



# Adding a User Account

Help Documentation

## Adding a User Account

To begin adding a user account, click the Settings button from the main toolbar, then click Users from the Accounts folder in the Domain Settings tree view, and finally click the New icon from the actions toolbar.

When you do so, you will be presented with a page that contains the items below. No settings will be saved until you have clicked the Save icon from the actions toolbar.

Note: Many of these values, especially those in Display Settings and Compose Settings, can be left at the defaults when adding a new user account, as they are better set by the user. They are included in the Add User page so you may edit them if you wish, however.

### Mailbox

Username - The email address (e.g. "user" in user@domain.com).

Password - Enter a password for the email account.

Confirm Password - In order to ensure you typed the new password correctly, enter it again in this space.

Display Name - Enter the name of the person using the email account.

Reply-to address - Enter an alternate reply address you wish to use. This will be the default reply to address for mail sent from this account. Will default to email address if left blank.

Time Zone - Choose the time zone that you wish to use in SmarterMail. Daylight Saving Time is automatically managed by SmarterMail.

Mailbox Size Limit - This box allows you to set the maximum mailbox size for the account you are adding.

Disable User - This will completely disable this user, but the account is not deleted. The user will not be able to log in, send or receive email for this account until you reactivate it.

Enable as Domain Administrator - Enable this so the user will have full domain administrator privileges, including the ability to add and edit users.

Disable Password Changes - This option 'locks' the password for end users. If this option is checked the user will not be able to change their password.

Hide from Global Address List (Enterprise Edition Only) - Enabling this option will remove the user

account from the Global Address List. Use this option on accounts that are not tied to real people, like support@example.com.

Enable DomainKeys for outgoing message signing - Enable this option to have all outgoing mail checked against the system for authenticity.

## Webmail

Initial Page on Login - Choose which page you would like to see upon first logging in.

- My Today Page - Gives you a nice overview of current items in your mailbox, RSS feeds, Calendar Items, etc.
- Inbox - Takes you directly to your Inbox.

Display Format - While you can choose to view a message in plain text or HTML while reading it, this option will allow you to choose the default viewing method.

- HTML - This option will display HTML content, if present in the email. This content can include stylistic elements, like fonts or colors, as well as hyperlinks and other formatting elements.
- Plain Text - This option will only display text. While it is less interesting (no fonts, images, etc), it is also much more secure and is faster to view than HTML.

Sort messages by - When viewing the messages in a folder, they will be sorted according to the option chosen in this drop down. By default, messages are sorted by date in descending order.

Auto Refresh Rate - Choose from the drop down box the number of minutes you would like SmarterMail to refresh to check for new messages.

Items per Page - When viewing the messages in a folder, this option lets you customize how many emails will appear per page.

Upcoming Appointments - The number of days typed in this field determines how many days that are displayed when viewing the My Today Page.

Delete Action - Choose what happens to messages when they are deleted. The options are outlined below.

- Move to Deleted Items folder - Deleted items will appear in the deleted items folder, which will need to regularly be emptied.
- Auto-Purge Folder - Remove the message and get rid of any other email messages that are marked for deletion.
- Mark as deleted - Does not actually delete the message. Flags the message for deletion, and it

will not get removed until the folder is purged.

- Mark as deleted and hide - Does the same thing as "Mark as deleted" above. Be careful to monitor your disk space usage when using this option, as it may fill up with what appears to be a small number of messages.

Preview Pane - This allows you to choose where you would like the preview pane displayed—Right side or Bottom. You can also choose to disable this feature, which will then require you to double click an email to view it.

Enable Automatic Preview - When this is checked a preview panel will display the first message available in the folder you are currently viewing.

Disable Scroll bars in pulldown menus - Certain drop down menus, such as Move, can grow rather long making it difficult to view all the menu items. Selecting the Scroll Long Menus checkbox will cause the possible options to display in a scrollable list. De-selecting this checkbox will cause the available options to display as one long continuous list even if the list length exceeds the available display area.

Enable popups when reading messages - When this is checked, your message will appear in a new popup window when a message is selected and double-clicked.

