



Manage

Help Documentation

Manage

Spool

The email spool is a list of emails, in order of when they are created, that are available for the server to send or deliver locally. SmarterMail is multi-threaded, which means that if a message cannot process out of the queue, SmarterMail simply moves on to the next message until the maximum number of threads that are designated in the administrative configurations are in use. Administrators can use the information here to adjust threads and resources to allocate for concurrent messages.

Messages enter and leave the spool fairly quickly. In fact, some pass through so quickly that they will not display in the spool. Most messages in the spool are displayed because they are large, have many recipients, or are having trouble being sent to their final destination.

To view all of the messages in the spool, click the manage icon and expand the Spool in the navigation pane. Then click All Messages . To only view the messages waiting to be delivered, click the manage icon and expand the Spool in the navigation pane. Then click Waiting to Deliver .

In general the following columns are available:

- **Checkbox** - Use these boxes to select multiple messages. Messages must be selected before choosing an action from the content pane toolbar.
- **File Name** - The filename on the hard disk.
- **Sender** - The email address that initially sent the email.
- **Size** - The total size of the message on the hard drive, in kilobytes.
- **Recipients** - The number of delivered/total recipients.
- **Time in Spool** - The total amount of time the message has been in the spool.
- **Attempts** - The number of delivery attempts that have been made.
- **Next Attempt** - The date and time of the next delivery attempt.
- **Status** - The current status of the message.
- **Spool Path** - The spool the message resides in. If you have subspools enabled, the message may be placed in one of those locations.
- **Priority** - The priority level of the message.

The following actions are available from the content pane toolbar:

- **Actions** - Click this button and select the appropriate option to force the message, reset retries or change the priority of a message in the spool.

- Force - Pushes the message to the top of the spool. Note: The status of forced messages will not update until the server passes through the spool.
- Reset Retries - Resets the retry counts on all messages in the spool, effectively starting the delivery process over. This can be useful if a DNS or firewall problem has been recently resolved, or if you are using SmartHosting and the target server was down.
- Set Priority - Changes the priority level of a message.
- View - Click this button and select the appropriate option to view the text of a selected message or to see the list of recipients for the selected message.
- Message - Displays the text of the selected message in a new window.
- Recipients - Allows the system administrator to see who the message was sent to and the status of that message (i.e. delivered or pending).
- Delete - Clicking this button will allow the system administrator to delete messages from the spool. Note: No confirmation dialog will display, so use caution when deleting from the spool.
- Refresh - Clicking this button will allow the system administrator to update the page with the most recent contents of the spool.

Spam Quarantine

System administrators can quarantine outgoing messages that have been flagged as spam by SmarterMail's spam checks for a maximum of 30 days. Quarantining such messages allows administrators to investigate why certain messages are blocked as spam and make appropriate adjustments, if necessary. In addition, system administrators can easily resend any outgoing messages that should not have been quarantined.

To view a list of quarantined spam messages, click the manage icon and expand the Spool folder in the navigation pane. Then click Spam Quarantine . A list of messages currently under quarantine because they were flagged as spam by SmarterMail's antispam measures (including the Commtouch Premium Antispam add-on, if enabled) will load in the content pane and the following columns will be available:

- Checkbox - Use these boxes to select multiple messages. Messages must be selected before choosing an action from the content pane toolbar.
- File Name - The filename on the hard disk.
- Date - The date the message was flagged for quarantine.
- Sender - The email address that initially sent the email.
- Recipients - The total number of recipients.
- Size - The total size of the message on the hard drive, in kilobytes.
- Time In Quarantine - The amount of time the message has been quarantined.

- Time of Removal - The amount of time until the message is automatically removed from quarantine and permanently deleted.

The following actions are available from the content pane toolbar:

- Actions - Click this button and select the appropriate option to resend a quarantined message.
- Resend - Moves the selected message(s) to the pool for delivery to its intended recipients.
- View - Click this button and select the appropriate option to view the text of a selected message or to see the list of recipients for the selected message.
- Message - Displays the text of the selected message in a new window.
- Recipients - Allows the system administrator to see who the message was sent to.
- Delete - Clicking this button will allow the system administrator to delete messages from quarantine.
- Refresh - Clicking this button will allow the system administrator to update the page with the most recent quarantined spam messages.

Note: Spam quarantine settings can be managed from the Antispam Administration page. To access this page, click the security icon and click Antispam Administration . The quarantine settings are on the SMTP Blocking tab.

