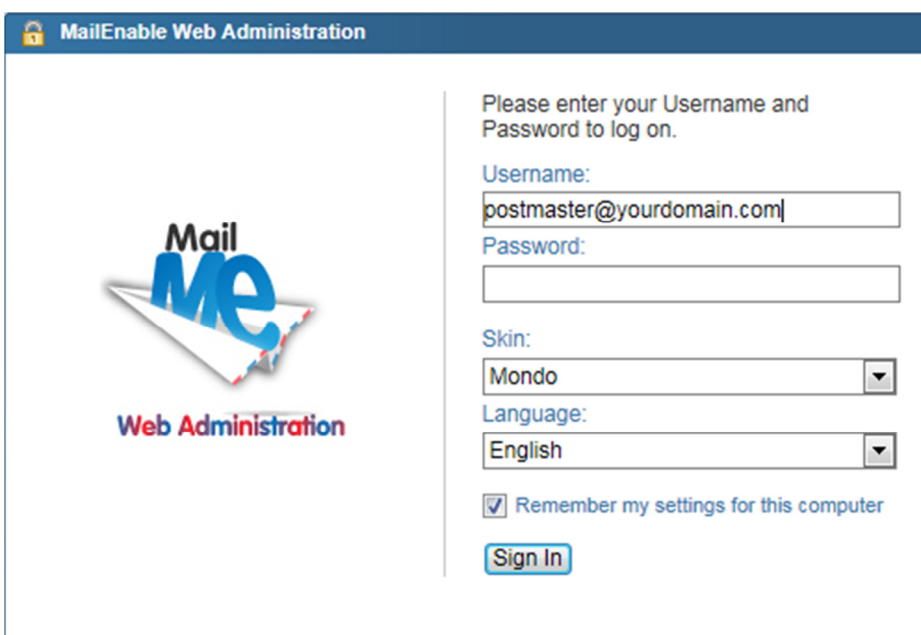


MailMe Administration Guide

Email Control Panel : <https://www.mailme.com.hk/meadmin>

1. Create new user

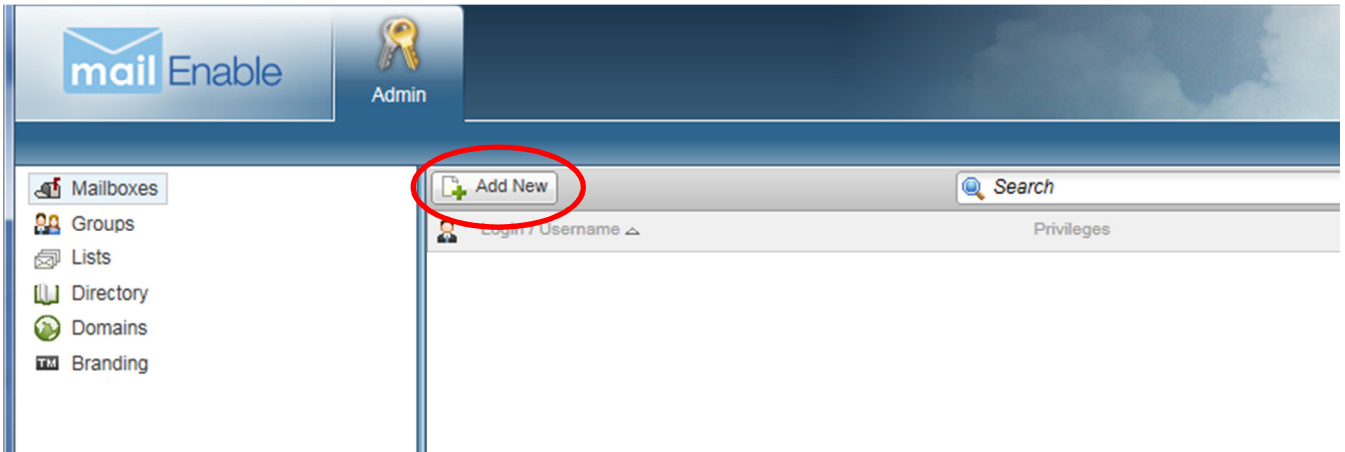
1.1. Login with postmaster@yourdomain.com



The screenshot shows the MailEnable Web Administration login interface. On the left is the MailMe logo, which consists of the word 'Mail' in black and 'Me' in large blue letters, with a white envelope icon behind it. Below the logo is the text 'Web Administration'. On the right is a login form with the following elements:

- A header bar with a lock icon and the text 'MailEnable Web Administration'.
- A prompt: 'Please enter your Username and Password to log on.'
- A 'Username:' label followed by a text input field containing 'postmaster@yourdomain.com'.
- A 'Password:' label followed by an empty text input field.
- A 'Skin:' label followed by a dropdown menu showing 'Mondo'.
- A 'Language:' label followed by a dropdown menu showing 'English'.
- A checked checkbox with the text 'Remember my settings for this computer'.
- A 'Sign In' button.

