

**Syntax** To sort alphabetically: `<input type=hidden name="sort" value="alphabetic">`. To sort by a set field order: `<input type=hidden name="sort" value="order:name1,name2,etc...">`

## redirect

If you wish to redirect the user to a different URL, rather than having them see the default response to the form, you may use this hidden variable to send them to another webpage.

**Syntax** To choose the URL the user will redirected to: `<input type=hidden name="redirect" value="http://your.address/file.html">`. To allow the user to specify a URL he wishes to travel to once the form is filled out: `<input type=text name="redirect">`

## require

You can require that users fill in certain fields before the user can successfully submit the form. Simply place all field names that you want to be mandatory into this field. If the required fields are not filled in, the user will be notified that information is missing, and a link back to the form they just submitted will be provided.

**Syntax** If you want to require that the user fill in the email and phone fields in your form, so that you can reach them once you have received the mail, use a syntax similar to: `<input type=hidden name="required" value="email,phone">`

## env\_report

You may include environment variables in the email message you receive after a user has filled out your form. This is useful if you wish to know what browser they were using, what domain they were coming from, or any other attributes associated with environment variables. The following is a short list of environment variables you may find useful:

- REMOTE\_HOST sends the hostname making a request.
- REMOTE\_ADDR sends the IP address of the remote host making the request.
- HTTP\_USER\_AGENT is the browser the client is using to send the request.

**Syntax** If you wanted to find the remote host and browser sending the request, you would put the following into your form: `<input type=hidden name="env_report" value="REMOTE_HOST,HTTP_USER_AGENT">`

## title

This form field allows you to specify the title and header that will appear on the resulting page if you do not specify a redirect URL.

**Syntax** If you wanted a title of Feedback Form Results: `<input type=hidden name="title" value="Feedback Form Results">`

### **return\_link\_url**

This field allows you to specify a URL that will appear on the report page. This field will not be used if you have the redirect field set, but it is useful if you allow the user to receive the report on the following page, but want to offer them a way to get back to your main page. You may set the text of the link in the return\_link\_title field.

**Syntax** `<input type=hidden name="return_link_url" value="http://your.host.xxx/main.html">`

### **return\_link\_title**

This is the title that will be used to link the user back to the page you specify with return\_link\_url. The two fields will be shown on the resulting form page as: `<ul> <li><a href="return_link_url">return_link_title</a> </li></ul>`

**Syntax** `<input type=hidden name="return_link_title" value="Back to Main Page">`

### **background**

This form field allows you to specify a background image that will appear if you do not have the redirect field set. This image will appear as the background of the form results page.

**Syntax** `<input type=hidden name="background" value="http://your.host.xxx/image.gif">`

### **bgcolor**

This form field allows you to specify a background color for the form results page in much the way you specify a background image.

**Syntax** For a background color of white: `<input type=hidden name="bgcolor" value="#FFFFFF">`

### **text\_color**

This field works in the same way as bgcolor, except that it will change the color of your text.

**Syntax** For a text color of black: `<input type=hidden name="text_color" value="#000000">`

## link\_color

This field changes the color of links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a link color of red: `<input type=hidden name="link_color" value="#FF0000">`

## vlink\_color

This field changes the color of visited links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a visited link color of blue: `<input type=hidden name="vlink_color" value="#0000FF">`

## alink\_color

This field changes the color of active links on the result page and works in the same way as text\_color. If redirect is defined, then this link will have no effect.

**Syntax** For a visited link color of blue: `<input type=hidden name="alink_color" value="#0000FF">`

**Note:** Any other form fields that appear in your script will be mailed back to you and displayed on the resulting page if you do not have the redirect field set.

# Chapter 16: Mail Manager

## Feature Overview

Mail Manager allows you to manage mail services to and from your domain and websites. In addition to adding, deleting, and editing email accounts, you may:

- track used and available quota for each mailbox.
- view a summary of all mailboxes you host.
- change the password for individual accounts.
- set the mailbox allowance for individual accounts.
- set up email forwarding and auto responders.
- allow the use of Mail Manager with web-based email programs such as Web Mail.

### To access the Mail Manager:

Click the Mail Manager icon in the Control Panel.



## Managing email addressControl Panels

To manage the functions of an email address other than the default:

- 1 Click the address you wish to modify
- 2 The page that displays states the type of account (POP or IMAP), and gives you several options for configuring the email address.

