

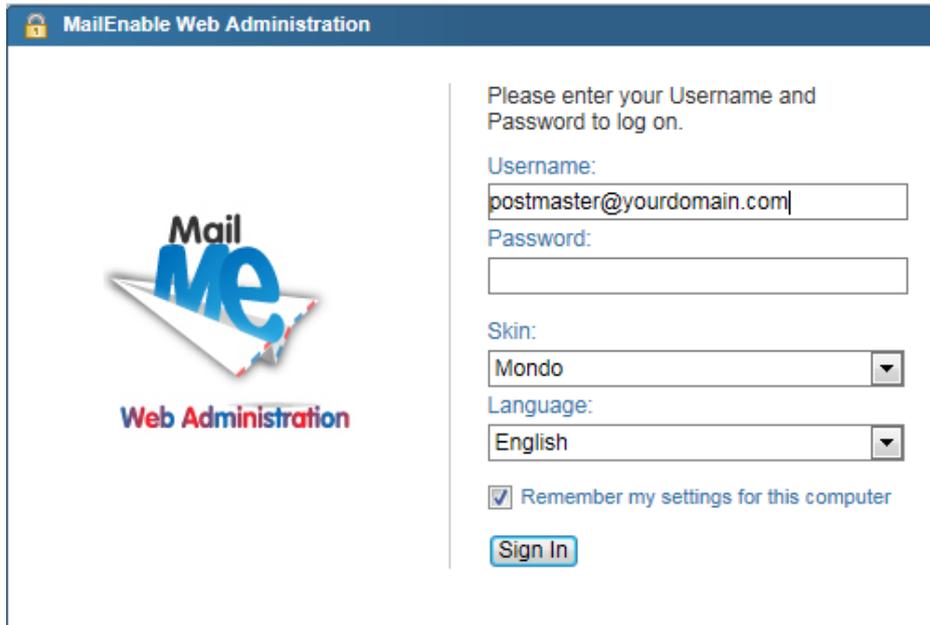
# MailMe Administration Guide

Email Control Panel:

<https://www.mailme.com.hk/meadmin>

## 1. To Create New Mailbox

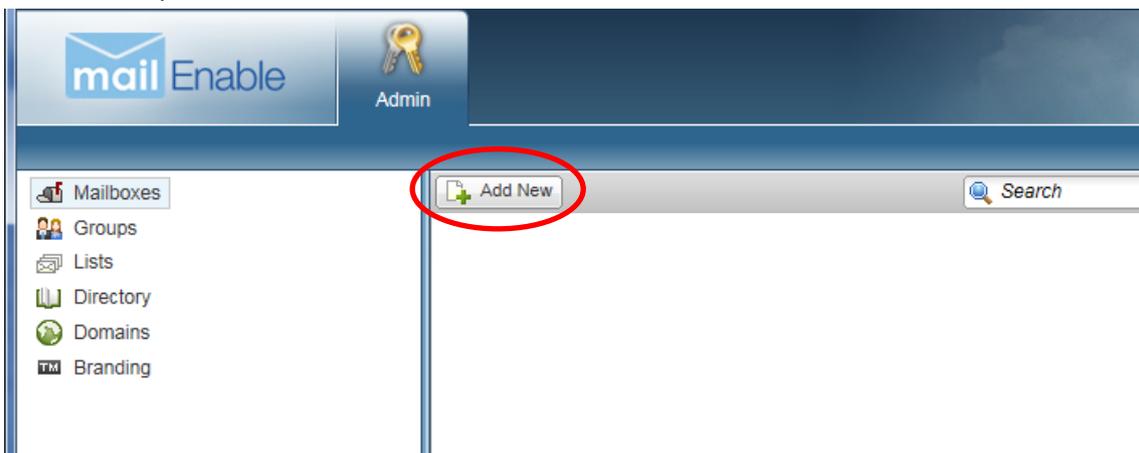
### 1.1. Login with the postmaster account ([postmaster@\[yourdomain.com\]](mailto:postmaster@[yourdomain.com]) )