Enable automatic popup when new reminders occur - When this is checked all reminders will appear in a new popup window rather than embedded.

Disable reminders for appointments and tasks - When this is checked you will not be reminded of upcoming appointments or tasks.

Enable Sounds - Checking this box will allow sound throughout SmarterMail.

## Compose

Compose Format - Choose the method of email composing that you would like to use.

- HTML - Use this option if you wish to add stylistic elements to your emails
- Plain Text - Use this for a simple method of email editing. You will not be able to change colors or fonts, but your emails will generally be much smaller and readable on more email clients

Text Encoding - Choose the encoding that you wish to use for outgoing messages. Encodings define what character sets are used in messages you compose through the web interface.

Spell Check Dictionary - Choose from any of the dictionaries that the administrator has installed on the server, or choose to auto-detect which dictionary to use from your browser's language setting.

Forwarding Method - There are several methods by which a message can be forwarded. Please see the list below to understand each of them.

- Normal - Includes original content, including font styles from original message, as part of the new message.
- Plain text only - Inserts the plain text version of the original message into the new message. This is useful if you want to exclude links or fonts.
- Embed as attachment - Attaches the original message to the new one. The message will not appear in the body of your message.

Auto Save Frequency - When composing a new message, this will establish how often your message is saved automatically—Do not auto-save, 1 minute, 2 minutes, 3 minutes, or 5 minutes.

Reply Header Type - Choose whether to include a shortened basic header in your replies, or the full header instead. For most users, basic headers will be sufficient. Basic headers include From, To, and Subject headings whereas the full header includes MIME type filter restrictions, etc.

Reply Text Indicator - If your compose method is plain text, this character will get added to each line of the original message in order to distinguish it.

Include previous replies in reply - If checked, the message you are replying to will get embedded in the new message.

Enable Sent Items folder - If checked, all messages you send from the web interface will get saved in the Sent Items folder. If you send many messages, you may need to regularly delete items from the sent items folder.

Enable popup for new messages and replies - Composing a new message or replying to a message will be performed in a separate pop up window.

Enable read receipts by default - Checking this will make read receipts for outgoing email your default.

## Forwarding

Forwarding address - If you wish to send copies of all incoming mail to a different email address(es), enter that address(es) here. For example, if your mobile phone has an email account and you will be away from your computer, enter the mobile phone's email address here to receive the emails on your mobile phone. To forward emails to multiple addresses, simply add a semicolon after each email address. =

Enable Deletion of message on forward - Enable this to delete the message from the inbox of the original email account after forwarding it to the new email address.

## Groups

This feature is available in Enterprise Edition only

Check all of the user groups that this user belongs to. These groups are used for permissions in shared objects and the Global Address List.

Two user groups are pre-defined. These are "Everyone" which contains every user in the domain, and "Administrators" which contain all users marked as domain administrators for the domain.

## Throttling

Throttling allows System Administrators to limit the number of messages and/or how much bandwidth a domain, user, or mailing list can use for sending email per hour.

Messages per Hour - Enable this and enter the number of messages a domain is allowed to send per hour. (Default is set at 5000)

Bandwidth per Hour - Enable this and enter the maximum size in MB a domain is allowed to send per hour. (Default is set at 100)

## Plus Addressing

Plus Addressing is feature that allows you to automatically filter incoming email into folders without pre-creating the folders or filters to deal with them. A detailed description of this feature can be found in the topic [Using Plus Addressing](#) .

Action - When a plus addressed email comes in, SmarterMail can act on it in several ways. See the list below for a description of each:

- Move to folder - If the target folder exists, the incoming message will be placed into it. If the folder does not exist, it will be created. No more than 10 folders can be auto-created in this method during a six hour period to prevent abuse.
- Move to folder (if it exists) - If the target folder exists, the incoming message will be placed into it. Otherwise, the email will get placed in the Inbox.
- Leave in Inbox - Drops the message into your Inbox.

Plus Addressing Enabled - Check this box to turn on this feature. If this feature is disabled, the email will NOT be accepted.

## Signature

Add text to this area for a 'signature' that will display at the bottom of each email message that is composed in the web interface.