MailMe Administration Guide

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

1. Create new user

    1.1. Login with postmaster@youdomain.com
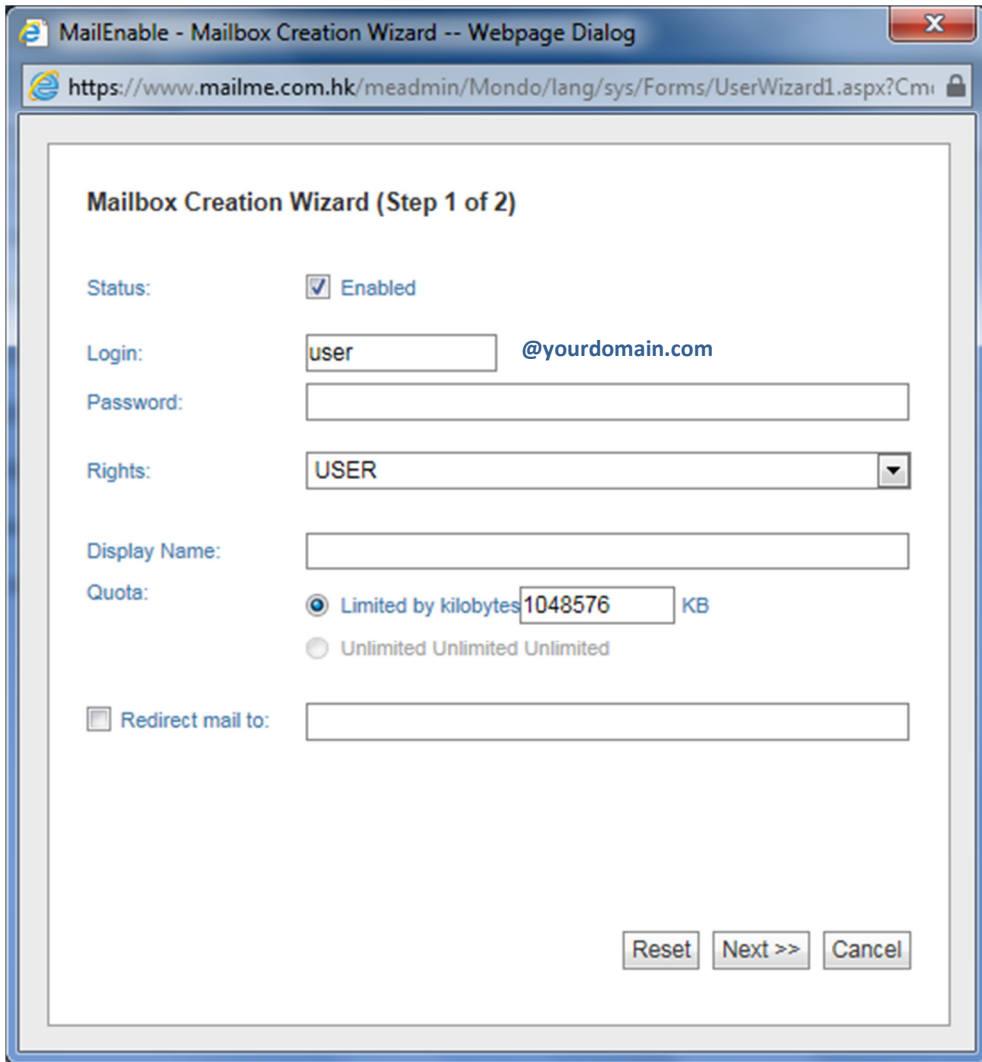
    1.2 On the Left panel select Mailboxes and click Add New