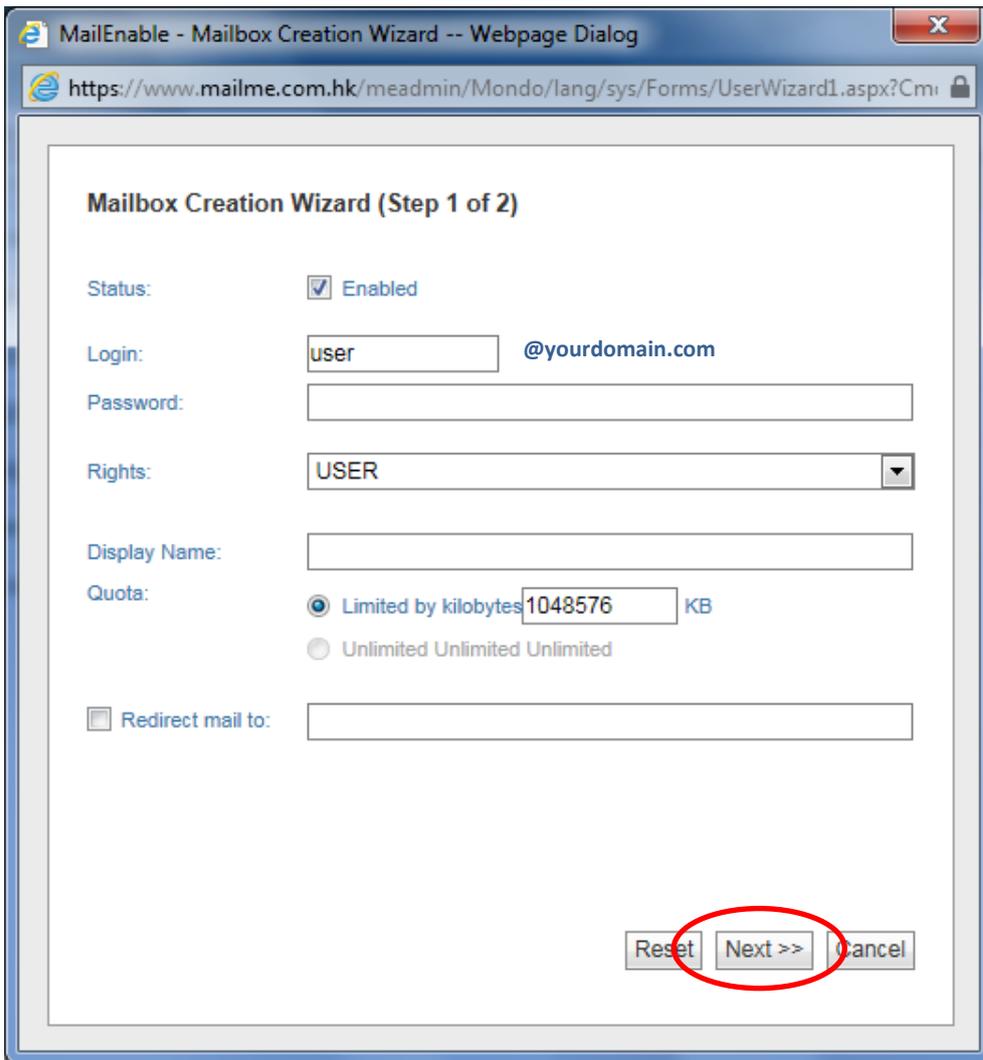
The screenshot shows the MailEnable Web Administration login interface. On the left is the Mail ME logo with 'Web Administration' text below it. On the right, there is a login form with the following fields and options:

- Instruction: "Please enter your Username and Password to log on."
- Username:
- Password:
- Skin:
- Language:
- Remember my settings for this computer
- 

### 1.2 On the Left panel, select **Mailboxes** and click **Add New**



1.3 Enter new Username, Password and Display Name. Click **Next** to proceed.



MailEnable - Mailbox Creation Wizard -- Webpage Dialog

https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserWizard1.aspx?Cm

### Mailbox Creation Wizard (Step 1 of 2)

Status:  Enabled

Login:  @yourdomain.com

Password:

Rights:

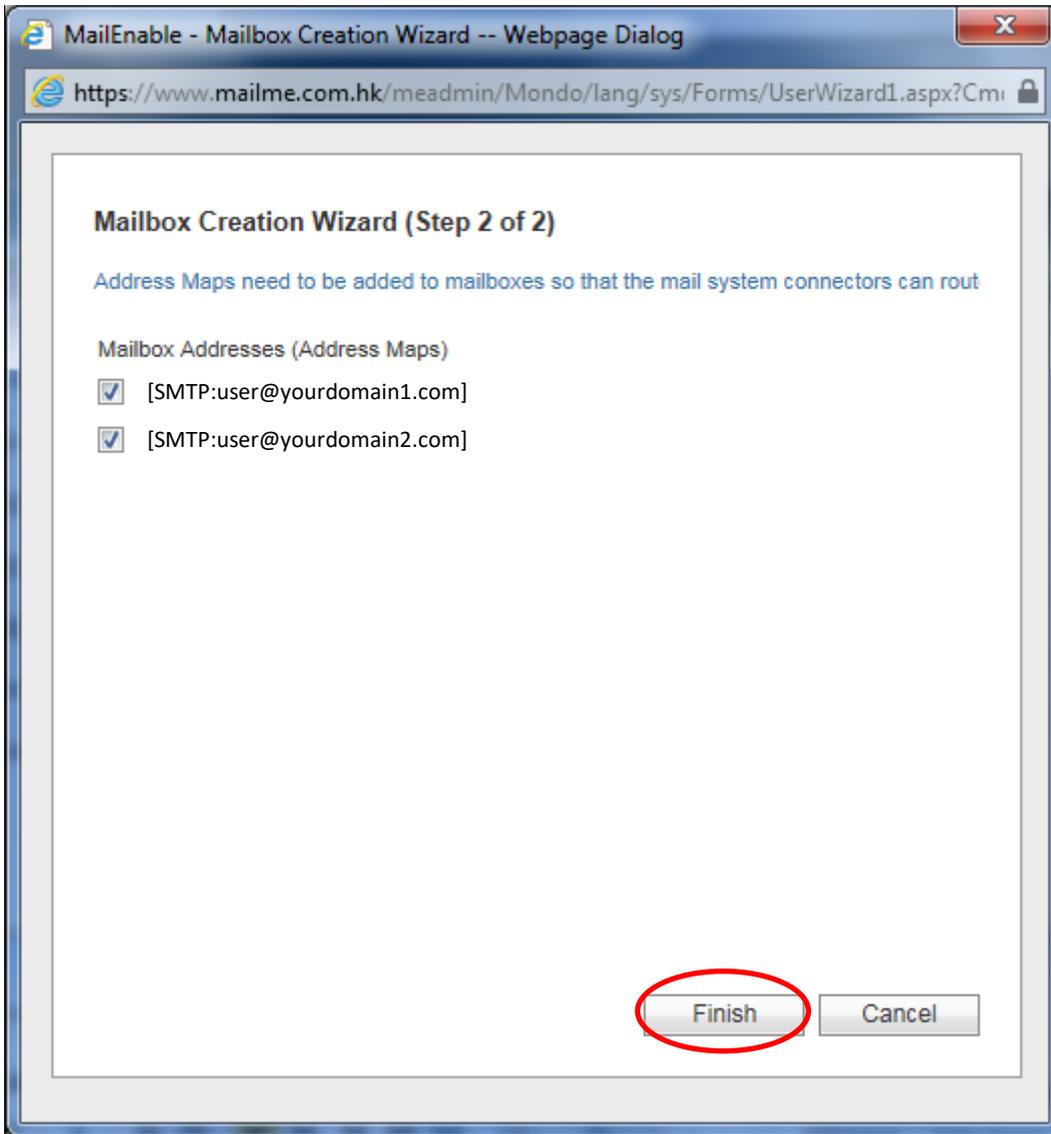
Display Name:

Quota:  Limited by kilobytes  KB  
 Unlimited Unlimited Unlimited

Redirect mail to:

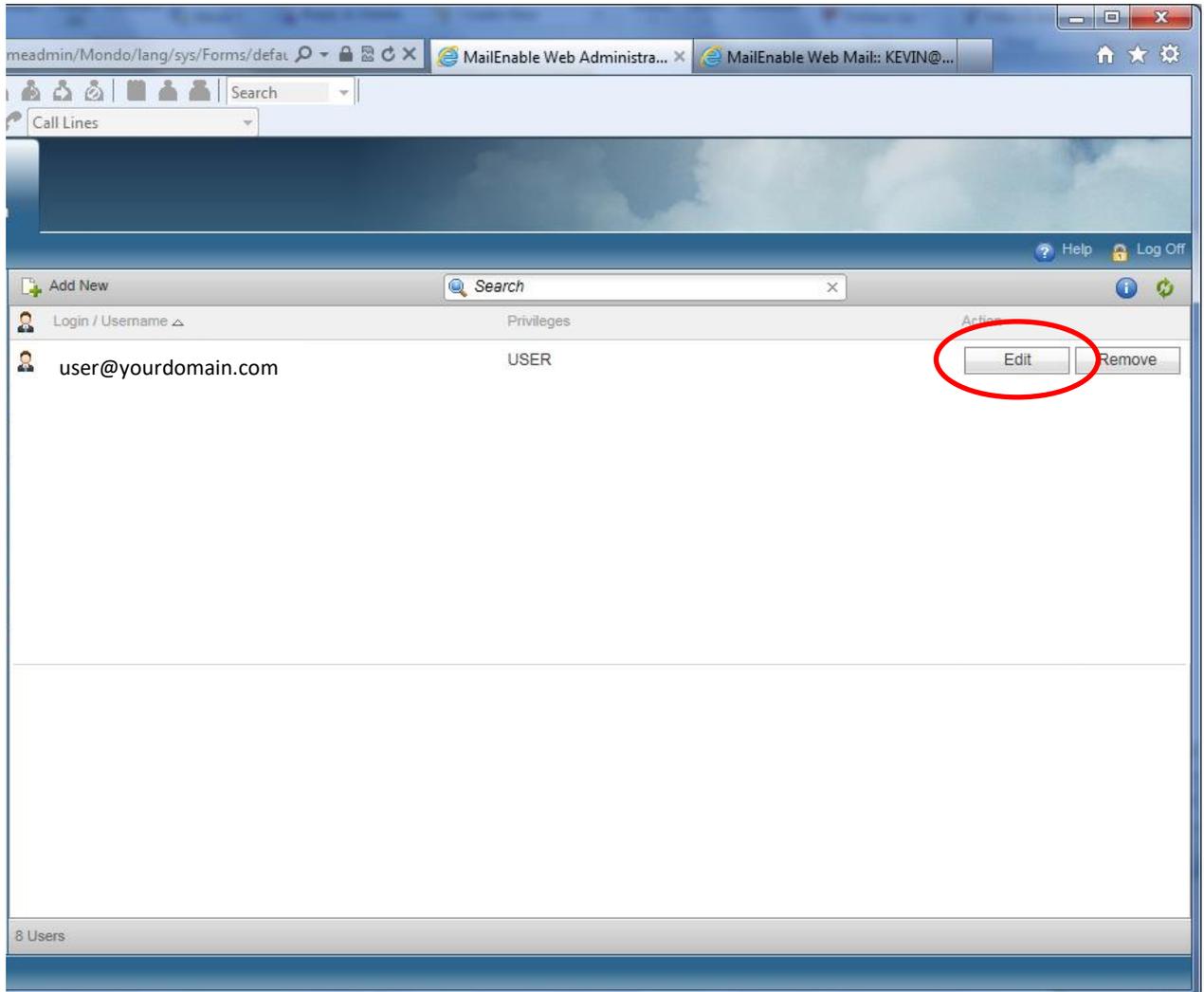
Reset Next >> Cancel

1.4 If you have more than one email domain, you can choose all of them or choose one you want to use and Click **Finish**.



