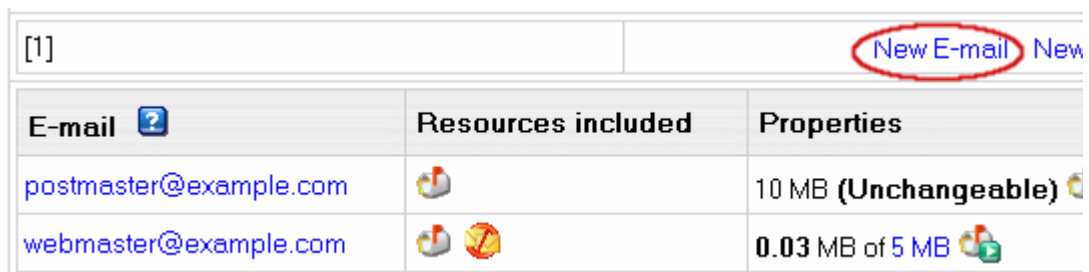
Understanding Mailboxes

Mailboxes are used to send and receive e-mails via client based mail software and can store mail on the hosting mail server.

Creating Mailboxes



To create mailboxes in addition to webmaster and postmaster mailboxes obligatory created on each maildomain:

1. Click *New E-mail* on the maildomain Controls page:



E-mail	Resources included	Properties
postmaster@example.com		10 MB (Unchangeable)
webmaster@example.com		0.03 MB of 5 MB

2. On the configuration page that you will be taken to, do the following:











Add new E-Mail	
Email address	admin + @bulo1.mmm.com
 Catch All	<input type="checkbox"/>
AntiSpam	<input checked="" type="checkbox"/>
AntiVirus	<input checked="" type="checkbox"/>
<hr/>	
 <input checked="" type="checkbox"/> MAILBOX	
Password	***** +
Comment	
Discard All Incoming Mail	<input type="checkbox"/>
Alias By	host,hostmaster,contact + @bulo1.mmm.com * to add several aliases at a time, enter their names separated by ',' or ';' or 'SPACE'

- Enter mailbox name in the *Email address* field.
- Check the *Catch All* box to collect email messages sent to a nonexistent account on the mail domain.
If *Catch All* isn't enabled on any mail resource running on the mailbox's mail domain, such email message will bounce back to the sender with an error notification.
- *AntiSpam*: check this option to enable antispam filtering for your mailbox. (Read about [AntiSpam protection](#))
- *AntiVirus*: check this option to enable antivirus protection for your mailbox. (Read about [AntiVirus protection](#))
- Check the box next to *MAILBOX* and configure:
 - *Password*: see [below](#).
 - *Comment*: enter description to help identify the mailbox.
 - *Discard All Incoming Mail*: see [below](#).
 - *Alias by*: use this option for mass creation of mail aliases. Enter alias names (without the @ part) separated by ',' or ';' or 'SPACE'.
- 3. Click the *Submit* button at the bottom of the form.
- 4. Agree with the charges, if any.

Removing Mailboxes











To remove a mailbox **preserving other services** running on this e-mail address:

1. Click the mailbox e-mail address in the *E-mail* list on the maildomain Controls page:

[1]		New E-
E-mail 	Resources included	Properties
postmaster@example.com		10 MB (Unchangeable) 
mailbox1@example.com	     	0.03 MB of 5 MB  Subscriber: mailresourc

2. Uncheck *MAILBOX*.
3. Click the *Submit* button at the bottom of the form.

To remove a mailbox **with other mail services** running on this e-mail address, click the *Trash* icon in the mailbox *Properties* entry on the Mail Controls page:

[1]		New E-mail New
E-mail 	Resources included	Properties
postmaster@example.com		10 MB (Unchangeable) 
mailbox1@example.com	     	0.03 MB of 5 MB  Subscriber: mailresource@examp











Postmaster mailbox can't be deleted.
To delete a Catch All mailbox, first switch *Catch All* OFF.

Mailbox Storage Quota

Mailbox quota defines how many MB of mail you can store in your mailbox. You can't store more than allowed by the mailbox quota. It is not included into the site disk space quota. If your hosting plan allows, you can increase the initial free mailbox quota.

To increase mailbox quota:

1. On the maildomain Controls page click the *of X MB* link in the mailbox *Properties* entry:

[1]		New E-
E-mail 	Resources included	Properties
postmaster@example.com		10 MB (Unchangeable) 
mailbox1@example.com	     	0.03 MB of 5 MB  Subscriber: mailresourc

2. Enter new quota size in megabytes and click the *Submit* button.

From this moment on, you will be charged for the difference between this new amount and the free amount your hosting plan grants. This charge will be added to the recurrent fee at the beginning of each billing period.

You can't change quota for the postmaster mailbox.

Mailbox Password

Mailbox password is an alphanumeric combination that authenticates logging into the mailbox. It is required when you are logging into the mailbox outside your control panel or when you configure an external mail client to access your mailbox.

To change mailbox password:

1. Click the e-mail address in the *E-mail* list on the maildomain Controls page.
2. In the *MAILBOX* section enter a new password in the *Password* and *Confirm password* fields.
3. Click the *Submit* button at the bottom of the form.

Discarding All Incoming Mail

If you don't need ALL your incoming mail, you can configure your mailbox to discard all incoming mail. In this case senders won't receive 'undelivered mail' notifications.

1. Click the mailbox e-mail address in the *E-mail* list on the maildomain Controls page.
2. In the *MAILBOX* section check the *Discard All Incoming Mail* box.
3. Click the *Submit* button at the bottom of the form.

Signing into a Mailbox

To send and receive mail from your mailbox you should sign in. This can be done from your control panel by clicking the *Launch Webmail* icon in the *Properties* column:

[1]		New E-mail New Mailing List	
E-mail	Resources included	Properties	
postmaster@example.com		10 MB (Unchangeable)	
mailbox1@example.com		0.03 MB of 5 MB	Subject: Autoreply

Provided you signed up for a Unix/Linux plan, you can also sign into your mailbox from outside your control panel by entering `http://YOUR_WEB_SERVER_IP` in the Address field of your browser and clicking the IMP-mail client link on the page you are taken to.

Hostavia

Use Ours Simplify Yours

To access your mailbox from the Internet, go to <http://www.hostavia.com/webmail> and login to your mailbox using your full mailbox name (example yourmailbox@yourdomain.com) and password.

To access your mailbox using Microsoft Outlook, download our Outlook Settings guide at <http://www.hostavia.com/documents/OutlookSettings.pdf> and follow the detailed instructions.