You may change the password for the email address, by clicking on change password for (the email address). This will open a page allowing you to change the password. Type in the new password, re-enter it, and click on Change. A confirmation page will display.

You may also delete an email address by clicking on delete (the email address). You will be asked to confirm whether you want to delete the address or not. Once you have clicked on Delete, you will receive a confirmation that the email address was deleted.

You may also forward emails to users in your domain automatically by typing their email addresses in the forward emails to box. It is also possible to forward emails to users outside your domain by placing their email address in the appropriate box.

You can set an Autoresponse for the address by selecting the check-box and placing the response in the text-box. This response will be sent out every time an email is received by the address you are modifying.

**To manage the default email address:**

All mail not forwarded to a specific email account will be delivered to the default account. To manage this address, click on default.

This page will allow you to manage the following settings for your default email setting:

- *Bounce* (reject) all emails not addressed to a specific address.
- *Forward* default emails to other addresses to users both in and out of your domain.
- Set up *auto-responses* for mail caught by the default.

**To add a new address:**

- 1 Enter a username.
- 2 Enter a password.
- 3 Re-enter the password.
- 4 Select an account type and assign a mailbox size. The size you choose will be the maximum amount of space this user's mailbox will be able to occupy on your domain.
- 5 Click Add. Once the new mailbox is added, a confirmation page should display.

## **Mailing Lists**

Once enabled, Mailing Lists are created and managed from the Mail Manager. More information about Mailing Lists is available in the Mailing List User Guide.

## **Security Control**

Three mail security options may be available in your Control Panel: Quaranteen, SpamGuard, and SpamVault. Quaranteen is an anti-virus program that scans each piece of email for viruses before passing the email onto your inbox. It can also be configured to block attachments with certain extensions. SpamGuard and SpamVault are anti-spam programs designed to filter out spam before it reaches your inbox.

All three services must be installed through their own Control Panel icons. Quaranteen and SpamGuard are managed from the Mail Manager, and SpamVault is managed from its Control Panel icon.

**To enable Quaranteen:**

- 1 Click the Quaranteen icon in your Control Panel

2 Click the Enable Quaranteen button.

**To enable SpamGuard:**

- 1 Click the SpamGuard icon in your Control Panel
- 2 Click the Enable SpamGuard button.

## Mailbox Quotas

All users can be assigned a mailbox quota when their mailboxes are created. You can view the individual quota usage and limits on in the left-hand panel of the Mail Manager homepage. In front of each user's name, there are three columns displayed: Mailbox Quota [MB], a progress bar, and Actual Mailbox [MB].

The first column shows the mailbox quota allocated to each user. The figures displayed also act as links to each user's Edit Account page. The second column displays a progress bar, which graphically represents the percentage of quota used. The third column shows the disk space actually used, in Megabytes (MB).

- If the quota used is less than fifty percent, the progress bar will be green.
- If the quota used is between fifty and seventy-five percent, the progress bar will be yellow.
- If the quota used is greater than seventy-five percent, the progress bar will be red.

If quota is not set for a particular user then the Mailbox Quota column will display zero. No progress bar will displayed, and the third column will display the Actual used quota by the user. A quota of zero means that the upper limit for the user is the unused space on the domain.

The Default account will be displayed at the bottom of the email account list irrespective of the sorting order selected.

**Total Quota Set** is the total space allowed for all mail boxes, shown in Megabytes (MBs). It is the cumulative value of Mailbox Quota for all the users.

**Total Email Quota Used** is the total quota used for all users for whom quota has been set.

## Over Quota Auto-Responder

You may set the over-quota auto-responder text. When email is sent to a mailbox that is over-quota, the message you set will be automatically sent to the message's sender.

### **To set the over-quota auto-responder**

- 1** Click the [Set Over - Quota Auto - Responder here](#) link.
- 2** Enter or add the auto-responder text in the given text area.
- 3** Click **Save** to save your changes, or click **Cancel** to make no changes and return to the Mail Manager homepage.

# Chapter 17: Mailing List

## Feature Overview

The Mailing List option allows you to create and manage mailing lists. The creation and management of your Mailing List is done with the Mail Manager option; however, first you must install Mailing List on your domain.

### To install Mailing List:

- 1 Go to your Control Panel and click the Mailing List icon.



- 2 Click Install Mailing List. A message will appear, informing you that Mailing List will be installed within ten (10) minutes.