1.2 On the Left panel select Mailboxes and click Add New



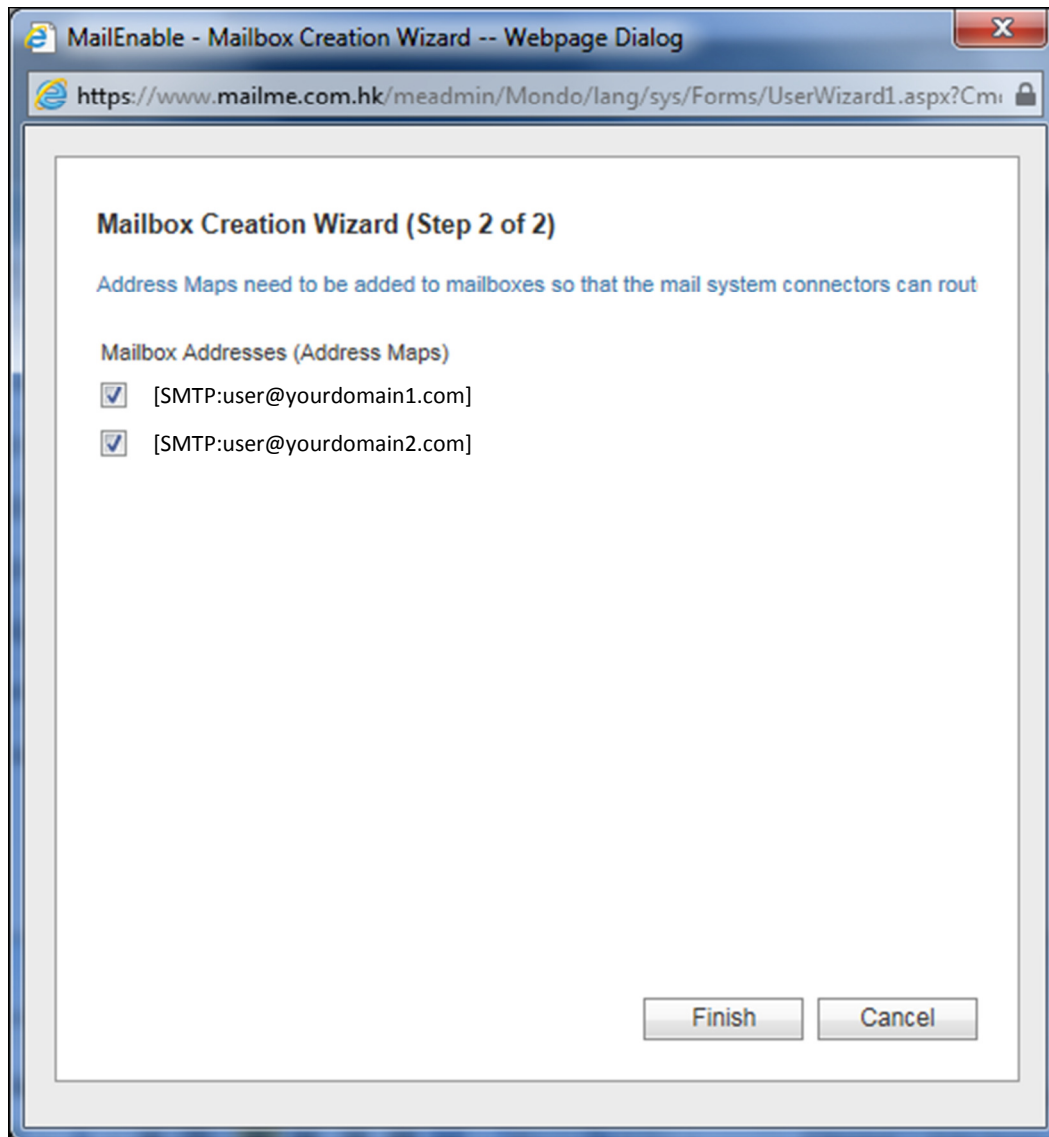
1.3 Enter your new user name and password, click Next to process

