



**Talk-101 User Guides**  
**Mailgate Administration Guide**

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## Accessing the Mailgate Interface

To access the Mailgate interface, you must use your web browser to go to the address supplied to you. You will be presented with a login page like the one below:



The screenshot shows the login page for the Mailgate interface. At the top is the talk101 logo. Below it is a blue header bar with the text "Email Hosting Management". There are two input fields: "Username:" and "Password:". Below the password field is a "Login >>" button. At the bottom, there is a line of text: "If you require access please contact our support department: 0870 754 1012 or email: support@talk-101.com".

Enter the details supplied to you when your server was set up.

Once logged in, you will be presented with a list of accounts that are currently active. If this is the first time you have logged in, you may not have any accounts in the list. This list contains users that are allowed to login to the web interface.



The screenshot shows the dashboard after logging in. At the top is the talk101 logo. Below it is a blue header bar with the text "Email Hosting Management". Below the header bar, it says "Logged in as: talk101" and "- Logout". Below that is a table with the following structure:

Domains			
Domain	Mail		
			[ Add ]

## Adding a new domain

To add a new domain, navigate to the 'add' link and enter the following:

- Domain Name
  - o The domain name you wish to accept mail for.
- Password
  - o This can be used to login as a user on the mailgate interface to administer the domain (add, change, remove email accounts and aliases).

Once a domain has been created it will appear in the administration list, the account is instantly active with the username and password specified when the account was created.



**talk<sup>101</sup>**

**Email Hosting Management**

Logged in as: **talk101** - Main Menu  
- Logout

**notice:** Domain added succesfully.

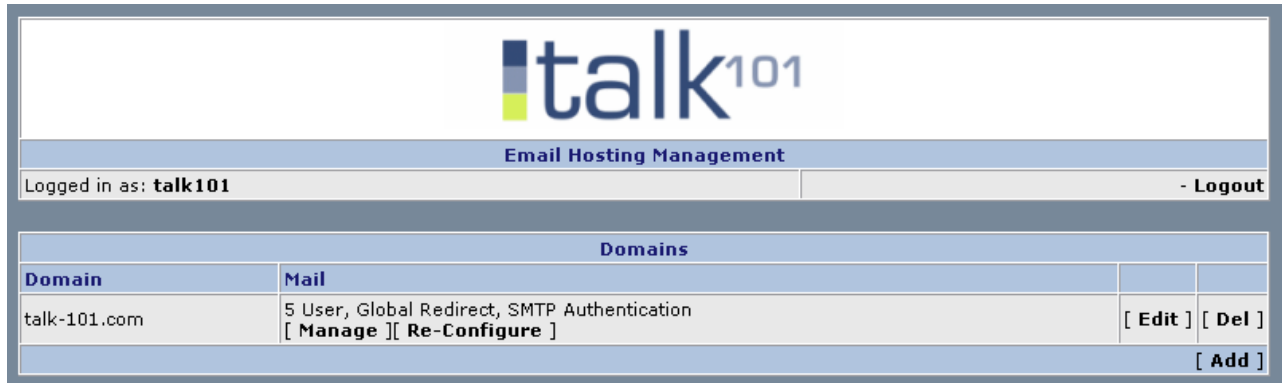
Domains	
Domain	Mail
talk-101.com	[ Setup Email ] [ Edit ] [ Del ]
[ Add ]	

Before the new account can begin accepting mail for this domain, the account needs to be configured to accept mail locally (POP3) or alternatively, sent to external host (SMTP Feed). Click on the 'Setup Email' link to begin configuration.

### Setup Email

To configure a new account you need to enter the following:

- Type
  - o Select whether this is a local delivery (POP3) account, or an SMTP feed.
- No. Email Accounts
  - o Select number of email accounts allowed on this domain
- Global Redirect Allowed?
  - o Select whether to allow global redirects (Disabled by default)
- SMTP Feed Host
  - o Hostname or IP address of remote server to send mail to (Only applies if 'SMTP Feed' is selected in the above 'Type' section)
- Password
  - o This can be used to login as a user on the mailgate interface to administer the domain (add, change, remove email accounts and aliases).
- Anti-Virus (mail-x) Filtered?
  - o Only applicable if this specific domain is scanned by Talk-101's anti-virus service



The screenshot shows the 'Email Hosting Management' page. At the top, it says 'Logged in as: talk101' and has a '- Logout' link. Below this is a table titled 'Domains' with the following content:

Domain	Mail		
talk-101.com	5 User, Global Redirect, SMTP Authentication [ Manage ][ Re-Configure ]	[ Edit ]	[ Del ]
[ Add ]			