Once Mailing List is installed, you may manage your mailing lists through the Mail Manager.

### To access the Mailing List after installation:

Click the Mail Manager icon in your Control Panel.

In the right-hand menu, there will be a Mailing List section. If no mailing lists are installed, the only option available will be New.

## Creating Lists

You may create as many lists as your package allows.

### To create a mailing list:

- 1 Click the New List link under Mailing List options on the home page. This will take you to the Create Mailing list page.
- 2 Enter a list name; it should be between four (4) and fourteen (14) characters. It *must* be alphanumeric with no special characters.
- 3 Enter the list maintainer's email address. All subscribe and unsubscribe requests will be sent to maintainer of the list.
- 4 Enter the maintainer's password. This password must be between six (6) and fourteen (14) characters. No special characters are allowed.

**5** Select one of the following list types:

**Open list** As the name suggests, anyone may send postings to this list. All the subscribers of the list will receive emails sent to this list.

**Closed List (Subscriber-Only)** Only subscribed users can send postings to this list. All list subscribers will receive the mails sent to the list.

**Newsletter** Subscribers can only receive mails from the list. Only the maintainer may post to the list. Emails sent to the list that are not from the maintainer will be received by only the maintainer.

**Moderated list** All emails sent to the list will be sent to moderators for approval, before posting to subscribers.

**6** Click Add List to save changes.

**7** You will see a page with the options available for the list, concerning subscribing, unsubscribing, and sending emails.

## Editing lists

An Edit List link will be displayed on the Mail Manager home page when at least one mailing list exists on your domain. This is used to edit the settings of existing lists.

### To Edit a List:

- 1** Click Edit List. The Edit Mailing List page will load.
- 2** Select the list to be edited from the drop-down menu.
- 3** Click View Details. You may edit the following:
  - Maintainer Email Address
  - Maintainer Password
  - Archive History
  - List type (Open, Closed, Newsletter, Moderated List)
  - Subscribers (subscribe and unsubscribe)
- 4** Edit the desired information and click Save Changes.

## Deleting Lists

A Delete List link will be displayed on the Mail Manager home page when at least one mailing list exists on your domain.

### To delete an existing list:

- 1** Click Delete List. This will take you to Delete Mailing List page.

- 2 Select the list from the drop-down menu.
- 3 Click Delete. A message will appear asking for confirmation.
- 4 Click OK to delete the selected list, or Cancel to return to the Delete Mailing List page.

## Editing Moderators

An Edit Moderators link will be displayed on the Mail Manager home page when at least one moderated list exists on your domain. This is used to edit the settings of a list's moderators.

### To edit Moderators:

- 1 Click Edit Moderators on the homepage.
- 2 Select the list from the drop-down menu.
- 3 Click Select. A page will load that allows you to add and remove moderators.

### To make a new user Moderator:

- 1 Enter a new email address in the Moderator's email field.
- 2 Click Add.
- 3 Click Save.

### To remove an existing Moderator:

- 1 Select the email address from the list labeled Moderators.
- 2 Click Remove.
- 3 Click Save Changes.

## Administering Lists

An Administer List link will be displayed on the home page when the domain contains at least one list.

### To administer a list:

Click the Administer List link on the home page. This will take you to the Administer Mailing List page.

- 1 Select the list from the drop down list box.
- 2 Click Administer.

**Email List of Subscribers** An email, containing list of all the subscribers of the selected list, will be sent to the maintainer of the list.

**Email List Log** You may have the log of all actions performed by the list sent to the list maintainer.

**Delete List Log** You may delete the current log.

**Search list for a near match** A list of all subscribed users satisfying the matching criterion can be mailed to the Maintainer of the selected list. Note that *test*, *testuser*, and *new\_test* would all be included in a search for *test*.

## Emailing and subscribing to the list

### To subscribe to the list:

Send a message with *subscribe* as the subject to the list's -request address (<listname>-request@<domain>).

### To subscribe to the list's digest:

Send a message with *subscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).

### To email the list:

Send an email to <listname>@<domain>

### To unsubscribe from the list:

Send an email with *unsubscribe* as the subject to the list's -request address (<listname>-request@<domain>).

### To unsubscribe from the list's digest:

Send an email with *unsubscribe* as the subject to the list's -d-request address (<listname>-d-request@<domain>).