

MailMe 管理指南

電子郵件控制面板:

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

- 1. 建立新信箱 (電子郵件地址)
 - 1.1. 使用 postmaster 帳戶 (postmaster@[yourdomain.com]) 登入

G MailEnable Web Administration		
Web Administration	Please enter your Username and Password to log on. Username: postmaster@yourdomain.com Password: Skin: Skin: Mondo Language: English ✓ Remember my settings for this computer Sign In	

1.2 從左側面板選取 Mailboxes 並點選 Add New

mail Enable	R Admin		
\frown			
I Mailboxes		Add New	🔍 Search
Bra Groups			
🗇 Lists			
L Directory			
Domains			
🚥 Branding			



1.3 輸入使用者名稱, 密碼及顯示名稱後, 點選 Next

<u>@</u>] N	🗿 MailEnable - Mailbox Creation Wizard Webpage Dialog			
2	https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserWizard1.aspx?Cmr			
	Mailbox Creation	Wizard (Step 1 of 2)		
	Status:	Enabled		
	Login:	user @yourdomain.com		
	Password:			
	Rights:	USER		
	Display Name:			
	Quota:	Limited by kilobytes 1048576 KB		
		Unlimited Unlimited		
	Redirect mail to:			
		Reset Next >> Cancel		

1.4 如您擁有多於一個電子郵件網域,您可以全選或只選擇使用個別網域,完成後點選 Finish.

MailEnable - Mailbox Creation Wizard Webpage Dialog			
https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/UserWizard1.aspx?C	mi 🔒		
Mailbox Creation Wizard (Step 2 of 2)			
Address Maps need to be added to mailboxes so that the mail system connectors can rout			
Mailbox Addresses (Address Maps)			
[SMTP:user@yourdomain1.com]			
[SMTP:user@yourdomain2.com]			
Einish Cancel			
]		



2. 變更使用者密碼

2.1. 選擇需要設定 / 重設密碼的使用者並點選 Edit.





2.2. 在 Login 頁面內, 輸入新密碼後點選 Update

ð	MailEnable - Login Details Webpage Dialog		
6	🗿 https://www.	. mailme.com.hk /meadmin/Mondo/lang/sys/Forms/UserDetails.aspx?DI	AL(🔒
	Login	Mailbox	
	Status:	Enabled	
	Login:	USEF @yourdomain.com	
	Password:]
	Rights:	USER	
		Update Cancel	



- 3. 轉送使用者郵件至另一個電子郵件帳戶
 - 3.1. 從左側面板選取 Mailboxes, 選擇 Edit.

			🕐 Help 🔒 Log Off
I Mailboxes	👍 Add New	Search ×	 Ø
🔐 Groups	🙎 Login / Username 🗠	Privileges	Action
🗇 Lists			1
🛄 Directory			
Domains			
🚥 Branding			
	∮ fo test@mailme.com.hk	USER	Edit Remove

3.2. 系統會彈出新的對話方塊. 選擇 Mailbox

💿 MailEnable - Mailbox Details - Google Chrome 📃 💷 💌			
🔒 https://www.ma	ilme.com.hk/meadmin/Mondo/lang/sys/Forms/MailboxDetails.aspx?		
Login	Mailbox		
Status:	✓ Enabled		
Login: Mailbox ID: Current Size: Quota: Redirect m Redirect m Keep a cop	fo_test@mailme.com.hk fo_test 8 KB Limited by kilobytes 1048576 KB Unlimited ail to george@mailme.com.hk y of the messages in the mailbox		
[SMTP:fo_test	@mailme.com.hk] Add Address Edit Address Delete Address Update Cancel		

選取 Redirect mail to 核取方塊, 並輸入一個 (或多個, 以';'分隔) 電子郵件地址, 傳送至此電子郵件帳戶的郵件將會被自動轉送到指定的電子郵件地址

您亦可以核取 Keep a copy of the message in the mailbox. 如啟用此選項, 被轉送之郵件將會於轉送後於原收件者信箱內保留複本



- 4. 設定"只供轉寄"郵件群組:
 - 4.1. 從左側面板選取 Groups. 點選 Add New 以建立新的郵件群組

	mail Enable	Admin				
					🕐 Help 🧃	Log Off
	d Mailboxes	🕞 Add New	🤍 Search	×	(00
(🔐 Groups	Croup Marne △	Address		Action	
	Branding					
	Dranding					

4.2. 系統會彈出新的對話方塊. 為新的郵件群組定義一個名稱, 核取 Enable 並點選 Add.

💿 MailEnable - Group Details - Google Chrome
https://www.mailme.com.hk/meadmin/Mondo/lang/sys/Forms/GroupDetails.aspx?Cmd=Add
Please enter the details for this Mailing Group.
Status: Enabled
Group Name:
Members:
Addresses:
You will be able to add members to this group once it has been added.
An address will be allocated to the group for each of the domains registered under this post office.
Add Cancel



4.3. 建立郵件群組後, 點選 Edit.

mail Enable	nin		and the	
				🕜 Help 🔒 Log Off
a Mailboxes	👍 Add New	Search	×	0 0
Groups	🔒 Group Name 🛆	Address		Action
🗇 Lists	Support	[SF:mailme.c	om.hk/Support]	Edit Remove
			2002 (2007	
Domains				
Ma Branding				

4.4. 系統會彈出新的對話方塊. 注意群組地址會因應群組名稱而自動生成. 您可按需要 Add / Edit / Delete 地址.

您可點選 Add Member 以加入新成員至此郵件群組.請留意群組成員可以是您的網域下的 電子郵件帳戶,亦可以是一個外部電郵地址.

被傳送到郵件群組的郵件將會散布至所有成員.

0	MailEnable - Group	Details - Google Chrome	
ſ	https://www.mailm	e.com.hk /meadmin/Mond@	o/lang/sys/Forms/GroupDetails.aspx?Cr
Γ			
	Please edit the de	etails for this Mailing Group.	
	Status:	Enabled	
	Group Name:	Support	
	Members:		
	No group memb	ers defined	Add Member Edit Member Delete Member
	Addresses:		
	[SMTP:Support@)mailme.com.hk]	 Add Address Edit Address Delete Address
			Update Cancel