The screenshot shows the 'Mailbox Creation Wizard (Step 1 of 2)' form. The form is titled 'Mailbox Creation Wizard (Step 1 of 2)' and is located at the URL <https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserWizard1.aspx?Cm>. The form contains the following fields and options:

- Status:** Enabled
- Login:** @yourdomain.com
- Password:**
- Rights:** (dropdown menu)
- Display Name:**
- Quota:**
 - Limited by kilobytes KB
 - Unlimited Unlimited Unlimited
- Redirect mail to:

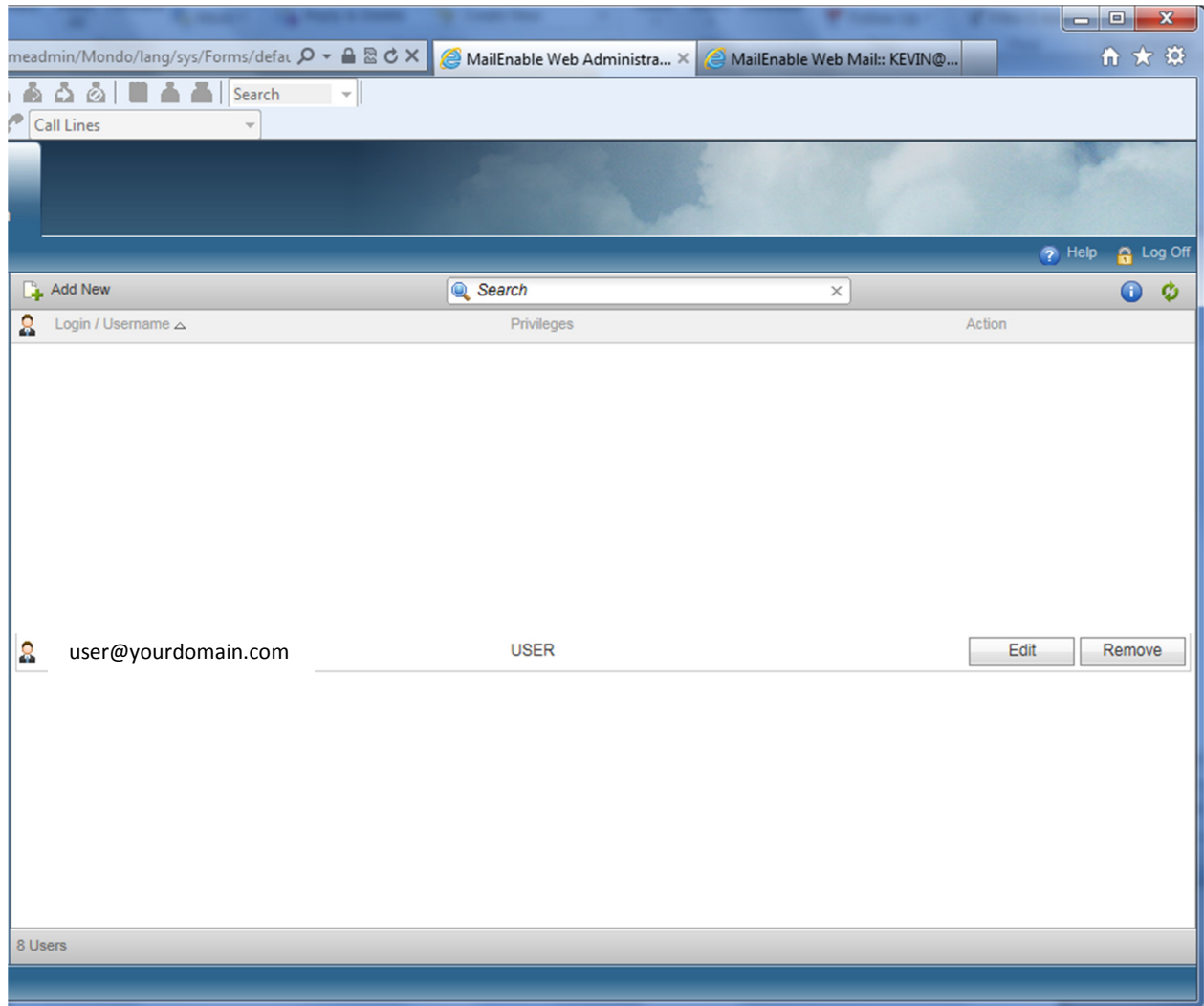
At the bottom of the form, there are three buttons: 'Reset', 'Next >>', and 'Cancel'.

If you have more than one e-mail domain, you can chose all of them or chose one you want to use and Click Finish.