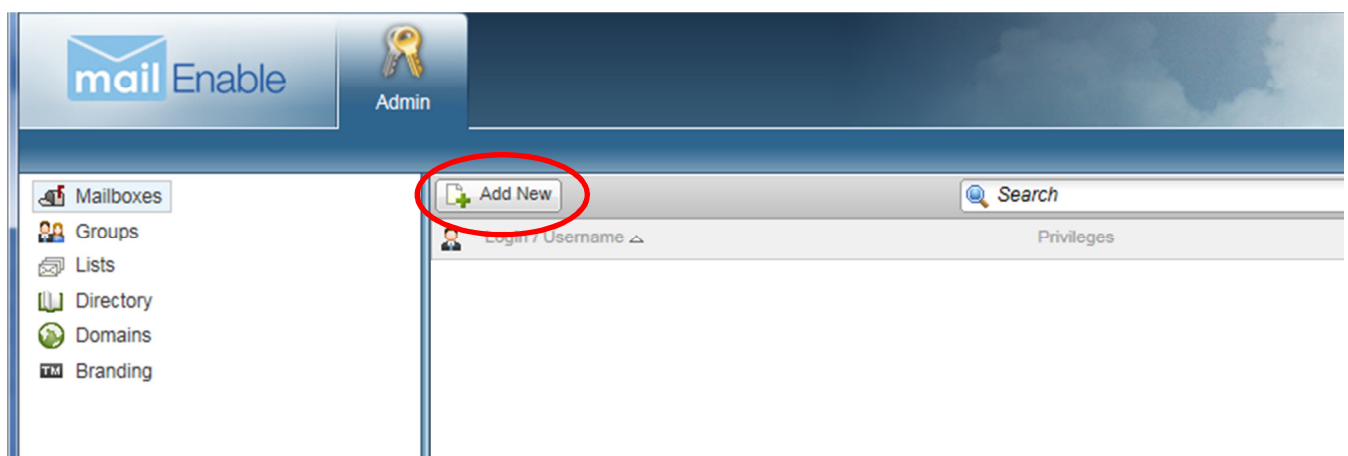
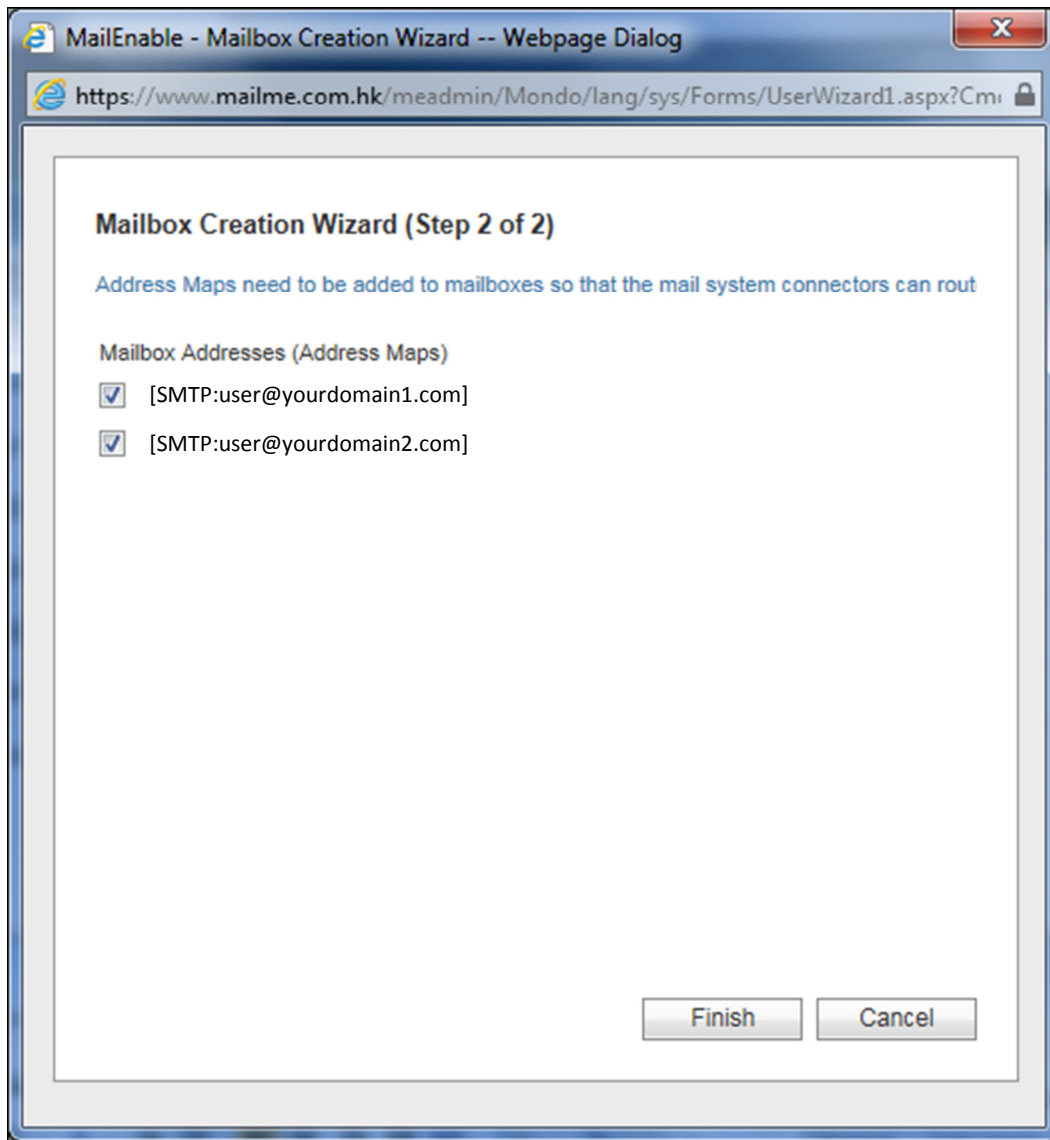1.3 Enter your new user name and password. Then click "Next" to process

1.4 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.
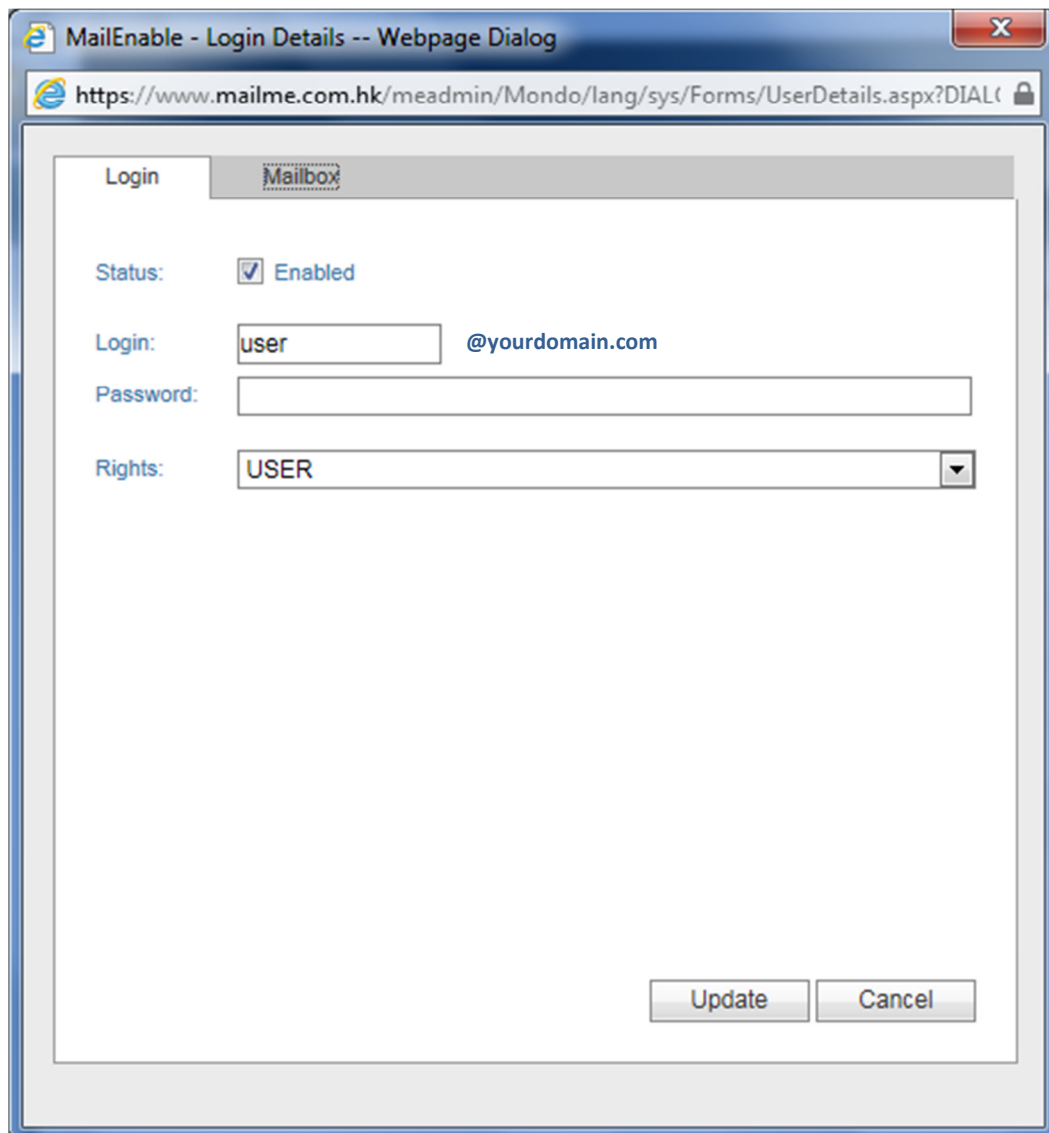