## 2. Change User Password

### 2.1. Select the user you want to reset password and click **Edit**.

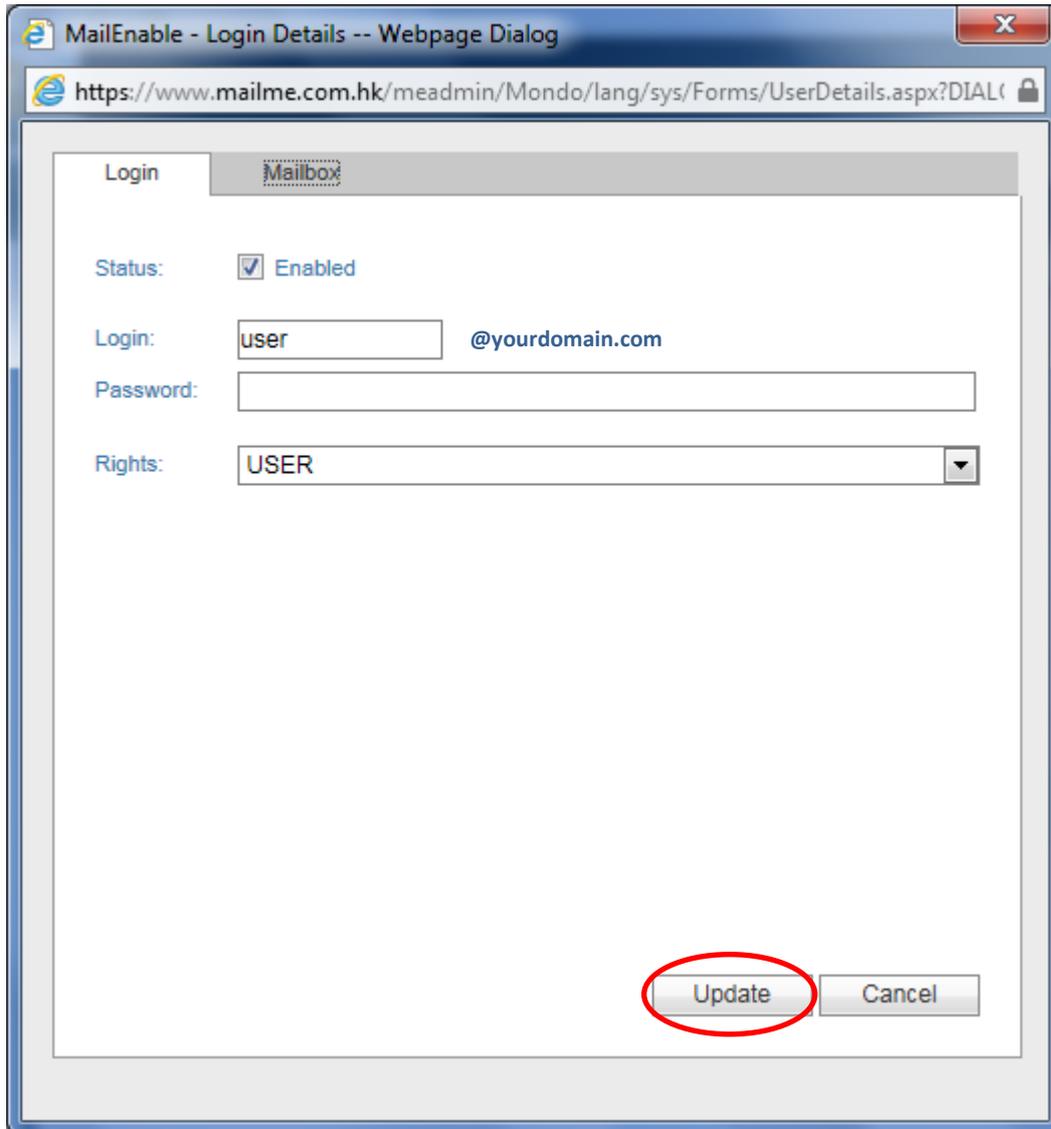


The screenshot displays the MailEnable Web Administration interface. The browser address bar shows the URL `meadmin/Mondo/lang/sys/Forms/default`. The interface includes a navigation menu with 'Call Lines' and a search bar. The main content area features a table with the following columns: 'Login / Username', 'Privileges', and 'Action'. A single user entry is visible:

Login / Username	Privileges	Action
user@yourdomain.com	USER	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

The 'Edit' button in the 'Action' column for the user 'user@yourdomain.com' is circled in red. At the bottom of the interface, a status bar indicates '8 Users'.