System administrators can quarantine outgoing messages that have been flagged as containing viruses by SmarterMail's ClamAV or the Commtouch Zero-hour Antivirus add-on for a maximum of 30 days. Quarantining such messages allows administrators to investigate false positives and make appropriate adjustments or notify the developer of the virus scanner, if necessary.

To view a list of quarantined virus messages, click the manage icon and expand the Spool folder in the navigation pane. Then click Virus Quarantine . A list of messages currently under quarantine because they were flagged for a virus by SmarterMail antivirus measures will load in the content pane and the following columns will be available:

- Checkbox - Use these boxes to select multiple messages. Messages must be selected before choosing an action from the content pane toolbar.
- File Name - The filename on the hard disk.
- Date - The date the message was flagged for quarantine.
- Sender - The email address that initially sent the email.
- Recipients - The total number of recipients.
- Size - The total size of the message on the hard drive, in kilobytes.
- Time In Quarantine - The amount of time the message has been quarantined.

- Time of Removal - The amount of time until the message is automatically removed from quarantine and permanently deleted.

The following actions are available from the content pane toolbar:

- View - Click this button and select the appropriate option to view the text of a selected message or to see the list of recipients for the selected message.
- Message - Displays the text of the selected message in a new window.
- Recipients - Allows the system administrator to see who the message was sent to.
- Delete - Clicking this button will allow the system administrator to delete messages from quarantine.
- Refresh - Clicking this button will allow the system administrator to update the page with the most recent quarantined virus messages.

Note: Spam quarantine settings can be managed from the Antivirus Administration page. To access this page, click the security icon and click Antivirus Administration . The quarantine settings are on the Options tab.

User Activity

System administrators can use this section to monitor the activity of users on the server.

To view a list of users currently logged in to SmarterMail, click the manage icon . Then expand User Activity and click Online Users in the navigation pane. A list of users that are online will load in the content pane.

In general, system administrators can view the following attributes of online users:

- User - The name of the user.
- Type - The connection type. For example, IMAP or webmail.
- IP Address - This will tell the IP address of the user.
- Start Date - The start date and time of the connection.
- Duration - The length of the connection.

In general, the following options are available in the content pane toolbar:

- End Session - End the selected user's session.
- Disable User - Permanently disables the user from logging in to the system.
- Refresh - Refreshes the list of online users.

Inactive Users

To view a list of inactive users, click the manage icon . Then expand User Activity and click Inactive Users in the navigation pane. Then select whether you want to view users that have been inactive for 30 days, 90 days, 6 months, or 12 months.

Current Connections

SmarterMail will monitor the server and see who is connecting via the different protocols—SMTP, IMAP, and POP. System administrators can then blacklist a certain user if they believe a user is making too many connections.

To view the current connections, click the manage icon and expand Current Connections in the navigation pane. Then click the appropriate connection type.

Current Blocks

SmarterMail will monitor the server and keep track of all users who are currently being blocked for SMTP, IMAP, POP, LDAP, or email harvesting.

System administrators can then click Delete in the content pane toolbar to remove anyone from the list.

Mass Messaging

SmarterMail gives system administrators the opportunity to send mass emails and reminders to selected groups.

Send Email

To send a mass email, click the manage icon . Then expand Mass Messaging in the navigation pane and click Send Email . The mass messaging options will load in the content pane and the following fields should be completed:

- From - The individual sending the email message. "System Administrator" will be entered as a default.
- To - Select the message recipients from the list. Note: If All Users on a Domain is chosen, you will then be asked to enter the domain name. If you choose Specific User you will be asked to enter a Specific User's email address.
- Subject - The subject of the email.
- Message - Type the text of the message in this field.

Once you complete all the fields, click the Send in the content pane toolbar to send the message.

Send Reminder

To send a mass email, click the manage icon . Then expand Mass Messaging in the navigation pane and click Send Reminder . The mass messaging options will load in the content pane and the following fields should be completed:

- To - Select the message recipients from the list. Note: If All Users on a Domain is chosen, you will then be asked to enter the domain name. If you choose Specific User you will be asked to enter a Specific User's email address.
- Subject - The subject of the email.
- Message - Type the text of the message in this field.

Once you complete all the fields, click the Send in the content pane toolbar to send the message.

Services

System administrators can use this section to enable and/or disable specific services on the mail server. Generally, all of these services should be enabled.

To view the status of the services, click the manage icon and then click Services in the navigation pane. The list of available services will load in the content pane and the following columns will be available:

- Checkbox - Use these boxes to select multiple services. Services must be selected before choosing an action from the actions toolbar.
- Status Indicator - The status indicator, or the colored ball next to the checkbox, shows the current status of the service.
- Description - A brief summary of the service.