2. Change User Password

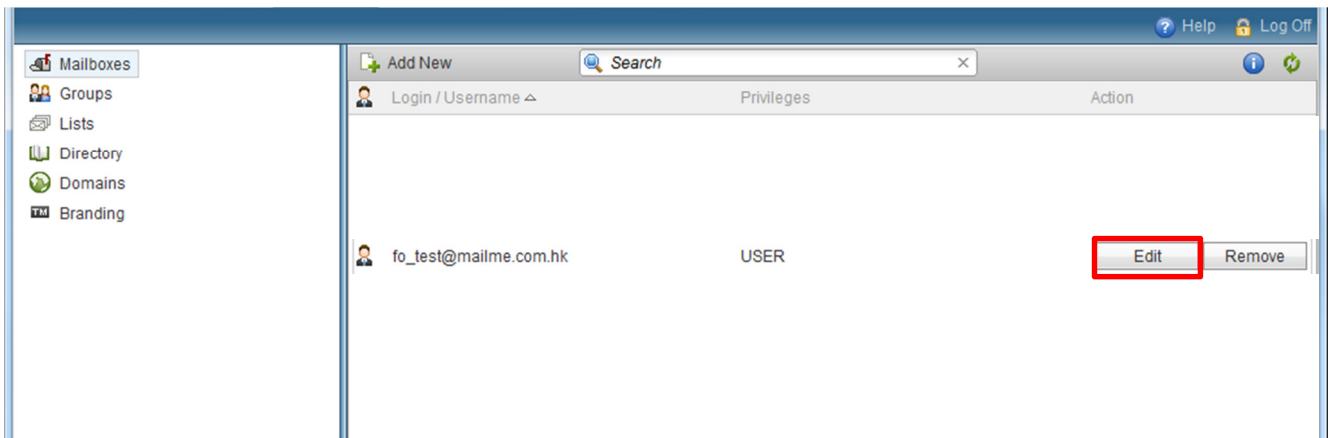2.1. Select Which user who want to reset password and click Edit
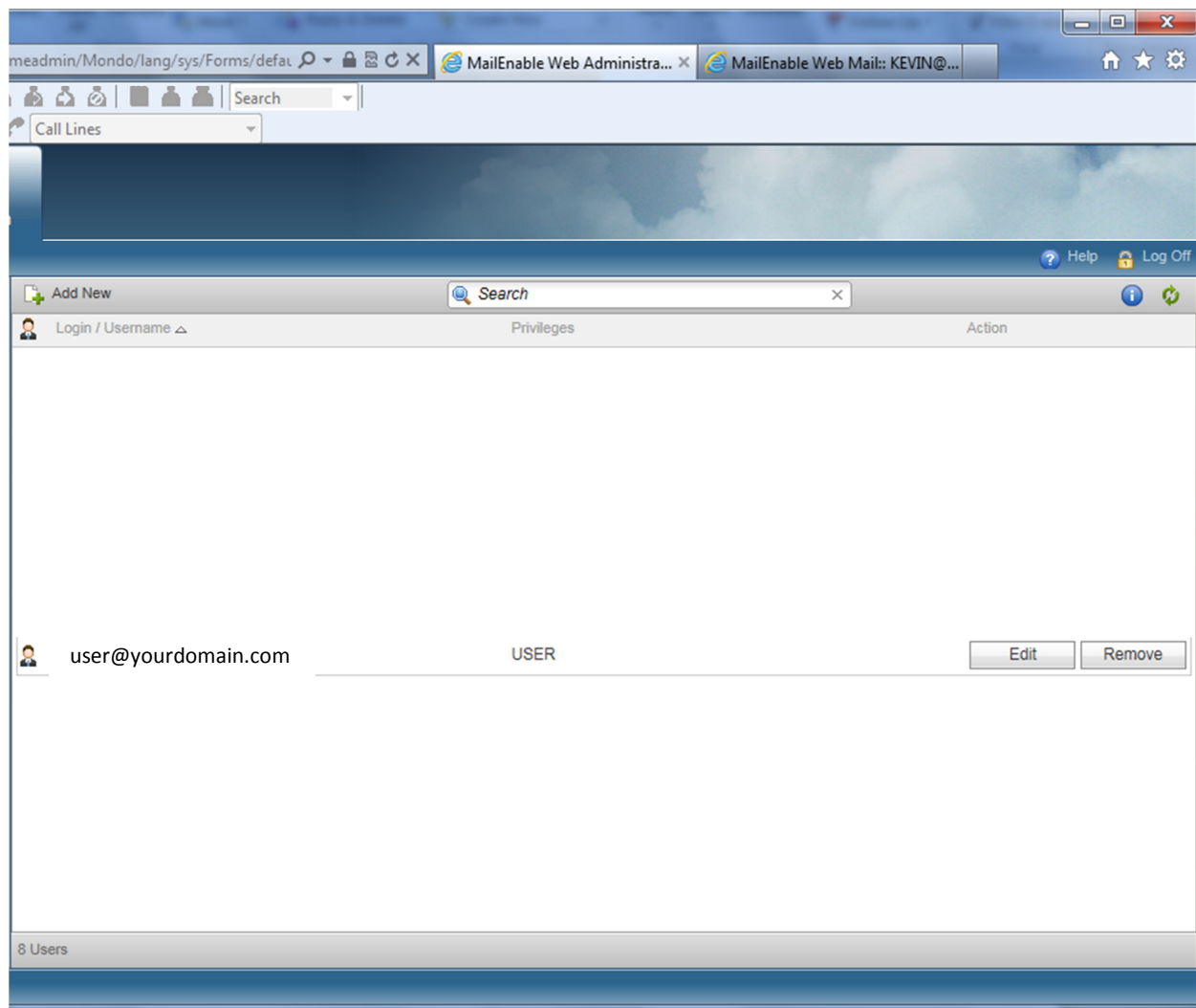
2.2. On the Login tab, enter the new password and click Update
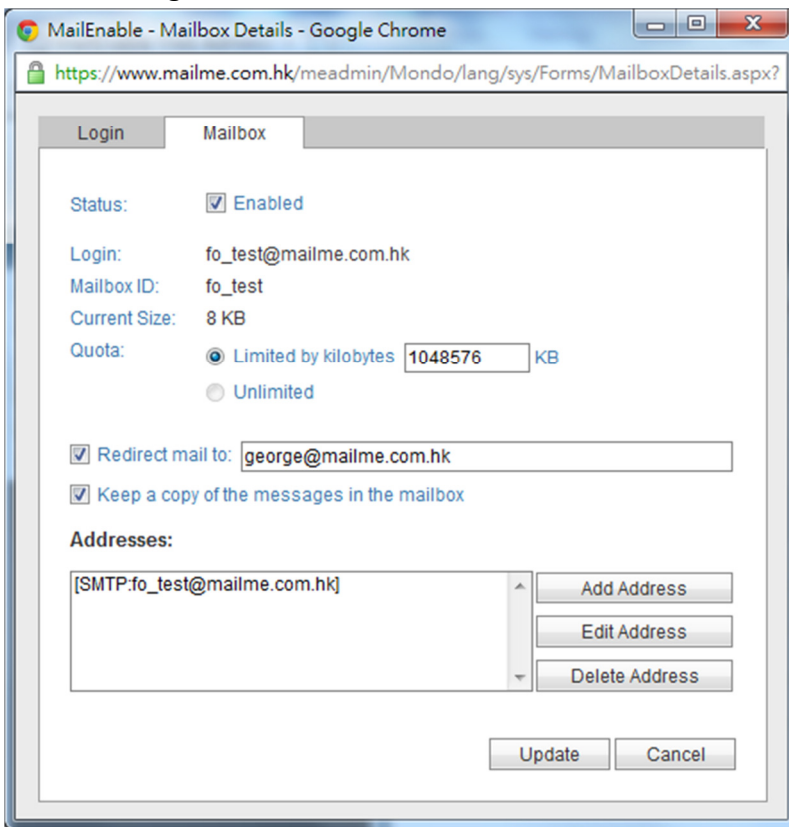