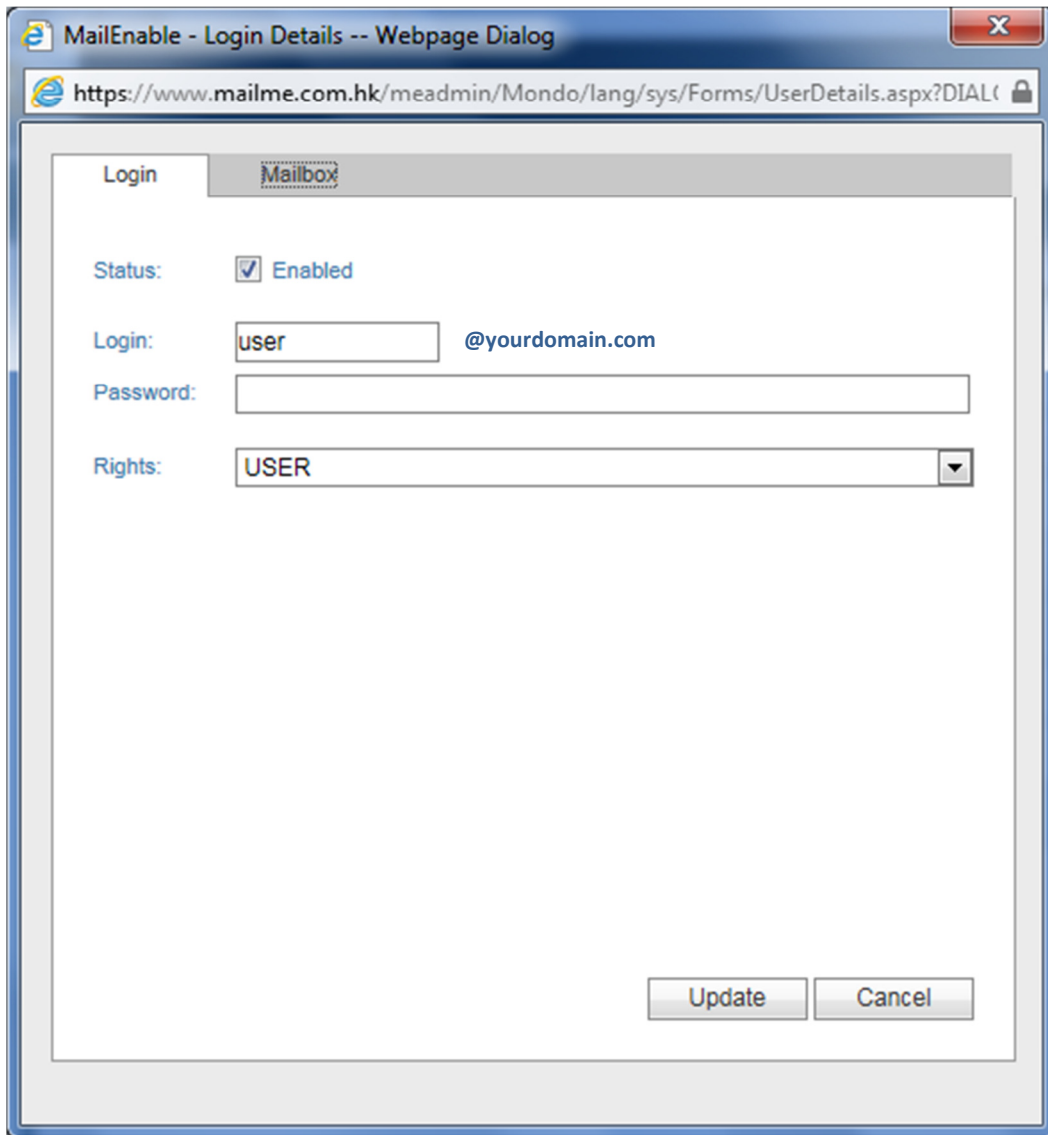


2. Change User Password

2.1. Select Which user who want to reset password and click Edit



2.2. On the Login tab, enter the new password and click Update



MailEnable - Login Details -- Webpage Dialog

https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserDetails.aspx?DIAL...