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



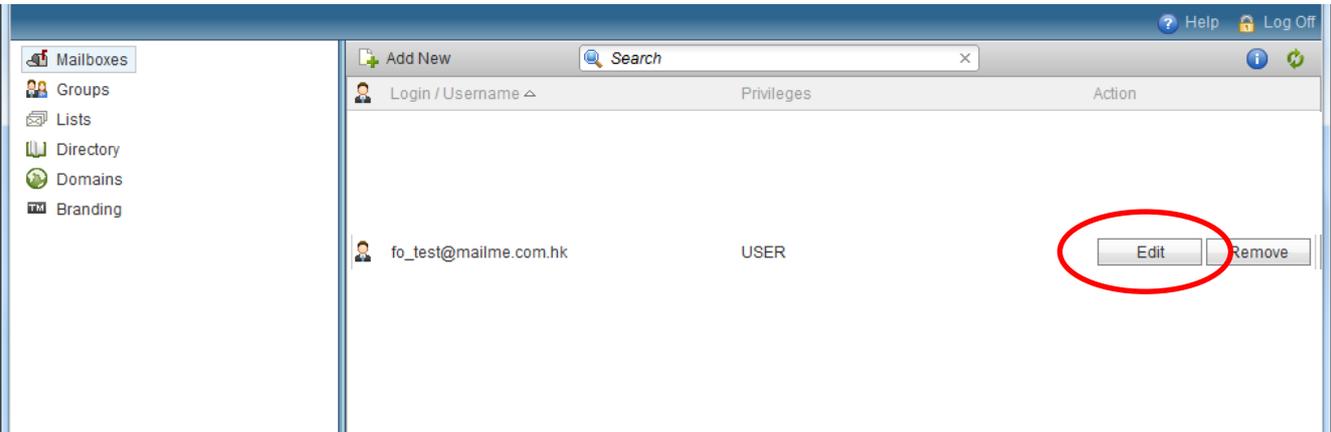
The screenshot shows a web browser window titled "MailEnable - Login Details -- Webpage Dialog" with the URL "https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserDetails.aspx?DIALC". The page displays the "Login" tab for a mailbox. The form includes the following fields:

- Status:  Enabled
- Login:  @yourdomain.com
- Password:
- Rights:

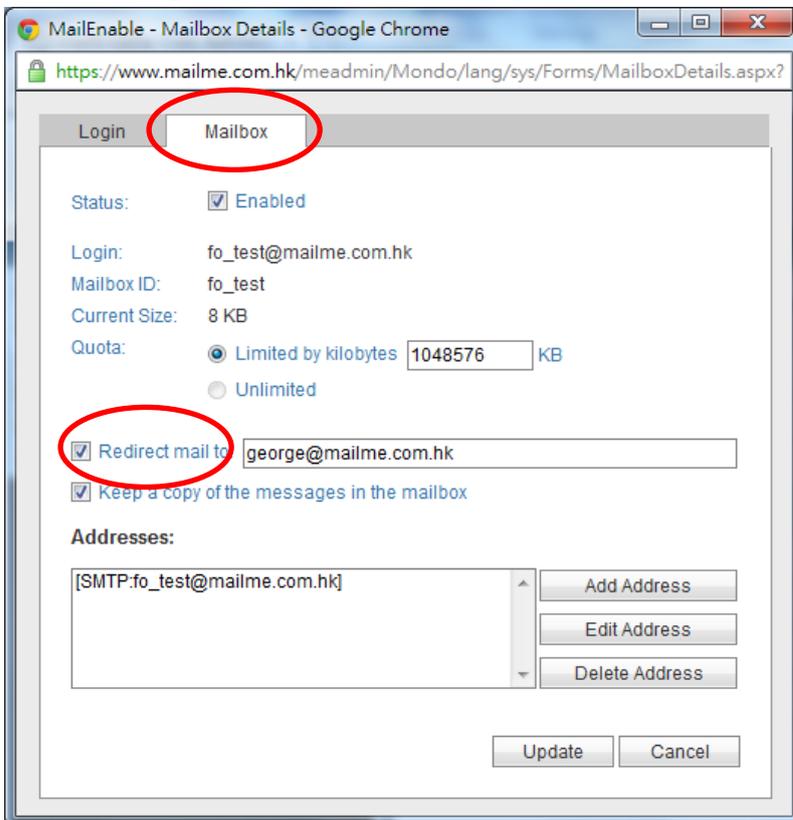
At the bottom right of the form, there are two buttons: "Update" and "Cancel". The "Update" button is circled in red.