3. Forward user e-mail address to another e-mail account

3.1. Choose "Mailboxes" from the left panel, choose "Edit" of the mailbox.

3.2. A new dialog box will show. Choose "Mailbox"

By checking the "Redirect mail to:" checkbox, and enter an email, the email that send to this email account will automatically redirect to the designated email address.

You can also check the "Keep a copy of the message in the mailbox". If this option is selected, a copy of incoming email will be kept after forwarded to the designated email address.
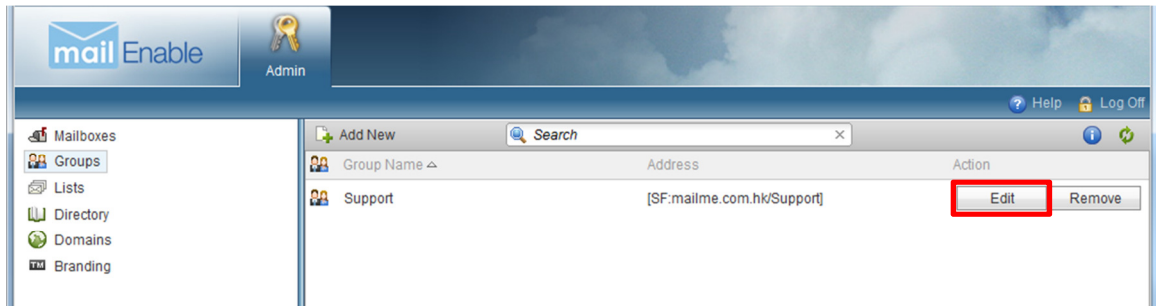
4. Setup "Forward-Only" Mailing Group:

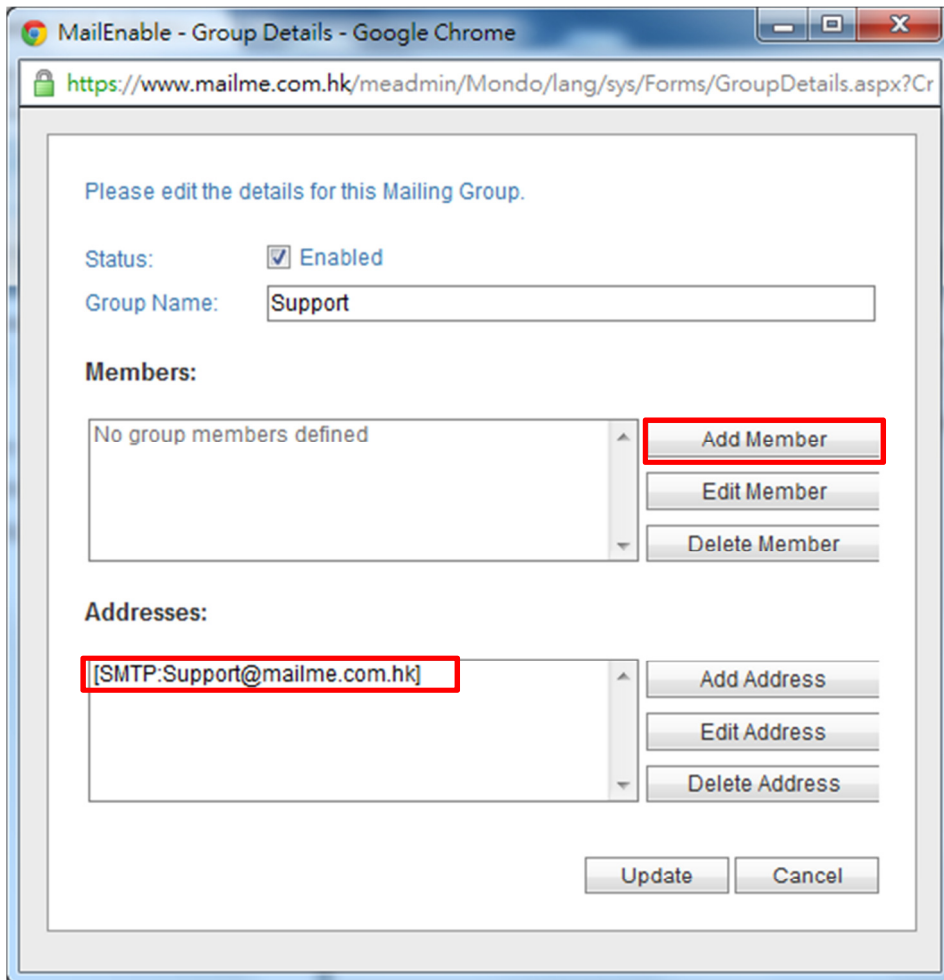4.1. Choose "Groups" from the left panel. Click "Add new" to create a new mailing group