Login

Mailbox

Status: Enabled

Login: @yourdomain.com

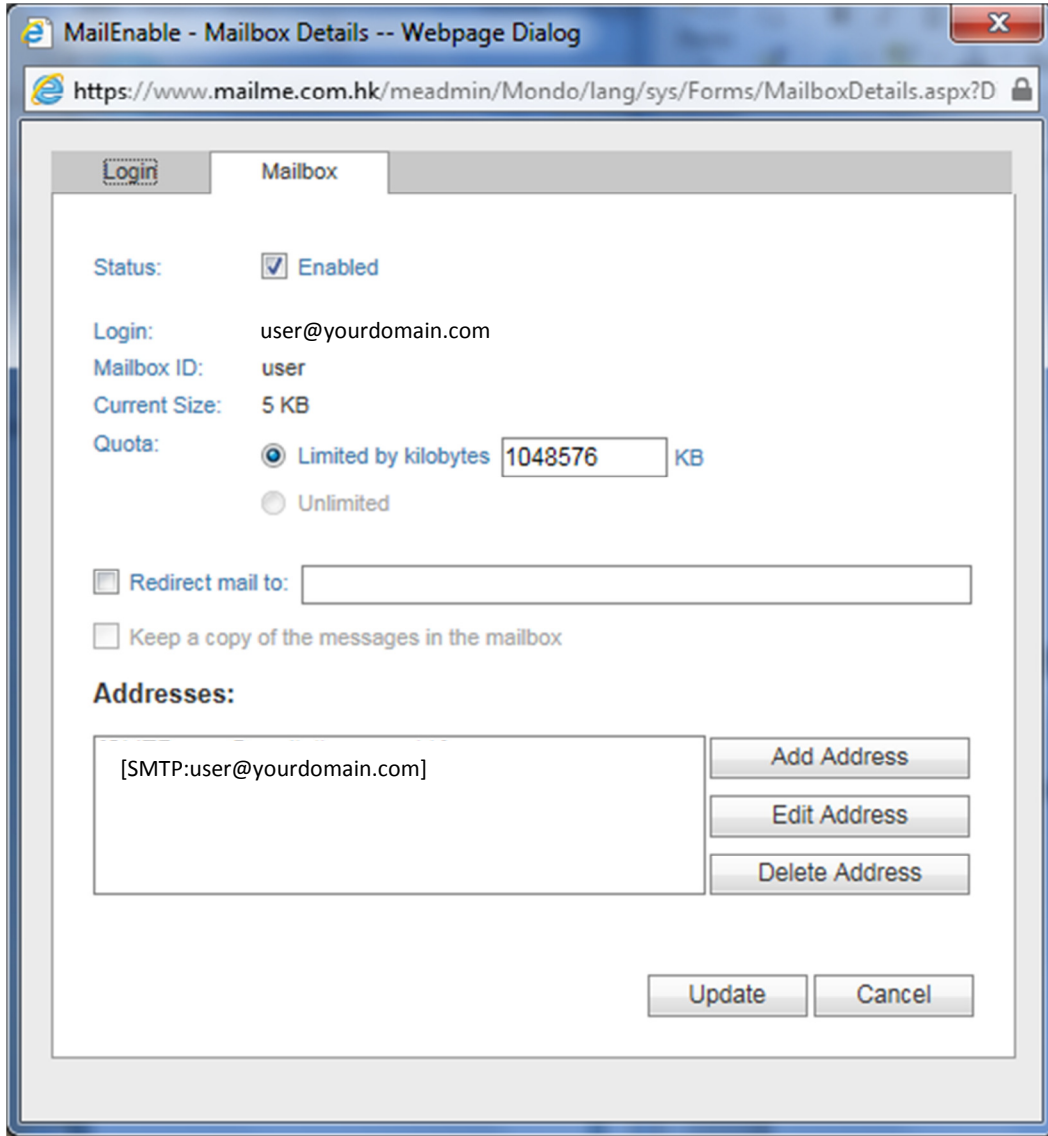
Password:

Rights: ▼

Update Cancel

3. Forward user e-mail address to another e-mail account

On the Mailbox tab, Select "Redirect mail to:" and type the e-mail address.



The screenshot shows a web browser window titled "MailEnable - Mailbox Details -- Webpage Dialog". The address bar shows the URL: <https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/MailboxDetails.aspx?D>. The page has two tabs: "Login" and "Mailbox", with "Mailbox" selected. The main content area displays the following information:

- Status:** Enabled
- Login:** user@yourdomain.com
- Mailbox ID:** user
- Current Size:** 5 KB
- Quota:**
 - Limited by kilobytes KB
 - Unlimited
- Redirect mail to:
- Keep a copy of the messages in the mailbox

Addresses:

[SMTP:user@yourdomain.com]	Add Address
	Edit Address
	Delete Address

At the bottom right, there are two buttons: "Update" and "Cancel".