3. Forward user email address to another email account

3.1. Choose **Mailboxes** from the left panel, choose **Edit**.



3.2. A new dialog box will appear. Choose **Mailbox**

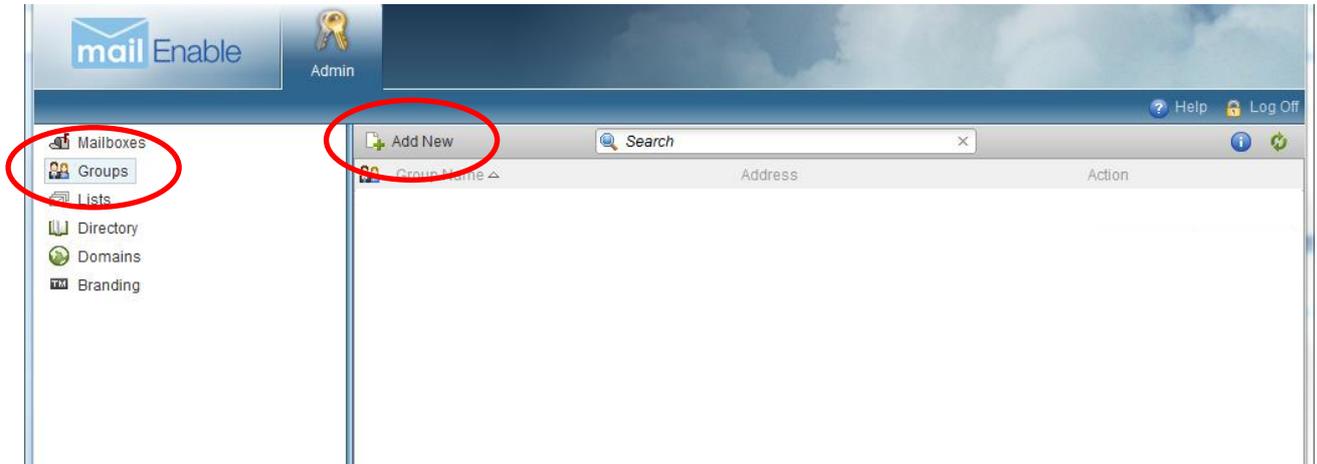


By checking the **Redirect mail to** checkbox, and enter an email, the email that send to this email account will automatically redirect to the designated email address.

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 appear. Define a name for the new mailing group, check **Enable**. Click **Add**.

A screenshot of a web browser window titled 'MailEnable - Group Details - Google Chrome'. The address bar shows the URL: https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/GroupDetails.aspx?Cmd=Add. The main content area contains the following text: 'Please enter the details for this Mailing Group.' Below this, there is a 'Status:' label followed by a checked checkbox labeled 'Enabled', which is circled in red. Below that is a 'Group Name:' label followed by an empty text input field. Further down, there are sections for 'Members:' and 'Addresses:'. At the bottom of the dialog, there are two buttons: 'Add' and 'Cancel', with the 'Add' button circled in red. Additional text at the bottom reads: 'You will be able to add members to this group once it has been added.' and 'An address will be allocated to the group for each of the domains registered under this post office.'

4.3. After mailing group is created, click **Edit**.



4.4. New dialog box will appear. Notice new address will be created according to the group name. You can **Add / Edit / Delete** addresses to suit your needs.

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 your own domain or an external address.

Email sent to Mailing group address will be distribute to all members.