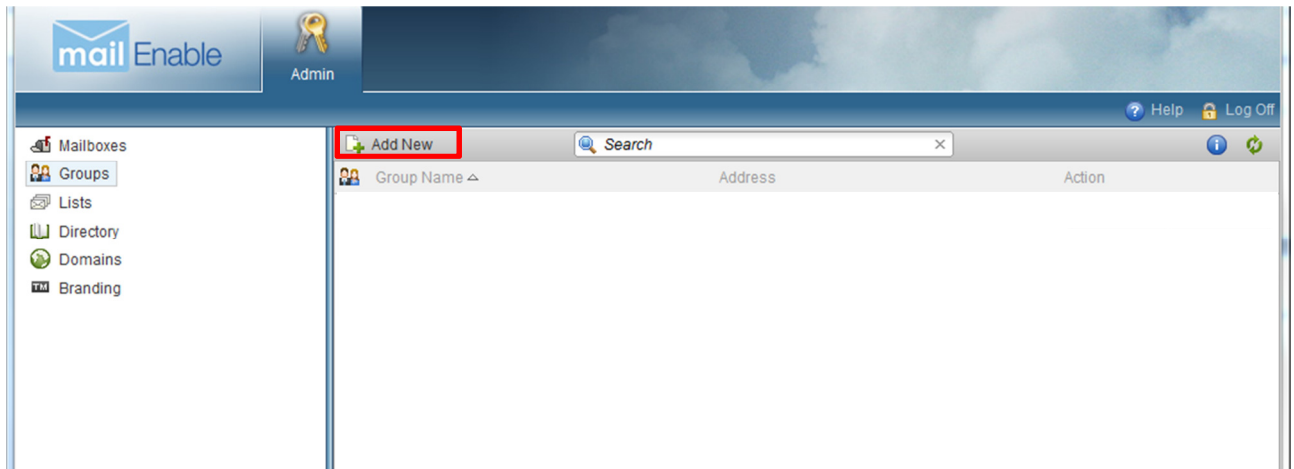
4.2. New dialog box will show, define a name for the new mailing group, click "Enable". Click "Add".
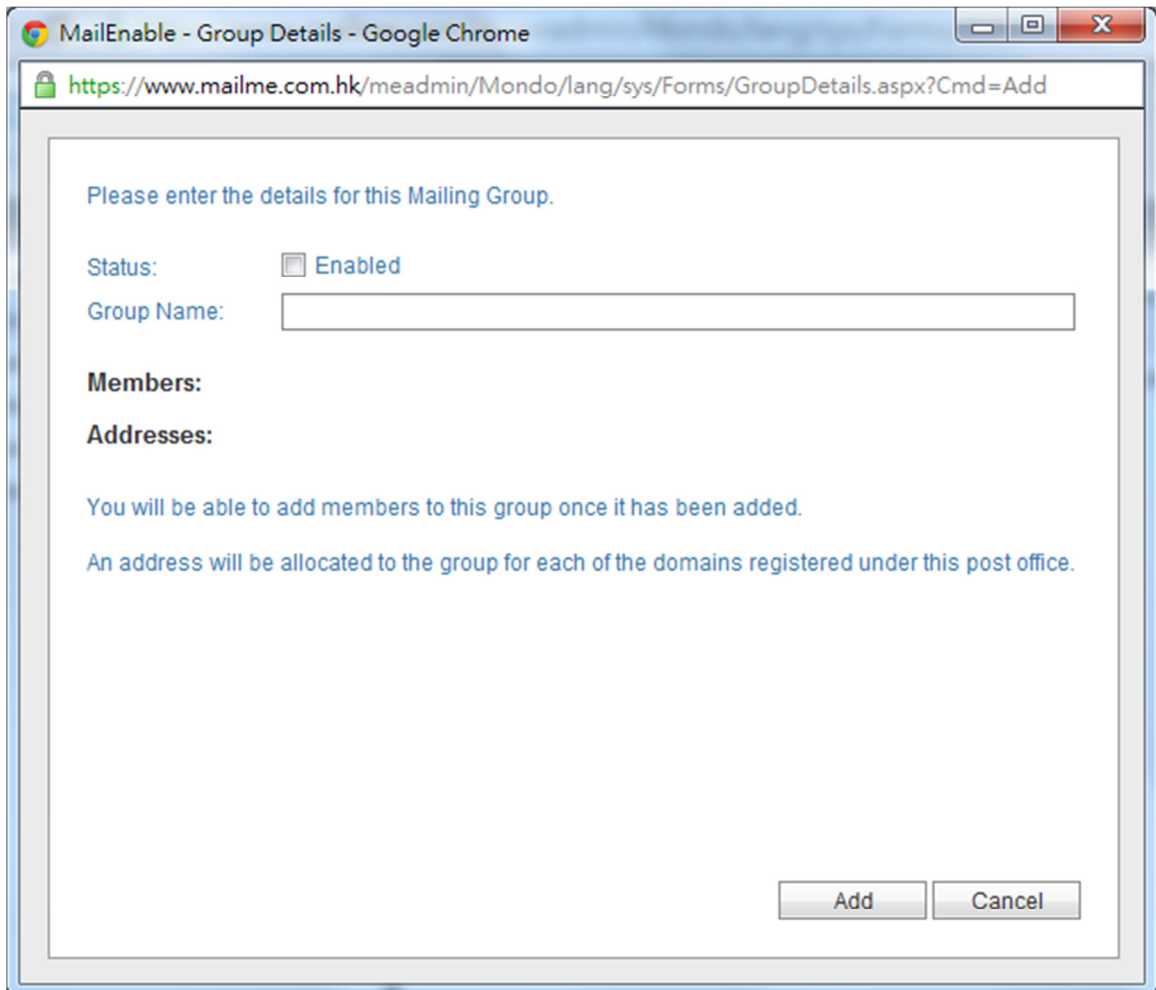
4.3. Click "Edit" on the newly created mailing group

4.4. New dialog box will show. As you see, a new address has been assign to this mail group.

You can click "Add Member" to add new member under this mailing group. Noted that, the member you wish to add can be an email address under the same postoffice or another external address.

All members in this mailing group will be able to receive the email that was sent to the mailing group email address.