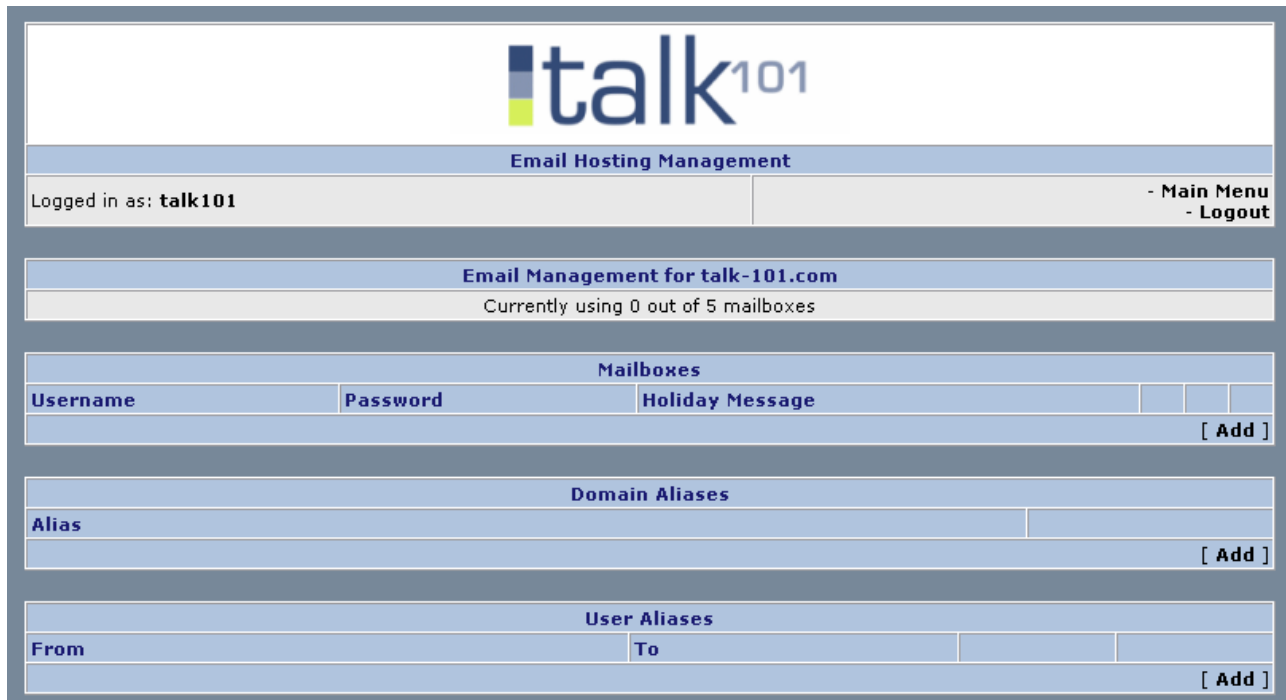
Once an account has been successfully configured, a brief overview will be displayed on the main screen along with links to manage either the POP3 boxes or the SMTP feed. The main account username and password can also be altered from this screen using the 'Edit' button.

**Note:** You are not able to modify the domain name.

To delete a domain, click the 'Delete' link on the right-hand side of the domain in the list. Click OK to confirm you wish to delete the domain.

## Account Management

As a server administrator you have access to modify all domains, email accounts and SMTP feeds. You can also give your customers access to this interface, which enables to add, change and remove email accounts, aliases and holiday messages. Clients will need to login with their domain name and password which you should have already assigned to them.



The screenshot shows the 'Email Management for talk-101.com' page. It indicates 'Currently using 0 out of 5 mailboxes'. Below this are three sections for adding new items:

- Mailboxes:** A table with columns for Username, Password, and Holiday Message, and an [ Add ] button.
- Domain Aliases:** A table with an Alias column and an [ Add ] button.
- User Aliases:** A table with columns for From and To, and an [ Add ] button.

Above is a screen capture of a standard POP3 (5 user) setup for 'talk-101.com'

## Mailboxes

Here you can create a new POP3 mailbox under the selected domain:

Mailboxes				
Username	Password	Holiday Message		
				[ Add ]

Select 'add' to create a new account. You will be asked for the first part of the email address, ie. 'joe.bloggs' – if you wanted an account creating for 'joe.bloggs@mydomain.com'

Add New Mailbox for talk-101.com	
Username	joe.bloggs @talk-101.com
Password	mypassword
Add Mailbox	

Once you're happy with the details, click the 'Add Mailbox' button to submit the request. The new account will now show on the main screen.

talk <sup>101</sup>				
Email Hosting Management				
Logged in as: <b>talk101</b>	- Main Menu - Logout			
<b>notice:</b> Mailbox added succesfully				
Email Management for talk-101.com				
Currently using 1 out of 5 mailboxes				
Mailboxes				
Username	Password	Holiday Message		
joe.bloggs@talk-101.com	mypassword	[ Setup ]	[ View Mailbox ]	[ Modify Password ] [ Delete ]
[ Add ]				

If you wish to make any changes in the future you can use the links as detailed on the main screen.

- Holiday Message
  - o All emails will automatically be replied to with the message you state. All received mails will still be retained in the mailbox
- View Mailbox
  - o Opens the mailbox in webmail, idle to view mail sat in the mailbox.
- Modify Password
  - o Does pretty much what it says on the tin. Changes the password for the selected account
- Delete
  - o Removes the mailbox and all mail currently sat in the account.

### User Aliases

User Aliases are a useful of linking email addresses to other mailbox names under your domain, info@yourdomain.co.uk can be sent to tom@yourdomain.co.uk and sally@yourdomain.co.uk – if required you can also forward email to any external email address, a hotmail address for example.

User Aliases			
From	To		
			[ Add ]

To add a user alias click the 'add' button. You will be asked for the local part before your domain name, for example 'joe'@yourdomain.co.uk – it will also be necessary to specify the delivery address, simple enter the FULL address, for example 'tom@yourdomain.co.uk'

### Global Redirects

Global Redirects allow you to direct all mail for any address @yourdomainname.co.uk, with the exception of any existing accounts that you have.

For example, you have 1 mailbox for sales@yourdomain.co.uk, another for info@yourdomain.co.uk, and any address @yourdomain.co.uk to go into the info@yourdomain.co.uk mailbox.

A domain name must be setup with Global Redirects enabled for this to work.

**Please Note:** You can only send mails from valid mailboxes on your server. If you have a global redirect enabled, and setup for a domain, you will be able to send mail from any address @yourdomain, regardless of whether a mailbox has been setup for that address.