The following options will be available in the content pane toolbar:

- Start - Enables the service.
- Stop - Disables the service.

Services

In general, system administrators can enable/disable the following services:

- IMAP - A client/server protocol in which email is received and held by the mail server. IMAP requires continual access to the client during the time that it is working with the mail server.
- IMAP Retrieval - With IMAP retrieval, mail is retrieved from external IMAP servers and saved in a mailbox on the mail server.
- Indexing - Indexes messages, contacts, calendars, tasks and notes so that users can search for

specific mailbox items via the Web interface.

- LDAP (Enterprise Edition Only) - A communication protocol for accessing online directory services. Programs like Outlook and Thunderbird use LDAP to retrieve contact lists from SmarterMail. SmarterMail will validate email addresses for user accounts, aliases, and mailing lists.
- POP - An email protocol in which mail is saved in a mailbox on the mail server. When the end user reads the mail, it is immediately downloaded to the client computer and is no longer maintained on the mail server.
- POP Retrieval - With POP retrieval, mail is retrieved from external POP3 servers and saved in a mailbox on the mail server.
- SMTP - A TCP/IP (Internet) protocol used for sending and receiving e-mail. However, since it's limited in its ability to queue messages at the receiving end, it's usually used with one of two other protocols, POP or IMAP, that let the user save messages in a server mailbox and download them periodically from the server. In other words, users typically use a program that uses SMTP for sending e-mail and either POP or IMAP for receiving messages from their local server.
- Spool - The internal message queue used to deliver messages locally and to remote services.
- XMPP - An open-source IM protocol designed to allow interoperability between different IM client programs. SmarterMail uses this protocol to power its chat functionality in the Web interface and/or third-party chat clients.

View Logs

System administrators can use this section to quickly view the server's log files. To view logs, click the manage icon and click View Logs in the navigation pane. The following options will be available in the content pane:

- Date - The date of the log files you want to view.
- Type - Select the type of log file (or the delivery method of the files) that you would like to view.
- Search String - Type the words or phrases to that should be contained in the log files.
- Enable related traffic - Select this option to only display data that occurred within the same session.

To search for a specific log, complete the Date, Type, and Search String fields. Then click Search in the content pane. Any matching log files will display in the content pane. Note: SmarterMail will show logs files up to 1MB.

Alternatively, system administrators can download the log file by clicking Download in the content pane toolbar. This page allows administrators to get quick access to a domains log files.

Administrators can view log files by utilizing this page, or they can download the selected log file as a .zip file by clicking Download in the content pane toolbar.

Message Archive Search

This feature is only available to domain and system administrators using SmarterMail Enterprise.

Message archiving is a method of storing all email traffic for a domain in a separate location on the mail server. Typically, this is a feature used for companies that need mail servers in compliance with the Sarbanes-Oxley Act of 2002.

To search the archive, click the manage icon and click Message Archive Search in the navigation pane. System administrators can search for a message by date range, the sender's address, the recipient's address, or the subject.

Domain administrators can also search the archive by clicking email icon and clicking Message Archive Search in the navigation pane.

For more information on archiving, see [Message Archiving](#) .

Indexing Status

SmarterMail Search Indexing allows users to instantly find any files--including messages, attachments, appointment, contacts, tasks, or notes--in their mailbox. Following the initial scan of the server, SmarterMail continually monitors each user's mailbox for changes and updates the index. This method of indexing reduces server utilization while increasing the speed in which search results are returned.

System administrators can use this section to view the status of SmarterMail Search Indexing.

Viewing the status of indexing can be beneficial when troubleshooting a problem. For example, if the mail service seems to be using a large amount of CPU, the system administrator can check to see if the cause of the temporary increase in CPU usage is due to indexing.

To view the indexing status, click the manage icon and click Indexing Status in the navigation pane. A list of users being indexed (or queued for indexing) will load in the content pane.

Password Policy Compliance

System administrators can use the password policy compliance page to find users whose passwords do not meet the configured password requirements. Non-compliant users can then be notified via email that they need to change their passwords in accordance with the password requirements to maintain the security of the mail server.

To view a list of non-compliant users, click the manage icon . Then click Password Policy Compliance in the navigation pane. A list of non-compliant users will load in the content pane and the following columns will be available:

- **Checkbox** - Use these boxes to select multiple users. Users must be selected before choosing an action from the content pane toolbar.
- **User** - The username that is non-compliant.
- **Domain** - The domain on which the user exists.

In general, the following options are available in the content pane toolbar:

- **Send Email** - Sends an email to the selected user(s).